

CREATING YOUR LEARNING ENVIRONMENT IN THE LEARNING CENTRES

Our aim is to facilitate a partnership of mutual respect and understanding which protects your learning environment.

Members of the University may:

- Use any of the Learning Centres for reference, private study, group learning activities and research
- Borrow materials from the lending collection and reserve items not immediately available
- Access electronic information resources and learning materials, including Internet/Web databases, CD-ROMs, interactive packages
- Request materials and information from other libraries, information and resource centres
- Use open access generalist IT facilities including word processing, database, spreadsheet and presentation software in accordance with the Code on Utilising University resources for Internet and World Wide Web (see <http://www.wlv.ac.uk/university/regulations/internet.use.code.html>) and Registration arrangements (see: <http://ccub.wlv.ac.uk/cgi-bin/enrol.cgi>)
- Receive induction and assistance in using Learning Centre services and resources
- Make suggestions for material to be added to stock or services to be provided

Visitors to the University may:

- Use any of the Learning Centres for reference, private study and research, abiding by the licensing arrangements covering access to electronic resources and software
- Use other facilities where permitted by the Director of Learning Centres and on payment of charges where appropriate (external membership details on request)

Responsibilities of Learning Centre Users:

- Use established loan procedures before you remove materials from Learning Centres
- Use appropriate security exits when leaving the centres and show all Learning Centre materials and/or the contents of your bag or briefcase on request from staff
- Take care of materials issued on your card and pay charges for overdue, lost or damaged material
- Tell us if your address changes and inform the university Registry
- Observe signs about acceptable noise levels in different parts of the Learning Centres, including those set aside for groupwork
- Allow others to use the Learning Centres without interference or harassment
- Observe no smoking /eating /drinking signs in the Learning Centres
- Do not deface, destroy or cause damage to Learning Centre equipment or resources
- Switch off mobile phones and personal stereos on entering the centres
- Supervise and accompany any children you bring into the Learning Centres to ensure that other users and staff are not disrupted

Sanctions:

Learning Centre users who do not fulfil their responsibilities will be subject to one or more of the following sanctions:

- Fines and/or withdrawal of borrowing rights
- Request to stop disturbing other learners or leave the centre
- Exclusion from the centre(s)
- Withdrawal of network IT facilities (email, central systems, internet access)
- Withdrawal of Inter-Library Loan rights
- Exclusion from UK Libraries Plus membership
- Referral to the Director of Learning Centres and/or your Dean of School
- Formal University disciplinary procedures