



LONDON SCHOOL  
OF SCIENCE & TECHNOLOGY

## LIBRARY POLICY

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## **1 Development of the Library**

The Library is at the heart of the college and the vision for LSST is to enrich the student experience by delivering a high quality service whilst encouraging independent learning. The aim of the Library is excellence in the provision of services in support of learning, teaching, scholarship and research and to offer a safe and comfortable environment to allow students to make the best use of the resources available.

Since the establishment of the LSST, the Library has been on a continuous journey towards developing a modern Learning Resource Centre. The Library started in a small space but has now been moved to a large area with around 3,000 books, over 20 computers and a Kyocera machine which allows students to photocopy, print and scan. The book collection has developed alongside the course curriculum and is growing rapidly. Library staff liaises closely with academic staff to ensure that the resources reflect the needs of the curriculum.

Electronic resources are available through the EbscoHost database and there are plans to expand on this with the addition of more electronic databases and links to external organisations. The provision of a document supply and inter-library loan service through the British Library is also in the offing and the availability of an OPAC (Online Public Access Catalogue) is being investigated. This will allow students to search for library materials independently and it will be possible to create links from the OPAC to other resources in the future.

The Tutor Librarian will deliver Harvard Referencing and plagiarism workshops on a regular basis and will also be available for one to one assistance on request. In addition all library staff assists with general IT queries on a day to day basis.

### ***1.1 Resources***

We have over 3,000 printed books, which are clearly categorised into subject area. We also subscribe to several newspapers and journals, namely the Financial Times and The Economist. Other daily papers (The Times, The Guardian and the Telegraph) are available during term-time.

### ***1.2 E-Resources***

All students and staff have free access to a variety of journals through EbscoHost ,Bookboon, Free Management Library and The Free Library . Students and staffs can access all these directly through LSST connect. To access LSST Connect a username and password is provided; these can be obtained from IT Support. Students can access this service from home. Any usernames or passwords issued for the use of electronic resources are only to be used for the purposes of individual study, and are only valid for the duration of the course. These must not be passed on to a third party.

### ***1.3 Facilities***

Library Regulations Facilities include study desks, computers with access to the Internet and Microsoft Office programme. There is also an all-in-one printer, photocopier and scanner. Students have access to lockers for daytime use.

### ***1.4 Library Membership***

To join the library and borrow items, students must first register with the librarian and pay a refundable deposit of £10. This can be refunded at any time, provided that all borrowed items have been returned. Students may borrow four items at any one time. The loan period is for up to four weeks with some exceptions for items that are in high demand. Borrowers are responsible for the care and safe return of loan materials on or before the due date. Borrowers are personally liable for all materials borrowed and will be required to pay the cost of replacement or repair of material that is lost, damaged or not returned. Newspapers, magazines and reference books may only be used in the library and may not be removed.

### ***1.5 Workshops***

The Librarian will continue to hold Harvard Referencing workshops to inform the students about plagiarism and how to reference their work. Guides on how to reference are available in the library and on the student portal.

### ***1.6 Accessibility***

LSST is committed to making the library accessible to all students, including those with disabilities. The library has specific measures in place which are designed to help those students. Student Support also has the ability to make recommendations for flexible library loans for disabled students.

## **2 Library Code of Conduct**

The library regulations are created to facilitate learning and to ensure that the library space is a safe and pleasant environment in which all users can make the best use of the resources available.

## ***2.1 Conduct within the library***

- Anti-social behaviour will not be tolerated or behaviour that interferes in any way with other student's studies.
- Mobile phones are to be switched off or turned to silent mode.
- Food or drink must not be consumed in the library, with the exception of bottled water.
- No library equipment may be moved, tampered with or misused in any way. Users losing or damaging any equipment, fixtures or furniture, will be liable to pay the full replacement costs.
- For the security of individual's own data, do not leave computers logged in or unattended. Computer facilities are in high demand, therefore library staff reserves the right to log out unattended machines.

## ***2.2 Security and Safety***

Users must leave the library by closing time, or immediately on hearing the fire alarm or when required to do so in an emergency. Library lockers are for daily use only, and items must not be left overnight. Any items left overnight will be handed to security at the end of the day. Students who wish to use a locker must notify the Librarian and sign their name. The locker keys must be kept in the library at all times. LSST accepts no responsibility for the loss, theft or damage of any items left unattended in the library.

## ***2.3 Copyright and Plagiarism***

Users must observe copyright law and the terms of any licences for material they use. A copyright notice is displayed beside the library photocopier. If in doubt, please ask the library staff.

Plagiarism is a serious issue and is the taking of another person's ideas, writings or inventions and using them as your own. It is academic malpractice and all cases will be treated as serious misconduct. If plagiarised, work will be awarded 0 marks, and may be subject to further sanctions in accordance with the Academic Malpractice Policy and Student Code of Conduct and Disciplinary Procedure. The Librarian runs workshops on plagiarism and referencing to help students avoid this problem.

## ***2.4 Contravention of Library Regulations***

Infringement of these regulations may result in suspension from further use of the Library, and disciplinary action. The Librarian or a senior member of staff has the authority to request a user to leave the Library and/or College premises. Comments and suggestions about how the library can be improved are welcome from both staff and students.

