Introduction

The purpose of these Regulations is to enable all users of UCL Qatar Library to make the fullest use of the Library’s collections, resources and services.

The Regulations describe what we expect of you in your dealings with the Library. Equally, they show what you may expect from us. The Regulations are intended to promote:

- Equitable access to Library materials, information resources and services.
- Maintenance of Library materials and equipment in acceptable and serviceable conditions.
- Maintenance of a quiet environment conducive to study and research.
- Proper conduct when using Library services and facilities.
- Care and consideration for other Library users and for Library staff.

Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance.

Section 1 – Admission to the Library

1. UCL Qatar Library can be accessed during the Library’s normal hours of operation. Due to the physical co-location of UCL Qatar Library with Georgetown University in Qatar Library, UCL Qatar Library’s hours of operation are currently the same as those of Georgetown Library. These opening hours may be changed at any time at the discretion of Georgetown University in Qatar.

2. UCL Qatar Library borrowing rights are restricted to UCL Qatar students, staff and registered visitors; UCL and UCL Qatar Alumni; and Georgetown University in Qatar students and staff. See Section 3 for further details of borrowing privileges. Members of the public are not entitled to borrow materials but may use the Library and consult the collections on a reference only basis.

3. Those categories of people who are entitled to borrow library materials must be registered as a Library user before they can borrow any items from the Library. Users will be required to produce their library card when entering the Library, when borrowing books, and at the request of Library staff.

Section 2 – Use of the Library

4. Any disorderly conduct in the Library, or any behaviour which unfairly inconveniences other Library users or causes damage or the risk of damage to books and furniture, constitutes a breach of the Regulations.

5. The person responsible for such disorderly conduct may be penalised, including being charged for the cost of any damage caused and/or the suspension of Library access and borrowing rights.
6. Regulations for orderly conduct in the Library include the following:

- Respect quiet / silent areas and do not disturb other Library users.
- Mobile phone use in the Library should not disturb other readers and all mobile phones should be set to silent mode when in the Library.
- Use headphones when viewing audio-visual materials.
- Do not consume any food in the Library.
- Covered drinks only are permitted in the Library.
- Do not smoke in the Library.
- Animals (other than guide dogs) may not be brought into the Library.
- Study spaces and group study rooms must be left clean and tidy.
- Do not damage or deface any Library book or other Library property.

7. Reading places may not be reserved without the prior permission of the Head of Library Services.

8. Items must not be left unattended at desks or other seating areas. Any items left unattended for more than 30 minutes will be removed.

9. UCL Qatar accepts no responsibility for loss or theft of, or damage to, personal belongings left anywhere in the Library at any time.

10. Users may use mains powered equipment such as laptops within the Library, but use is conditional upon the owner's acceptance of responsibility for any damage to UCL Qatar or Georgetown University property caused by their equipment.

11. Users must leave the Library by closing time, immediately on hearing the fire alarm, when required to do so in an emergency, or when asked to leave by a member of Library staff.

12. Users must show their borrower card to a member of Library staff if asked to do so.

13. Users should immediately report any accident, theft or other incident to a member of the Library staff. Users should not behave in any way that might jeopardise their own health and safety or that of others.

**Section 3 – Use of the Collections**

14. You may only use your own borrower's card and you may not lend or give your card to anyone else to use.

15. Items must be issued before they are removed from the Library; it is the user's responsibility to ensure items are issued via the issue desk or the self-service issue machine.

16. The following table shows the types of items and loan periods for which items may be borrowed by UCL Qatar students, staff and visitors; UCL Qatar and UCL Alumni; and Georgetown University in Qatar students and staff:
- **UCL Qatar Students, Staff and Visitors**

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Maximum Number of Items</th>
<th>Maximum Number of Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection</td>
<td>8 Weeks</td>
<td>Unlimited</td>
<td>3</td>
</tr>
<tr>
<td>Short Loan Collection</td>
<td>1 Week</td>
<td>Unlimited</td>
<td>0</td>
</tr>
</tbody>
</table>

- **UCL Qatar and UCL Alumni**

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Maximum Number of Items</th>
<th>Maximum Number of Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection</td>
<td>2 Weeks</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Short Loan Collection</td>
<td>Reference only</td>
<td>Reference only</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- **Georgetown University in Qatar Students and Staff**

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Maximum Number of Items</th>
<th>Maximum Number of Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection</td>
<td>4 Weeks</td>
<td>Unlimited</td>
<td>3</td>
</tr>
<tr>
<td>Short Loan Collection</td>
<td>1 Week</td>
<td>Unlimited</td>
<td>0</td>
</tr>
</tbody>
</table>

17. Items may be recalled from loan. The borrower of such an item must return it within the time specified in the recall notice.

18. Books borrowed from the Library must not be taken abroad unless special permission has been obtained from the Librarian.

19. All items borrowed must be returned to the Library; you are responsible for the items until they are returned.

20. The Library may at their discretion refuse to issue any item.

21. If you have not responded to reminders for the return of an overdue item (normally three), Library staff will assume that it is lost.

22. If you lose or damage an item you have borrowed or it is stolen whilst in your possession, you must pay the full cost of its replacement or repair, including staff costs.

23. Books that are lost or damaged whilst in your possession may also result in the suspension of your right to borrow or renew other books.

24. You may not remove certain items from the Library (e.g. reference books and closed access materials), and may only use some in designated areas of the Library.
25. You may only use the Library's photocopying and scanning facilities subject to the provisions of relevant legislation, including Qatar Law No. 7 of 2002 on the Protection of Copyright and Related Rights.

26. The Regulations apply also to items obtained for you from other Libraries.

**Section 4 – Use of Computers and E-Resources**

27. Computers and e-resources provided by UCL Qatar Library are to be used by UCL Qatar staff, students and registered visitors only. Members of the public are not entitled to use UCL Qatar computers or e-resources.

28. Users of the computers in the Library must abide by and adhere to the terms and conditions set out in the [UCL Computing Regulations (Acceptable Use Policy)](#).

29. You may only use the Library's e-resources (e.g. databases, e-journals, e-books) subject to the licence agreements in place for particular materials.

**Appendix**

It is the responsibility of the Head of Library Services to maintain good order in the Library. The Head of Library Services may suspend or exclude from UCL Qatar Library any user who breaks Library Regulations.

The Head of Library Services may report to the Director of UCL Qatar any person responsible for serious or persistent breach of such Regulations: such conduct will be considered a breach of University discipline.

*RNW – 06/09/18*