

Library rules

This document should be reviewed with the information detailed on the Library website (www.soas.ac.uk/library/using/admission/)

terms used in these rules

In these Rules, the terms 'book', 'work', 'volume', etc., unless the context clearly indicates otherwise, shall be held to include pamphlets, periodicals, manuscripts, maps, atlases, slides, illustrations, gramophone records, tape recordings, compact discs, DVDs, microforms, photostats, or any other form of documentary or similar material in the custody of the Library.

eligibility for library use

Everyone is welcome to join the Library in some way and make use of our extensive collections, even if it's only for one day.

There are various categories of membership. Fees are charged for some categories and not all applications can be dealt with straight away, so you are advised to check the application procedures before you arrive. Please check the LIS website for current membership categories and fees (www.soas.ac.uk/library/using/admission/).

Use of the Library does not automatically include access to electronic resources. Full access to e-resources, including remote access is only available to registered SOAS students and staff members. Other Library members may use resources licensed for walk-in use from allocated terminals whilst in the Library.

opening hours

Hours of opening shall be determined by the Library and Information Services Senior Management Team. Announcements concerning the hours and times when the Library will be open and any changes affecting the use of the Library will be made available on the Library web pages. All users must prepare to leave the Library 10 minutes before closing time and must vacate the Library by closing time. Announcements are made prior to closure.

identification in the Library

All members must carry a current Library ticket or SOAS identity card and show it to Library staff on request when entering the Library, when books are being borrowed and at any other time at the request of Library and Security staff.

Admission may be refused to anyone who does not do so. Library tickets are not transferable; penalties may be applied if this occurs. The loss of a member's library ticket or identity card should be reported without delay to the Customer Services Team and the member will be held liable for any use made of their ticket or card until the loss has been reported to the Library; a charge will be incurred for a replacement card. Library tickets and identity cards remain the property of SOAS and must be returned when membership expires.

contact details

Members must notify the Library of any change of address and email address.

borrowing privileges and loan policies

Details of current borrowing privileges and loan policies are explained on the Library website. Members are responsible for any Library materials used or borrowed and will incur fines or charges for any late, recalled, lost or damaged item.

conduct within the library

personal property

Personal property should not be left unattended as the Library accepts no responsibility for loss or damage. Library staff members reserve the right to remove any item which might cause obstruction in the Library such as restricting access along corridors and other passageways, blocking doorways, or inhibiting other users from accessing Library facilities such as PC terminals and seating.

eating, drinking, and smoking

No food of any description is allowed in the Library. You may bring in drinks with lids to the Library. Smoking, even of e-cigarettes, is prohibited in the Library. Please note that no food or drink of any description may be brought into the Special Collections Reading Room. Smoking of any kind and vaping are also prohibited in the spaces.

silent zones

All users must respect the silent zones in the Library. Mobile phones and other devices likely to cause disturbance can be used on Levels E and F, but due consideration must be given to those users working in these areas.

behaviour

Users must not behave in a way that threatens, harasses or disturbs members of staff or other users. Users must not damage Library property or the property of other users. Users must respect the beliefs and dignity of others and must not behave in a way which causes offence to others. Abuse of staff or other users will not be tolerated.

seats

Seats, whether at study desks, PCs or public catalogues may not be reserved.

photography and filming

The taking of photographs and the making of visual or sound recordings within the Library is usually not permitted. Any application for photography and filming should be directed in the first instance to the Development, Alumni and External Engagement Directorate (DAEE)

fire alarms

Users must leave the Library when the fire alarm sounds, proceeding to the nearest available fire exit in a calm manner. Users must leave if directed to do so by a member of staff.

use of Library materials

Members must not in any way damage or mark any book belonging to the Library, including erasing any note or mark. Books which are found to be damaged or marked should be reported without delay to a member of library staff.

use of IT in the library

The use of IT services within the Library is governed by the SOAS IT Policy as outlined on www.soas.ac.uk/lis/policies/itpolicy/.

copyright

The provisions of the Copyright, Designs and Patents Act 1988 and, where appropriate, the licensing agreement between SOAS and the Copyright Licensing Agency (CLA), must be observed in all copying, scanning and printing of Library material and in all copying, scanning and printing carried out in the Library.

The copyright of books, periodicals, slides, photographs, gramophone records, tape recordings, film recordings, compact discs, and other material is vested in many different owners. Permission to borrow materials does not confer any right of reproduction.

e-resources

Use of SOAS subscription electronic resources is for academic research, study and teaching only. The databases may not be used for commercial research. Students on work placements may not use the databases subscribed to by SOAS for work of significant benefit to their employer.

Copyright regulations must be observed at all times. Whole issues of journals or multiple copies of journal articles from full text databases must not be downloaded. Failure to abide by the terms of use of the databases may result in loss of access to electronic resources for all users.

special collections reading room

Due to the rare and often fragile nature of the material held in the Special Collections Reading Room, a separate and more detailed list of rules governing access and use of archives, manuscripts, rare books, theses, maps, photographs etc. is available both on-line and in the space.

In summary, archives, manuscripts, rare books, theses and similar material must be consulted in the Special Collections Reading Room. These materials may be consulted by Readers holding a valid Library or Archive ticket. Holders of Day tickets or Vacation Reference tickets are not eligible for access to these materials but are permitted to consult reference works shelved in the SCRR. Materials may not be removed from the SCRR without the permission of the supervisor on duty.

Pencils or laptops only may be used when making notes or copying from archives, manuscripts and rare books; ball-point pens or any other form of ink-pens are forbidden to prevent accidental damage to the material.

Tracing and photocopying of these items is not permitted for preservation reasons. However, self-service photography is allowed providing permission from the supervisor on duty has been granted, that it does not breach copyright, that it does not damage the items in anyway, and that it does not disturb other readers.

bicycles in the library

Users are allowed to bring foldable bicycles only into the Library. The bicycles brought into the Library must be stored so that they do not cause a trip hazard or take up study spaces. Library staff members reserve the right to request that a foldable bicycle that is causing obstruction be removed from the Library.

failure to comply

Failure to comply with the Rules of the Library will be dealt with in the first instance by any member of staff who witnesses the misconduct. They will take necessary action to secure the Library's facilities and to ensure the safety of Library staff and other users.

Failure to comply with the Rules of the Library will be reported to the Senior Management Team who will take appropriate action. Such action may include fines, removal of access to electronic resources, requiring users to repay the cost of any damage or loss of property. In cases where there has been a serious breach of Library rules, access to Library buildings, facilities, services and events will be denied.

Users may appeal against these decisions using the SOAS Complaints procedures. Library staff members also have the right to refer serious matters to the Police. The Senior Management Team may also, at their discretion, refer matters for action under SOAS' disciplinary procedures.

modifications to the rules

The Library and Information Services Senior Management Team shall have power to modify the Rules. The Rules adhere to SOAS' regulations, and any breach falls within the framework of SOAS' disciplinary procedures.

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