

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Library Regulations Policy

Version 9.0

Approved by the Board of Governors

Last Amendment: August 2026

The London School of Science and Technology's Library Regulations have been created to facilitate learning and to ensure that LSST's library spaces provide a safe and pleasant environment for students' independent learning and research activities.

For more information on library opening times, please refer to our website: https://www.lsst.ac/support-and-facilities/library/

DOCUMENT INFORMATION

Document owner(s)*: Principal and Tutor Librarian

Date of next review: September 2027

Document Status: IN USE

Dissemination: For general publication

*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. LSST'S LIBRARY FACILITIES

1.1. About the Library Service

1.1.1. The aim of the Library is to provide LSST's students with a welcoming environment and access to a large collection of up-to-date and relevant academic resources, in support of independent learning and research. Students can read and borrow a range of books, and make use of photocopying, and printing services (within the bounds of our copyright guidelines). Students can also make use of IT facilities dedicated for the purposes of research, assignment submission or accessing lecture notes, or to power their own electronic devices.

1.1.2. A library or learning resources facility can be found on each of our campuses (please note that opening times may vary; for more information, please refer to our website: https://www.lsst.ac/support-and-facilities/library/). Friendly and knowledgeable staff are always on hand to aid students in using library services or trying to locate research materials.

1.1.3. Our library staff work closely with programme academics to ensure that collections of printed and electronic materials are up to date and aligned to programme-specific research briefs.

1.1.4. Additionally, students have access to a range of workshops to aid in the development of their academic and research skills. Our Tutor Librarian is available to deliver Harvard referencing and plagiarism workshops on a regular basis and can make appointments for one-to-one assistance on request. The library liaises closely with academic support services.

1.2. E-Resources

1.2.1. Students who are studying courses emanating from our partnerships, for example, with Ravensbourne University London, Buckinghamshire New University, the University of West London, and De Montfort University will have access to the resources their respective institutions subscribe to. Students enrolled on these courses will have full access to the host university's electronic resources. All of the partner universities have extensive guidance for students in Harvard referencing, academic writing and other aids to study. Students will also be able to seek help from library staff at their partnership universities.

1.2.2. 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

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

1.4. Library Membership

1.4.1. Students are entitled to free library membership and may borrow four items at any one time. The loan period is for the maximum of 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

1.5.1. The Librarian will continue to offer guidance for Harvard Referencing but the Academic Support department 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

1.6.1. LSST is committed to making the library accessible to all students, including those with special educational needs. Student Support also has the ability to make recommendations for flexible library loans for disabled students.

2. LIBRARY CODE OF CONDUCT

2.1. 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.

2.2. 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.

2.3. Security and Safety

2.3.1. 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.

2.4. Copyright and Plagiarism

2.4.1. 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 may be awarded 0 marks, and you 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 understand how to properly acknowledge the work of others in their assignments.

2.5. Contravention of Library Regulations

2.5.1. Infringement of these regulations may result in suspension from further use of the Library, and disciplinary action. The Librarian or any other senior member of staff has the authority to request a user to leave the Library and/or School premises.

VERSION HISTORY

Version	**1.0 – 4.0**	
Original author(s):	Tutor Librarian	
Reviewed by:	Executive Committee	September 2016 September 2017 September 2018 September 2019
Version	**5.0 - 5.1**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual review and update; formatting and version control applied.*	
Reviewed by:	Board of Governors	October 2020
Version	**5.2**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual Review and update.*	
Approved by:	Board of Governors	October 2021
Version	**5.3**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual Review and update.*	
Approved by:	Board of Governors	September 2022
Version	**5.4**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual Review*	
Approved by:	Board of Governors	June 2023
Version	**6**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual Review; version control applied.*	
Approved by:	Board of Governors	October 2023
Version	**7**	
Revised by:	Quality Unit Tutor Librarian	
Revision summary:	*Annual review and update, minor grammatical corrections, document format applied, version control applied.*	
Approved by:	Board of Governors	October 2024

Version	**8.0**	
Original author(s):	Tutor Librarian	
Revised by:	Tutor Librarian Quality Unit	
Revision summary:	***Annual review and update –*** Paragraph 1.5.1 updated regarding guidance on Harvard Referencing. Minor grammatical corrections, version control applied.	
Reviewed by:	Publications Committee	September 2025
Approved by:	The Board of Governors	October 2025
Version	**9.0**	
Original author(s):	Tutor Librarian	
Revised by:	Quality Unit	
Revision summary:	***Annual review and update –*** Document format applied, version control applied.	
Reviewed by:	Publications Committee	October 2026
Approved by:	The Board of Governors	October 2026