Library Services

Terms and Conditions for using Library Services at Walton Hall

2009/10
Library Registration

1. To see the entitlements of customers able to register with Library Services to borrow items and use other resources visit www.open.ac.uk/library/services/

2. Services and borrowing limits are available on application and online at: www.open.ac.uk/library/services

3. Registered Library members must notify Library Services immediately of any change of address.

4. Customers must report lost library cards immediately.

5. External customers who wish to register are required to show proof of identity including current proof of home address.

6. Membership and loans are not transferable.

7. Customers are entitled to one membership only.

Using Library services and resources

8. An item is defined in these Terms and Conditions as a unit of recorded information or a piece of equipment (e.g. books, journals, pamphlets, illustrations, maps, microforms, videos, DVDs, laptops, software).

9. No item should be taken from the library building until the customer has registered the loan.

10. All items remain the responsibility of the customer until the record of the loan is cancelled.

11. Borrowed items can only be taken out of the United Kingdom if they can be returned within 7 days when recalled.

12. Laptops and multi-media equipment on loan from Library Services may not be taken out of the UK. Terms and conditions for laptops and multi-media equipment can be found on the library website. www.open.ac.uk/library

13. Items may remain on loan until the end of the specified loan period or until recalled, after which they must be returned to Library Services. Items can be renewed by telephone, email, or online.
14. Library Services can recall any item on loan which is requested by another library customer.

15. Items borrowed from other libraries on behalf of OU Staff and Students are subject to the conditions imposed by the lending library.

16. Items belonging to Library Services must not be annotated, marked or damaged.

17. Journals (excluding the current issue which is for reference use only) can be borrowed overnight (4.00pm-10.00am) by eligible customers.

18. Library Services may withhold or restrict the circulation of any Library Services item.

19. Customers will be charged for non-returned, lost or damaged items. If a replacement cost is unavailable the minimum charged will be the average cost of an academic text book. A non-refundable administration charge will be made for every invoice raised.

20. Library Services reserves the right to introduce fines in discussion with the University.

21. Access to electronic resources will only be granted subject to the conditions of third party licences and current Open University policy.

22. Use of computers is subject to the Open University Computing Code of Conduct: www.open.ac.uk/university-documents/computing-code-of-conduct.htm

23. Library customers not employed by the Open University will be charged for photocopying and printing.

24. All copying must comply with the conditions of the 1988 Copyright, Designs and Patents Act and its related legislation and all licences held by the Open University (including but not exclusively limited to the Copyright Licensing Agency CLA, the Newspaper Licensing Agency and the Ordnance Survey).

Using the Library Building in Milton Keynes

25. Considerate behaviour (including the consumption of food and drink) must be observed in the library building, so that other users may work in an atmosphere conducive to study.

26. Mobile phones must be switched to silent and must only be used in the stairwells or Bookends Coffee Lounge.

27. Food and drink containers must be disposed of in the bins provided.

28. Customers must take reasonable care of their own health and safety and to read the health and safety and fire notices displayed in the building.

29. Library customers must look after personal property at all times and must not leave
personal possessions unattended. Library Services accepts no responsibility for the loss or damage of any customer's personal possessions.

30. Children and young people under the age of 16 are welcome in the library building if they are accompanied by an adult. Children are the responsibility of the accompanying adult whilst on Library Services premises, who must ensure adequate supervision at all times.

31. Library Services can suspend the library privileges of any customer who infringes the Library Services Terms and Conditions.