

## **Regulations for the Use of the College Library and Computer Suite**

The Library Committee of the College Council, which includes student representatives, proposes and periodically reviews Library and Computer Suite Regulations for approval by Council, to ensure that these key facilities are used considerately and prudently at all times, for the benefit of all members of the College.

### **Regulations applicable to the Library and Computer Suite:**

1. The primary purpose of the College Library and Computer Suite is to serve members of the College working for the Tripos. Graduate students and other resident members of the College are also encouraged to use these facilities.
2. Personal guests are not allowed to use the College Library. Members of other Colleges and other persons may be admitted only by prior arrangement with the Librarian.
3. Noise must be kept to a minimum, and no conversation may take place in the Library and Computer Suite, including the staircase. The college provides alternative spaces for group study, with enhanced provision in the Easter Term.
4. Books, notes etc. in current use should not be left so as to obstruct the use or maintenance of the facilities.
5. Users may bring any kind of non-alcoholic drink with them, as long as it is sealed in a robust, accident-proof container, but food, open cups, mugs etc. and paper/plastic cups with or without lids are forbidden.
6. Mobiles must be set to silent mode, and no calls can be made or taken in the Library; texting, web-browsing etc. must be discreet, and not disturb other users.
7. Users must conform to the notices and instructions of the Library and I.T. staff.

### **Regulations applicable specifically to the College Library:**

8. All Library materials and equipment must be treated with care. Books must not be marked or defaced in any way. Damaged Library items will be replaced at the user's expense.
9. "For Reference Only" items may not be removed from the Library.
10. Books may only be borrowed using the Library's on-line issue system (or alternatives provided in case of its failure). The return date is displayed at the time of borrowing and may be checked at any time using the on-line catalogues. The catalogue also issues a courtesy reminder in advance of the due date.
11. Items not returned or renewed by their due date will incur an overdue charge which increases daily, and is added to the user's College bill at the end of term. If an item is reported lost, or the borrower persistently fails to respond, the overdue charge will be frozen, and the replacement cost of the item also added to the user's College bill. Current overdue charges are listed on the Library web pages.
12. Users must not lend books they have borrowed to any other person without proper notification being given to Library staff. A web form for this purpose is provided on Sidnet: <https://www.sid.cam.ac.uk/sidnet/library/transfer.html>
13. Laptops may not be used on the ground floor of the Library, except in the Mackenzie Stuart Room.

14. Law students have priority in the use of the Mackenzie Stuart Room. Other disciplines may use the room, but must vacate a space for law students if necessary.

### **Regulations applicable specifically to the Computer Suite:**

15. Users must not damage the computing equipment, the installed software or stored information. The computers form a “Managed Cluster Service” (MCS), provided by University Information Services.
16. Games may not be played on the MCS computers.
17. Log out before leaving a workstation. This is for your security, and to comply with University of Cambridge computing guidelines and rules – please see below
18. No college-provided computing equipment (e.g. monitors, scanners, printers, mice) should be disconnected and moved from the machines they are connected to.
19. The computers are for hot-desk use by all Sidney MCS members. Users must therefore remove all books, papers and personal items when leaving a workstation.
20. No unauthorized copies may be taken of software accessible from a workstation.
21. Use of the facilities for storing or processing personal data must be in accordance with the Data Protection Act; such use must be notified to the College’s Data Protection Officer.
22. Use of the University Network is allowed under the guidelines and rules laid down by the Information Services Committee (ISC):  
<http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines/guidelines>  
  
<http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines/rules>

### **Enforcement of the Regulations and Sanctions:**

23. Library and I.T. staff and users all have a role in ensuring that these Regulations are observed for everybody’s benefit. While staff will tackle directly behaviour in breach of the regulations, peer expectations and peer pressure are fundamental to keeping the Library as a welcoming place for quiet study: users should feel empowered to ask others to desist from behaviour contrary to the regulations, and – if their request is ignored – are encouraged to report the matter to the Librarian.
24. Depending on the incident, users deemed to be in breach of the above regulations may be given a first warning by Library staff, or reported to the Dean. The Dean may impose sanctions within the Dean’s powers, or refer the case to a formal disciplinary process under College or University Regulations.

Approved by College Council

9<sup>th</sup> November 2016