

REGULATIONS RELATING TO THE LIBRARY

1. University Regulations relating to the use of Library apply, when an International Faculty student visits the campus of the University in Sheffield.
2. International Faculty shall be provided with a U-card when they visit the campus of the University of Sheffield, which will allow them to have access to the University Library.
3. International Faculty students are provided with a Library Borrowing Card to allow them access to the College Library material, equipment and services. Students must sign a declaration undertaking to observe the Regulations of the Library.
4. Students from other Faculties of the University shall be entitled to access the Library material, equipment and services during their visit to the College.

Code of Practice for the Use of the Information & Learning Commons (ILC)

5. Every user will be issued with a ILC Borrowing Card. The ILC Cards are strictly personal and cannot be used by another Member. Each user must have his or her ILC Card, when using the Library and while borrowing.
6. Each user is responsible for the security of the ILC Card. The loss or theft of ILC Cards must be immediately reported to the ILC staff in order to prevent unauthorised use.
7. Users other than registered students and members of College staff must be registered separately. Such users will be issued with an external Borrowing Card validated for ILC use. Such users must inform the Library Services Desk of any change of address.
8. Users shall not misuse, damage, use or move without permission any equipment or furniture of the ILC.
9. Mobile phones and personal audio equipment should be switched off while using the ILC.
10. All users shall be quiet, while using the ILC and not disturb others.
11. No smoking, food or drinks are permitted within the premises of the ILC.
12. All users must have their ILC Card when returning borrowed items.
13. All items should be returned by date due, directly to the Library Services Desk during its working hours.
14. Users who fail to return an item by the determined due date, will be charged with a fine of 30 cents per day for each item that is returned late.
15. Users shall be held responsible for any loss, or damage of ILC Material that is in their possession and may be required to pay full costs of replacement or repair. Such loss or damage should be reported immediately to the ILC staff, who shall determine the amount to be paid.
16. Users leaving ILC premises with books and papers may be required to show them at the Library Services Desk for control. No material may be removed from the ILC without its loan being recorded. The borrower of an item as shown in the current loan record is responsible for the safe return of that item and liable for any loss or damage to it.
17. Users deliberately damaging ILC Material shall be liable to a fine and/or suspension from borrowing entitlement.
18. Users intentionally removing ILC Material of any kind shall be suspended from borrowing entitlement permanently.

19. All ILC Members may use the Photocopy Machine to make photocopies of extracts of Books, Theses or Periodicals. The cost is 3 cents per page.
20. At the beginning of the Academic year, each student is granted a number of printing pages free of charge. Undergraduate students are granted with 800 pages free of charge. Postgraduate students are granted with 1000 pages free of charge. When the entitlement is used up they must add new ones to their account, at the College Secretariat Desk. The cost is 3 cents per page.
21. The ILC Staff have the authority to determine whether a user's behaviour is proper, and if not to take the appropriate actions.
22. Books designated as Reserved Material (that is Textbooks and Reference books) are kept at a special section, and are available only for internal use. These books are not available for loan for as long the unit is taught.
23. Reference Material such as Dictionaries, Encyclopaedias, Biographies, Handbooks etc., shall not be available for loan.
24. Theses and Dissertations shall not be available for loan.
25. Previous issues of Periodicals (Journals and Magazines) are kept in special folders, while current periodical issues are first displayed for a short period of time at a special Display Board. All Periodicals should be delivered directly to the ILC and shall be used within its premises.
26. New ILC Acquisitions before being available for loan, are displayed on separate shelves for a small period. During that time, users are not permitted to remove those books from the shelves.
27. The ILC's Notice-Board shall give information concerning New Acquisitions, Current Periodical Subscriptions, Electronic Information Services or any change of Regulations and Library Working Hours.
28. The number of items each can borrow from the ILC depends on the "borrower category". The maximum number of items borrowed by a user each time is:
 - (a) Undergraduate students: five books (3 from the Computer Science or Business Studies or Psychology Sections and 2 from other Sections), and three cassettes or videotapes from the Multimedia Collection.
 - (b) Postgraduate students: six books (4 from the Computer Science or Business Studies or Psychology Sections and 2 from other Sections), and three cassettes or videotapes from the Multimedia Collection.
29. The borrowing period for all books and audiovisual material is two weeks for undergraduate students and three weeks for postgraduate students.
30. All items (books, dissertations and A/V material) may be renewed for two more weeks by giving the titles and ILC Card at the Library Services Desk and either by email or telephone.
31. The ILC Staff shall have the authority to limit or extend loaning period of certain items or forbid their loan when considered necessary.
32. If users are found to be in breach of any of the code of practice for the ILC, then the College may exclude the users from access to its facilities and services for an indefinite period. In more serious cases, regulations relating to discipline of students will apply.