DkIT Library Regulations

The Library supports the learning, teaching and research needs of DkIT students and staff.

Readers are expected to acquaint themselves with and observe both Institute and Library regulations. All of the main DkIT regulations, policies and penalties apply within the Library

All staff are authorised to implement these regulations.

Please help us to maintain the Library as an attractive study space by reporting any inappropriate behaviour to Library staff.

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Access

The following persons may use the facilities of DkIT Library:

> Registered students
> Institute staff (including retired staff)
> DkIT graduates
> External Library members
> Members of the Public over 18 years of age
> Staff and students of other institutions in accordance with agreed
> cooperative schemes.

Children (persons under 18 years old who are not members of the Library) entering the space must be accompanied by a supervising adult at all times.

Library space and facilities are primarily designed for the use of DkIT students and staff. At times of high demand from DkIT readers we may need to restrict access for other users. Please check the website of DkIT Library for details www.dkit.ie/library.

Library memberships are non-transferable and may only be used by the person named on the ID card.

In order to use the Library readers must have a valid picture ID card with them at all times and may be asked to produce this card by any member of Library staff. Anyone without valid ID may be asked to leave and are expected to comply with the request. Readers may be accompanied off the library premises. Failure to leave when requested constitutes a major offence.

Borrowing

- If you want to take items from the Library you must borrow them. This can be done at the Library Information Desk or at the Self Issue machine.
- Removing items without borrowing them is a major offence. If an alarm sounds Library staff reserve the right to inspect bags, folders etc. If you are found to have items that are not borrowed in your possession your borrowing rights will be suspended and the matter may be referred to the Librarian and your Head of Department.
- A reader is responsible for all items borrowed in his/her name. His/her responsibility is not transferable and ends only when the item has been returned to the Library and the loan cancelled.
- Readers will be charged a replacement cost for items lost / not returned
- Items must be returned by the due date. Fines are charged on all overdue items and borrowing rights withheld until fines are paid.
- All items are subject to recall, regardless of the normal loan period.

- Loans may be renewed unless they are from the Short Loan collection, on Inter Library loan or requested by another reader.
- Late or non-return of Library items and non-payment of Library fines may mean that you cannot progress to graduation or registration until the items are returned and replacement costs and/or outstanding significant fines are paid.
- Before students are allowed to graduate all items on loan from the Library must be returned. It is the responsibility of each student to check their Library account before leaving the Institute and ensure that all materials are returned and all significant fines paid.
- The Librarian has discretionary power to lend, to refuse to lend, or to recall any book at any time, and to amend fines and charges.

Behaviour

We expect readers to be courteous and respectful to each other, to Library staff and to all readers in the Library space at all times

- People come to the Library to study so therefore all readers must refrain from any noisy or disruptive behaviour or any conduct likely to interfere with the comfort of other readers, likely to damage Library space, equipment, materials or property.
- Readers are expected to study quietly and silently in the Library. On Floor 2 all readers are expected to work alone while on Floor 1 it is possible to work together in small groups. Larger groups can use one of the many study room available. All readers working in groups are expected to do so with respect for others and to minimise their noise level as much as possible.
- Library readers may not reserve reading spaces. Another reader may claim any space from which a reader is absent for more than 15 minutes. Any reader absent for more than 15 minutes will have Library and personal material removed from the space.
- All mobile phones are to be switched to 'silent' prior to entering the Library. Please do not take or make calls or allow phones to ring in the Library space.
- No materials or posters may be distributed or displayed within the Library without the permission of the Librarian.
- Bottled and covered drinks are allowed. Food, with the exception of light snacks, is not permitted.
- Readers are expected to dispose of any rubbish they generate in the appropriate bins and to leave desk and spaces tidy.

Copyright and Fair Use of Materials

Materials (books and articles in print and electronic formats) are governed by copyright law.

Readers who wish to photocopy or copy materials in the Library must adhere to the *Copyright and Related Rights Act, 2000* and the *Copyright and Related Rights (Amendment) Act 2004.*

- For guidance on complying with Irish copyright law see [Copyright Frequently Asked Questions](#).
- Readers are responsible for the consequence of any breach of copyright.
- Online resources are provided for academic research only and should not be used for any commercial purposes.

Health, Safety and Security

- Please familiarise yourself with the location of fire exits.
- Fire drills are held at intervals during the year and readers are expected to fully co-operate with these drills. When the fire alarm rings continuously readers must leave the Library and comply with directions from Fire Wardens.
- Report any safety hazards to the Library staff.
- Contact a member of staff immediately if you observe any suspicious or inappropriate behaviour or if an accident occurs while using the Library.
- Keep your personal possessions with you at all times. The Library assumes no responsibility for personal property left in the Library. See our policy on Lost Property at LINK
- A security system is in operation at the exit gate. Library staff reserve the right to inspect bags, folders etc is the alarm sounds as you exit.

Computer network and PCs

DkIT students have priority access to Library PCs. These PCs are provided for research and educational purposes only.

If a PC is left unattended for more than 15 minutes it will automatically logout without saving your work. Library staff may remove personal materials from the space so that another person can use the PC.

A proportion of the PCs are bookable. If another reader has booked the PC you are using their booking has priority and you will be asked to leave the PC.

Due to limited number of fixed PCs in the Library certain restrictions are in place governing the use of social networking sites on these PCs at peak times. Currently restrictions are in place for some sites from 10 am to 4 pm Monday to Thursday and 10 am to 2 pm Friday during Term Time.

Readers must

- Adhere to all [ICT Terms and Conditions of Use](#) governing DkIT PCs and networks.
- Use these spaces quietly and appropriately.
- Respect the privacy of others using the PCs.
- Report any faults immediately to a member of Computer Services staff.

Disciplinary measures

Any breach of the regulations above may result in:

- Immediate expulsion from the Library.
- Denial of access to the Library and its services.
- Removal of borrowing entitlements for a period of time.
- The imposition of fines
- Inability to register of graduate

Major offences may lead to further Institute disciplinary measures including graduation and registration refusal. The following are considered major offences:

- Attempting to remove Library material illegally.
- Defacement of Library materials or property.
- Theft of Library materials.
- Threatening or abusive behaviour.
- Non-return of a loan.
- Non-payment of a replacement cost or fine.
- Repeated breaches of Library Regulations will also lead to disciplinary measures being applied.

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