

SOAS Library Rules

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<i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i>			

1. Joining SOAS Library

1.1. Membership Eligibility

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 you should not visit the library before your application has been processed. Please check the library website for instructions and membership form.

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. Other Library members may use resources licensed for walk-in use from allocated terminals whilst in the Library.

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.

1.2. Contact Details

Members who are not current SOAS staff or students must notify the Library of any change of their contact details. Please contact Library@soas.ac.uk

2. Visiting the Library

2.1 Opening Hours

Please check the Library website for opening times. To ensure the building is cleared, you may be asked to leave up to 15 minutes before the advertised closing time.

2.2 Identification

You must carry a current Library Membership card or SOAS identity card and show it to Library or authorised staff on request. Admission may be refused to anyone who does not do so. Library Membership cards are not transferable; Misuse of library cards and ID cards including lending your card to another user or use of another patron's card is a serious breach of library rules. It may result in a temporary or permanent ban from the library. The loss of a library ticket or identity card should be reported without delay to Library@soas.ac.uk or to staff at the library reception desk. You will be held liable for any use made of your ticket or card until the loss has been reported to the Library; a charge will be made for a replacement card. Identity cards and day passes remain the property of SOAS and must be returned when membership expires.

2.3 Personal property and use of study spaces

Personal property should not be left unattended and the Library accepts no responsibility for loss or damage. Library staff and other authorised staff reserve the right to remove any unattended item. Seats, whether at study desks, PCs or public catalogues may not be reserved. You are asked to use one study space per person. Please use the study spaces provided, sitting elsewhere or lying down is not permitted. There may be exceptions to the rules on seating for users with additional or mobility needs.

2.4 Food and drink

No food of any description is allowed in the Special Collections Reading Room. Drinks with lids are allowed in the Library, but not in the Special Collections Reading Room. No eating is permitted in the Library. Smoking or vaping is prohibited.

2.5 Silent zones

All users must respect the silent zones. Mobile phones and other devices likely to cause disturbance can be used on Level E, but please consider others working in these areas. Please note that talking is not allowed in silent zones. Complete silence is not possible in these zones.

2.6 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 others. 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.

3. Using Library resources

3.1 Photography and filming

Users may use a phone or camera to copy extracts from library materials as an alternative to using a photocopier. Please see specific rules on copying of items in the Special Collections Reading Room. All other filming and photography must be pre-authorised. Information about how to apply to take photographs or film can be found on SOAS website.

3.2 Copyright and Use of IT

Copyright law and guidance must be followed. Further details are displayed in the library and can be seen here [\[https://www.soas.ac.uk/infocomp/copyright/library/\]](https://www.soas.ac.uk/infocomp/copyright/library/)

The use of IT services within the Library is governed by the SOAS IT Policy as outlined at <https://www.soas.ac.uk/sites/default/files/2022-12/IT%20Acceptable%20Use%20Policy.pdf>

3.3 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 may not use the databases or electronic resources in their work for an employer.

3.4 Care of Library items

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.

3.5 Special Collections Reading Room (SCRR)

Due to the rare and often fragile nature of the material held in the SCRR 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.

[\(https://www.soas.ac.uk/library/archives/services/rules-and-regulations/full/\)](https://www.soas.ac.uk/library/archives/services/rules-and-regulations/full/)

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 any way, and that it does not disturb other readers.

4. Your safety

Folded bicycles are allowed at staff discretion. Bicycle racks are available for cyclists at the front of the building. E-scooters and E-bikes are not allowed.

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.

5. SOAS Library Rules

Breaches of Library Rules of the Library will be dealt with in the first instance by any member of library staff on duty. Library staff and other authorised staff 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.

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.

These rules are regularly reviewed and updated so please check the SOAS website to ensure you are referring to the most recent version. The Rules adhere to SOAS' regulations, and any breach falls within the framework of SOAS' disciplinary procedures.

*The word book is used in these rules to cover any library material in any format including pamphlets, periodicals, manuscripts, maps, atlases, slides, illustrations, DVDs, microforms.