POLICY 066

LIBRARY POLICY

DOCUMENT CONTROL BOX

People in scope:				
All students	**HE Students**	**Professional Students**	**All staff and students**	**Staff only**
☐	☐	☐	☒	☐
Sites in scope:			**Publication:**	
All	**London**	**Online**	**Internal**	**Public**
☒	☐	☐	☐	☒
Version:	1.0	**Date Approved / Committee:**	29th May 2024 Academic Board	**Date of next review:** May 2025

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1.   PURPOSE

1.1   The purpose of this policy is to clarify the aims, strategy, and usage terms of the Point Blank library.

2.   POLICY DETAILS

Definitions

HE Student: A student completing a foundation, CertHE, DipHE, or degree-level course at a Point Blank school.
Professional Student: A student at Point Blank completing a non-validated course.
Essential Text: A learning resource that is listed on a Point Blank module reading list as 'essential'.
Recommended Text: A learning resource that is listed on a Point Blank module reading list as 'recommended'.
CLA: Copyright Licensing Agency.
CLA HE Licence: A licence provided by the Copyright Licensing Agency, granting permission to make copies of copyright-protected texts under certain conditions. See CLA HE Licence User Guidelines in 8.2 for detailed information.
Library services: Physical library, digital library and academic support offered by the Point Blank London library.

Access and Membership

2.1   The Point Blank library provides access both to physical and digital resources for staff, faculty, and HE Students.
2.2   The physical library is open to all staff, faculty, HE Students and Professional Students at the Point Blank London school.
2.3   The digital library is available to all staff, faculty, and HE Students at the Point Blank London and International Online schools.
2.4   Professional Students are not entitled to borrow physical library books or access electronic library texts. They are however entitled to make use of the physical library to read books, study, and access computers.
2.5   Individual access to library resources may be revoked at the library's discretion, or upon direction from the Registry or Finance departments due to outstanding fees (please see the Fee Policy for more information).
2.6   External users may be given access to library resources at the library's discretion.

Collection and Acquisition

2.7   Where Essential Texts are available as institutional e-book licences, the library will endeavour to provide sufficient licences for staff and HE students to access them.
2.8   Students and staff may request specific library resources, where needs arise, using an online form, accessible via the *Library and Learning Resources* page on the VLE.
2.9   Resources requested via online forms will be added to an acquisition list for future purchase. These resources will be purchased, where, budget allows, in order of priority and cost-effectiveness.
2.10   Requested resources which meet the following criteria will be prioritised for purchase:
  i.   The resource is an extra physical copy of an Essential Text which is frequently on loan.
  ii.   The resource is a Recommended Text for multiple modules.
  iii.   The resource has been requested by more than one person.

POINT BLANK
M U S I C   S C H O O L

Loaning, Circulation and Fines

2.11 Books are stored in locked shelves in the Penn Street library. They can be unlocked, by either the Penn Street technicians or the librarian, for students to browse.

2.12 Users may borrow up to two books at a time.

2.13 Users may borrow books for up to two weeks.

2.14 Students with Learning Support Plans may borrow books for up to four weeks.

2.15 With the agreement of either the librarian or a technician, books may be renewed for a further two weeks.

2.16 The library reserves the right to extend loan periods where mitigating circumstances apply.

2.17 Students with overdue books will accrue a fine of £1 per day the book is overdue, per book.

2.18 Fines will cap at £10 per book, or the cost of the book where the cost of the book is higher.

2.19 When borrowing resources, students acknowledge that they may have to pay fines if they fail to return them on time and in good condition.

2.20 Students with overdue books or fines will not be permitted to borrow books until they have returned their books and paid their fines.

2.21 Students who have lost or severely damaged books must either pay for the replacement of the lost book or replace it with another copy in similar or better condition.

2.22 Students who have not replaced, or not paid for the replacement of, a book they have severely damaged or lost will not be allowed to borrow books.

2.23 The library reserves the right to waive the above fines for students with mitigating circumstances.

Conduct

2.24 Students are expected to always adhere to the Student Code of Conduct, including while using the library.

2.25 In addition to the usual code of conduct, students are expected to use the Penn Street library quietly and be respectful of others working in the space.

2.26 Food and drink, except for water, is not permitted in the library.

2.27 Students listening to audio need to do so using headphones, at a volume inaudible to other library users.

2.28 The library reserves the right to eject users whose conduct is inappropriate or disruptive to other library users.

Resources for Modules

2.29 In conjunction with academic staff, the library will review module reading lists once a year to ensure that the texts within are up to date and relevant, during the July term.

2.30 Where new or updated texts are added to module reading lists, the library will endeavour to acquire sufficient copies within a timely fashion.

Digital Resources

2.31 Users must act lawfully and in accordance with licensing terms when accessing digital library resources. For clarity, users may not do the following:
   i.   Make copies of copyright-protected digital resources exceeding the amount allowed under the CLA HE Licence.
   ii. Make copies of any work not covered by the CLA HE Licence (see 8.2 for CLA Check Permissions Tool).
   iii. Share their institutional access to restricted digital resources with third parties.
   iv. Send copies of copyrighted resources to other parties.
   v.   Upload copies of copyrighted resources to a publicly accessible database.

2.32   Users may request digital resources, or additional copies of digital resources, through the resource request forms (see 7).

Library facilities

2.33   Library computers, photocopiers, printers, and scanners are available for use by all students, staff, and faculty at the Point Blank London school.

2.34   Library users agree to use the library facilities lawfully and responsibly, and in line with the Point Blank acceptable use of IT policies.

2.35   In instances where there are insufficient computers for the number of users, academic use will take priority over non-academic use.

3.   POLICY SCOPE

3.1   This policy applies to all Point Blank staff, faculty, and students, both at the London and the Online International schools, with the following exceptions:

   i.   Any reference to digital library resources, including but not limited to books, journals, and magazines, applies only to staff, faculty, and HE Students at the Point Blank London and International Online Schools.

   ii.   Any reference to physical library resources applies only to staff, faculty, HE Students, and Professional Students at the Point Blank London school.

   iii.   Any reference to fines applies only to HE students at the Point Blank London School.

4.   RELATED POLICIES

   i.   Tuition Fee policy

   ii.   Information and Cyber Security policy

5.   POLICY OWNER

This policy is under the responsibility of the Curriculum Monitoring Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Curriculum Monitoring Committee delegates the operational responsibility of this policy to the following staff:

- *Library and Learning Resources Manager.*

6.   PROCEDURES

There are no related procedures to this policy.

7.   EXHIBITS, APPENDICES AND FORMS

7.1 Point Blank Library Resource Request Form (Staff).

7.2 Point Blank Library Resource Request form (Students).

8.   REFERENCES AND SUPPORTING INFORMATION

8.1   Internal

- *Please list here any internal documents relevant to the development and operation of this policy (e.g. Learning and Teaching Strategy)*

8.2   External

- *Please list here any external documents relevant to the development and operation of this policy (e.g. OfS B Conditions for Quality and Standards).*
- Copyright Licensing Agency Higher Education Licence User Guidelines.
- Copyright Licensing Agency Check Permissions Tool.