



Library Regulations Policy

POLICY STATEMENT

The Library supports the learning, teaching and research needs of Monaghan Institute students and staff. Readers are expected to acquaint themselves with and observe both Institute and Library regulations. All of the main Monaghan Institute regulations, policies and penalties apply within the Library. All staff are authorised to implement these regulations. Please help us to maintain the Library as an attractive study space by reporting any inappropriate behaviour to Library staff.

Access

The following persons may use the facilities of Monaghan Institute Library:

- Registered students
- Institute staff
- Staff and students of other institutions and CMETB services, in accordance with agreed cooperative schemes.

Children (persons under 18 years old who are not members of the Library) must seek permission before entering the space and must be accompanied by a supervising adult at all times. Children will be asked to leave the Library, if they become disruptive to other users.

Library space and facilities are primarily designed for the use of Monaghan Institute students and staff. At times of high demand from Monaghan Institute readers we may need to restrict access for other users.

Library memberships are non-transferable and may only be used by the person named on the ID card.

In order to use the Library readers must have a valid picture ID card with them at all times and may be asked to produce this card by any member of Library staff. Anyone without valid ID may be asked to leave and are expected to comply with the request. Readers may be accompanied off the library premises. Failure to leave when requested constitutes a major offence.

Opening Hours

- The library will be open throughout term time, daily from 9am until 3pm, including lunchtime.
- The library opening times and availability are subject to change and reasonable notice will be given where possible

Borrowing

- If you want to take items from the library you must borrow them. This can be done at the Library Information Desk.
- Removing items without borrowing them is a major offence. Library material is tagged and linked to an alarm system, which will sound if an item is not properly checked out. If an alarm sounds Library staff reserve the right to inspect bags, folders etc. If you are found to have items that are not borrowed in your possession your borrowing rights will be suspended and the matter may be referred by the Librarian to your Course Co-ordinator, Deputy Director or Director.
- A reader is responsible for all items borrowed in his/her name. His/her responsibility is not transferable and ends only when the item has been returned to the Library and the loan cancelled.
- Readers will be charged a replacement cost for items lost / not returned
- Items must be returned by the due date. Fines are charged on all overdue items and borrowing rights withheld until fines are paid.
- All items are subject to recall, regardless of the normal borrowing period
- Loans may be renewed unless they are on Inter Library loan or requested by another reader.
- Late or non-return of Library items and non-payment of Library fines may mean that you cannot progress to graduation or registration until the items are returned and replacement costs and/or outstanding significant fines are paid.
- Before students are allowed to graduate all items on loan from the Library must be returned. It is the responsibility of each student to check their Library account before leaving the Institute and ensure that all materials are returned and all significant fines paid.

- The Librarian has discretionary authority to lend, to refuse to lend, or to recall any book at any time, and to amend fines and charges.
- You can borrow up to a maximum of 5 items at any one time and loans are for a maximum of 2 weeks, but can be extended if required.
- Students going on placement as part of their course may apply for longer loan times for certain items. To apply please speak with a member of Library Staff.
- You can request an item using the online Library system. We will email you when the book is ready for collection from the Library Information Desk.

How to renew

- Online
- At the Library Information Desk

Renewing online

- When renewing online, a new due date should be displayed. If this does not happen call to the Library Information Desk. Online renewals will not work the day the item is due. We suggest you renew online the day before.

Returning

- You don't need your Library card to return items.
- You must return items directly to a staff member at the Library Information Desk or into the Drop Box located outside the library door.
- Return or renew an item on or before its due date, otherwise fines will be applied.
- In the interests of fairness to all Library members, fines are applied to ensure the prompt return of material. You are responsible for all items on your Library Account. Fines are applied as follows:
 - 20 cent per day for the first week (including Saturday and Sunday)
 - €1.50 per item per day thereafter
- Books on long term loan must be returned to the Library before the end of the academic year.
- Fines remain on your Library Account until they are paid and will be carried over from one year to the next. If you accumulate fines you will be prevented from further borrowing, renewing, or accessing our online resources. You may be blocked from registering or graduating if you have significant unpaid fines on your account.
- If an item is considerably overdue it will be deemed to be a lost item
- If you lose an item contact us as soon as possible. You will be charged a replacement plus processing fee of €30. This will appear as a fine on your account. We cannot always accept replacement copies for lost items, so please contact us before you order one.

Library Information and Printing

For further information on the Library please visit the MI Library link in the Student Area of the College Website (www.monaghaninstitute.ie). From this page you can access the Online Library, Top Up your Student Card and download the notes on Printing, using your Student Card. This page also contains detailed notes on Referencing and Plagiarism, which can be downloaded.

Behaviour

We expect readers to be courteous and respectful to each other, to Library staff and to all readers in the Library space at all times

- People come to the Library to study therefore all readers must refrain from any noisy or disruptive behaviour or any conduct likely to interfere with the comfort of other readers, likely to damage Library space, equipment, materials or property.
- Readers are expected to study quietly and silently in the Library. It is possible to work together in small groups. All readers working in groups are expected to do so with respect for others and to minimise their noise level as much as possible.

