



# BANNERMAN LIBRARY REGULATIONS

## 1. Preamble

1.1 The following Regulations are intended to ensure that \_\_\_\_\_ the Library meets the needs of its users (students, staff and external visitors) and provides a safe and comfortable study environment.



2.4 External users will be required to complete a registration form and provide suitable identification to support registration. In providing such personal information the user will be consenting to the use of personal data as specified in the [Library Services notice](#).

2.5 All Brunel staff and students using the Library must have a valid ID card. These must be shown to Library or Security staff on request. Failure to present a card on request may result in the user being refused entry to the Library or asked to leave.

2.6 Brunel ID and/or Library cards are issued to individuals and are not transferable. Loan of a card to another person so that they can enter the Library is not permitted.

2.7 Lost or stolen cards must be reported to the Library as soon as possible. Replacement cards can be obtained (charged-for service) from the Student Centre or Library Helpdesk when the Student Centre is closed. Items borrowed using a card which has been lost or stolen and not reported will be considered the responsibility of the account holder, including any associated charges or replacement costs.



### 3.3 Other equipment



If you are not currently a Brunel student or a member of staff and wish to film on campus, please contact the Conference Office ([conference@brunel.ac.uk](mailto:conference@brunel.ac.uk)) in the



non-return of items where applicable. Lost items are subject to a replacement fee charged at the discretion of the library service from which the material was obtained.

## **5. Use of Library services and materials**

5.1 Library users must observe the



Owner: Head of Library Services

Approved by: Student Experience Welfare Committee, 12 April 2021

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