

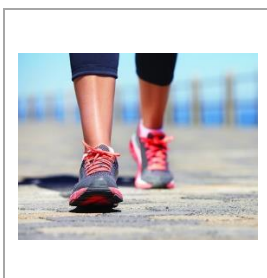
Rules for the use of the Learning Resource Centre (LRC)

Note: The main purpose of these rules is to safeguard the common interests of all readers and to enable the LRC to carry out its functions as efficiently as possible.

Rules framed by the University Librarian in respect of the LRC have the force of Regulations for Conduct.

Use of all computers and IT facilities within the LRC must comply with the Rules for the use of University computers and data networks.

Access and membership



1. LRC opening hours are determined by the University management. They may be changed from time to time and notice of any alterations will be posted at the LRC.
2. LRC users must leave the LRC by the advertised closing time.
3. The following are eligible to join and borrow from the LRC:
 - (a) Members of the Academic Staff
 - (b) Current students
 - (c) Students formally admitted to a course of study of the University, offered by a Faculty and leading to a Degree, Masters, or PhD
 - (d) Other members of staff of the University
 - (e) Other persons whose applications have been approved by the Librarian.

Only University members (i.e. classes (a) – (d)) will have access to the LRC during the University Examination period and may be required to produce a valid **Campus Card** to confirm identity.

4. The Campus card doubles as a membership card. The card is not transferable and must be shown on request. Your card is not transferrable and you will be responsible for all items borrowed using it and any associated fines which may result from their late return.

5. All members, other than students, are responsible for informing the LRC of any change of address. Students must inform their School Office or

Student Welfare and Academic Services, or use the form on the RISIS web portal. Lost cards must be reported to the LRC.

6. Children are not normally permitted on LRC premises, except in designated areas where they must be closely accompanied at all times by a responsible adult. Visits by school pupils are not permitted during the University Examinations period. Currently enrolled University of Reading students below the age of 18 are exempted from this rule.

7. Animals may not be brought into the LRC.

Borrowing



8. No LRC material shall be removed from the LRC until its issue has been properly recorded. Materials borrowed shall be returned within the stipulated loan period and their return properly recorded at the LRC. Items are to be returned at the Self-Service Points and are regarded as the responsibility of the borrower to ensure items are properly scanned. Further loans will not normally be permitted to a borrower who has one or more overdue items.

9. Any material borrowed may be recalled after seven days of being issued if it has been requested for use by another reader. It must be returned as specified in the recall notice.

10. LRC materials in certain advertised categories may not be borrowed without special permission: (a) Items from the Reference collections; (b) Material labelled *Not to be removed from the LRC*; (c) University of Reading Malaysia Theses.

Conduct



11. Readers must take care of LRC materials and must not deface them in any way, including by highlighting, underlining, writing, bookmarking with tapes, drawing in them or by removing any part of them.

12. LRC users shall respect the rights of other users to work quietly. Silence shall be maintained as far as possible in the study areas of the LRC, other than in areas designated for group study. Mobile phones must be switched off or put into silent mode within LRC.

13. Food and drink may not be consumed nor displayed within the LRC. Plain bottled water and covered drinks in lidded containers are allowed.

LRC staff may remove any food or unlidded drinks found on tables or desktops.

14. Smoking, including the use of e-cigarettes, is not permitted anywhere in the LRC.

15. LRC users are responsible for the security of their own property. They must, if requested, submit their belongings for inspection as they leave the LRC. Personal possessions must not be left unattended in the LRC at any time or they may be removed and treated as lost property.

16. Outsiders are not permitted into the LRC except for Open Days or any other special events.

17. Laptop computers and other devices connected to the University power supply must be used at designated desks. Readers using their own devices in other areas of the LRC do so at their own risk and are responsible for the safety and security of their equipment (including cables) and should be mindful of the safety of others by avoiding trailing wires. It is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner's acceptance of responsibility for damage to University property caused by their equipment.

Legal issues



18. No LRC materials may be reproduced for commercial purposes nor used for any other commercial purpose without the Librarian's consent.

19. Personal details of LRC users may not be disclosed to other users, nor shall any person use the computerised facilities of the LRC to obtain or process data except in accordance with the provisions of the Malaysia Personal Data Protection Act 2010. LRC staff may however disclose information on the loans of individual users for the purposes of disciplinary procedures.

20. Photocopying facilities are provided on the condition that the LRC users making photocopies do so in accordance with the Malaysia Copyright Act 1987. If a person using a LRC photocopier infringes the provisions of the Act, that person will be deemed wholly responsible for the infringement.

Penalties



21. Any member of the University staff may act, as appropriate, to uphold the LRC rules.

22. Fines, as stated in the LRC website, will be charged on **overdue items**.

23. Damage to LRC materials or property including the defacing or removal of pages will be regarded as an offence under the Regulations for Conduct. A reader who damages, fails to return (or returns in a damaged condition) any material shall be liable to pay the cost of replacement or repair, at the discretion of the Librarian.

24. In enforcing the Rules, the Head of the LRC has the power to impose penalties.

25. The Librarian may withhold LRC services and/or facilities for any infringement of these Rules. In exceptional circumstances the Librarian may exclude from the LRC any person whose behaviour, in the opinion of the Librarian, is prejudicial to the proper conduct of the LRC.

For more details and other information please refer to the LRC website at

<https://www.reading.ac.uk/lrc/>