- Library readers may not reserve work spaces. Another reader may claim any space from which a reader is absent for more than 15 minutes. Any reader absent for more than 15 minutes will have Library and personal material removed from the space, by Library staff.
- All mobile phones are to be switched to 'silent' prior to entering the Library. Please do not take or make calls or allow phones to ring in the Library space.
- No materials or posters may be distributed or displayed within the Library without the permission of the Librarian.
- Bottled and covered drinks are allowed within the study area only, but not at or near computers. Food, with the exception of light snacks, is not permitted. The Librarian has discretion with regard to snacks & drinks which can be taken into the library
- Readers are expected to dispose of any rubbish they generate in the appropriate bins and to leave desk and spaces tidy.

Copyright and Fair Use of Materials

Materials (books and articles in print and electronic formats) are governed by copyright law. Readers who wish to photocopy or copy materials in the Library must adhere to the *Copyright and Related Rights Act, 2000* and the *Copyright and Related Rights (Amendment) Act 2004*.

- For guidance on complying with Irish Copyright Law see Copyright Frequently Asked Questions on the MI website (www.monaghaninstitute.ie).
- Readers are responsible for the consequence of any breach of copyright.
- Online resources are provided for academic research only and should not be used for any commercial purposes.

Health, Safety and Security

- Please familiarise yourself with the location of fire exits.
- Fire drills are held at intervals during the year and readers are expected to fully co-operate with these drills. When the fire alarm rings continuously readers must leave the Library and comply with directions from Fire Wardens.
- Report any safety hazards to the Library staff.
- Contact a member of staff immediately if you observe any suspicious or inappropriate behaviour or if an accident occurs while using the Library.
- Keep your personal possessions with you at all times. The Library assumes no responsibility for personal property left in the Library
- Please store bags, equipment etc. under desks or work stations, to minimise trip hazards.
- A security system is in operation at the exit doors. Library staff reserve the right to inspect bags, folders etc. if the alarm sounds as you exit.
- Exit doors must be kept clear at all times of furniture/bags etc. to allow free access for health and safety reasons.

Computer network and PCs

- Monaghan Institute students have priority access to Library PCs. These PCs are provided for research and educational purposes only.
- If a PC is left unattended for more than 15 minutes it will automatically logout without saving your work. Library staff may remove personal materials, including USB devices, from the space so that another person can use the PC.
- A proportion of the PCs are bookable by staff for class groups. If a staff member has booked the PC you are using, their booking has priority and you will be asked to leave the PC.
- Due to limited number of fixed PCs in the Library certain restrictions are in place governing the use of social networking sites on these PCs at peak times.

Readers must

- Adhere to the Internet Acceptable Use Policy and Social Media Policy governing Monaghan Institute PCs and networks.

- Use PC study spaces quietly and appropriately.
- Respect the privacy of others using the PCs.
- Report any faults immediately to a member of staff.

Disciplinary measures

Any breach of the regulations above may result in:

- Immediate expulsion from the Library.
- Denial of access to the Library and its services.
- Removal of borrowing entitlements for a period of time.
- The imposition of fines
- Inability to register or graduate

Major offences may lead to further Institute disciplinary measures including graduation and registration refusal.

The following are considered major offences:

- Attempting to remove Library material illegally.
- Defacement of Library materials or property.
- Theft of Library materials.
- Threatening or abusive behaviour.
- Non-return of a loan.
- Non-payment of a replacement cost or fine.
- Repeated breaches of Library Regulations will also lead to disciplinary measures being applied.

Implementation and Review

Library staff and all MI staff are responsible for the implementation of these Library regulations. MI learners who use the library are expected to abide by the regulations and co-operate with staff who implement them.

These Library Regulations will be reviewed regularly and/or in light of any legislative or other relevant changes.

MI Library Regulations were adopted by Monaghan Institute Board of Governors at the meeting of the Board on 12th December 2017.

MONAGHAN INSTITUTE LIBRARY CUSTOMER CARE CHARTER

This Charter outlines our service commitment to you and how you can help us to provide you with a quality service.

We aim to	We ask you to
Treat you with respect and fairness	Treat other users, staff and the space with Respect
Provide a helpful, effective and friendly service	Be aware of and adhere to all Library Regulations
Provide electronic and print resources to the highest academic standard and within our budget	Tell us what resources you need for academic purposes, respecting all legalities
Listen to Library feedback (including statistics) and to implement ideas that have value for the library community	Give us constructive feedback about the Library
Provide a learning environment, conducive to individual and group study	Be considerate of the needs of others and help maintain an environment conducive to learning and research
Inform you promptly about Library services, policies, regulations and opening hours	Regularly check email and social media and tell us about any issues which affect you in the Library.

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