



Regulations for Users

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Amendments	<p>Clarification added to differentiate between physical Library space, space elsewhere in LSHTM premises and online LAORS services.</p> <p>Section 3.1.4 updated to clarify that Library users are responsible for the security of their belongings.</p> <p>Section 3.5.2 updated to reflect changes in procedures for visitors and External Members to access electronic resources.</p> <p>Section 3.6 updated to clarify procedures for debtors.</p>
Related Policies & Procedures	<p><i>LSHTM Student Disciplinary Procedure</i></p> <p>https://www.lshtm.ac.uk/sites/default/files/student_disciplinary_procedure.pdf</p>



1 SCOPE

1.1 This policy applies to all users of the Library, Archive & Open Research Services (LAORS). This includes, but is not limited to, LSHTM staff and students, external members and visitors. This group will be collectively referred to as 'Users'.

2 PURPOSE AND OVERVIEW

2.1 These Regulations for Users outline a set of expectations for how LAORS users should conduct themselves in their use of the service.

2.2 All LAORS users are required to adhere to these Regulations for Users. Failure to do so may result in the withdrawal of access.

3 POLICY

3.1 Use of the Library space: consisting of the Enquiries Desk area, Reading Room, Barnard Room, Archive Research Room and lobby areas (collectively referred to as 'the Library').

3.1.1 Users of the Library must follow COVID guidance which can be found on the Health and Safety Department's pages on the LSHTM Intranet: [Safety Health & Safety Department \(sharepoint.com\)](#)

3.1.2 Users may not conduct mobile phone or remote conferencing (for instance via Zoom, Teams or Skype) anywhere in the Library. All mobile devices should be set to silent mode whilst in the Library.

3.1.3 Drinks with lids may be brought into the Library. No food is allowed anywhere in the Library. Users of the Library with a disability who require access to food and drink outside of the above guidance should contact the User Services Team (userservices@lshtm.ac.uk).

3.1.4 Users of the Library are responsible for the security of their belongings and are advised that LSHTM accepts no responsibility for the loss of any valuables. Cases and bags may be taken into the Library but the use of bags, coats etc. to reserve study space is not permitted. Unattended property may be removed by LAORS staff. Any items left in the Library on closing will be handed in to Keppel Street Reception.

3.1.5 Users may borrow a Library locker for use only while they are in the Library. Property left in a locker is at the owner's risk; LSHTM accepts no responsibility for the loss of any valuables. Lockers may not be held overnight. A replacement fee will be charged for lost locker keys.

3.1.6 If the theft detection alarm sounds as a user leaves the Library, the user must return to the Enquiries Desk for appropriate checks to be made. Library staff may ask to inspect any bag or publication being taken out of the Library.

3.2 Membership of the Library



3.2.1 All Library users are required to have membership or register as a Visitor or External Member to access the Library. Users are directed to <https://www.lshtm.ac.uk/research/library-archives-service/library-membership>

3.3 Borrowing

3.3.1 Items will only be issued on production of a valid LSHTM ID or External Members card.

3.3.2 Borrowers are responsible for any items while they are checked out to them.

3.3.3 Members of LSHTM may borrow up to 15 items for the designated loan period, which can include one overnight loan.

3.3.4 External Members may borrow up to 5 items for the designated loan period. Reference and Overnight loan material may not be borrowed.

3.3.5 Visitors are not permitted to borrow items.

3.3.6 Reference materials may only be consulted in the Library.

3.3.7 Library users may use their own digital camera in the Library, with due consideration towards other Library users. Anyone using a digital camera in the Library must obey current UK copyright law.

3.4 Rare Books & Archives

3.4.1 Access to material from the Rare Book and Archives collections is only possible on weekdays between 10 am and 1 pm and between 2 pm and 4.30 pm. Access is by appointment only. The material in these collections may not be removed from the Library.

3.4.2 All users of Rare Book material must complete a Secure Room Request form agreeing to abide by the Guidelines for Using the Rare Books. All users of Archive material must complete and sign a Registration Form for Users of the Archives and agree to abide by the Guidelines for Using the Archives. Visitors are required to comply with the current Library, Archive & Open Research Services membership procedures.

3.4.3 If a high-quality digital surrogate of a rare book is available, it is expected that this will be consulted. The physical item will only be made available for consultation if the digital copy does not satisfy requirements.

3.4.4 Some Library material, particularly rare or fragile material, may not be copied. Users are referred to the Guidelines for Using the Rare Books and the Guidelines for Using the Archives.

3.5 Electronic Resources

3.5.1 All users must abide by the licence agreements and terms of use relating to specific electronic resources.

3.5.2 Visitors and External Members from a UK institution using the Eduroam Wi-Fi system may access a limited set of electronic resources via their Eduroam account details on their own electronic device. Visitors and External Members who do not have an Eduroam login can be registered with a visitor login to the LSHTM Wi-Fi to access these resources on their own electronic device. Access to these resources is subject to agreement to abide by the licence terms and conditions relating to any e-resources accessed.



3.6 Library Debtors

3.6.1 LAORS accounts will automatically be blocked if a debt to the Library is outstanding after 30 days, or totals more than £20. Members must resolve the debt before their account can be unblocked

3.6.2 If LAORS materials have been stolen or damaged as a result of a crime, these debts can be waived on the production of a police crime number.

3.6.3 All users must replace or pay for the cost of replacement of any item issued to them that is lost or damaged while it is in their possession.

3.6.4 LSHTM students and staff must return all loans and settle any unpaid bills by the last day of their programme, contract, or on suspension of their LAORS membership. Registry will be notified of, and contact any, students with outstanding loans or unpaid bills. Registry will not issue course certificates to students with outstanding loans or unpaid bills. Staff and students must replace or pay for the cost of replacement of any item issued to them that is lost or damaged while it is in their possession.

3.6.5 Visitors or External Members must return all loans and settle any unpaid bills by the last day of their membership. Where appropriate, details of External Members with outstanding loans or bills will be passed to the individual's home institution for resolution.

3.7 Disciplinary Action

3.7.1 The Director of LAORS reserves the right to withdraw LAORS facilities from anyone in breach of any of these regulations, with reference to the relevant LSHTM disciplinary procedures where appropriate. Additionally, anyone found making illegal photocopies, printouts or downloads, damaging LSHTM property, tampering with someone else's property or acting in an abusive or disruptive manner may be reported to the appropriate authorities for further disciplinary action.

4 CONTACTS

4.1 Questions related to the Regulations for Users should be directed to the User Services Team within LAORS (userservices@lshtm.ac.uk).