

Globter International College

LIBRARY POLICY AND REGULATIONS

Institutional Policy Document

Document Control

Document Title	Library Policy and Regulations
Institution	Globter International College
Document Owner	Library and Learning Resources Unit
Approved By	Principal / Academic Board
Effective Date	Academic Year 2025/2026
Review Cycle	Annual or as required by institutional need

1. Purpose

This Policy sets out the principles, responsibilities, and operating regulations governing the management of the Library and associated learning resources at Glofter International College. It is intended to ensure that the Library supports teaching, learning, research, academic integrity, and the effective use of information resources by students, staff, and authorised users.

2. Scope

This Policy applies to all students, academic staff, administrative staff, visiting lecturers, researchers, and any other authorised users who access the Library, reading spaces, print materials, digital collections, equipment, and related support services provided by the College.

3. Policy Statement

Glofter International College is committed to maintaining a safe, accessible, well-managed, and academically supportive library service. The College will provide appropriate library resources, fair access arrangements, user guidance, and regulations for responsible use of all physical and electronic collections.

4. Objectives of the Library

- To provide reliable access to books, journals, databases, and other learning resources that support approved programmes and institutional priorities.
- To promote independent learning, academic research, information literacy, and ethical use of sources.
- To maintain a suitable learning environment that is orderly, inclusive, quiet, and conducive to study.
- To ensure effective cataloguing, circulation, stock control, and preservation of library materials.
- To provide assistance and guidance to users in locating and using physical and electronic resources.

5. Access and Membership

Access to the Library shall normally be granted to registered students and members of staff of the College. Temporary or restricted access may be extended to authorised visitors with approval from the College management or the Library Officer. Library membership is non-transferable and users must present a valid College identity card or other approved identification when requested.

- Users must comply with opening hours, borrowing rules, and staff instructions.
- Access to some resources, systems, or areas may be limited for operational, licensing, safeguarding, or security reasons.
- Electronic resources must be used in accordance with licence conditions and institutional IT regulations.

6. Library Services

- Borrowing and return of books and other approved materials.
- Reference and enquiry support for students and staff.
- Guidance on information searching, referencing, and responsible use of academic sources.
- Access to digital learning resources, where available.
- Study spaces and, where provided, access to computers, printing, scanning, or photocopying subject to College rules.

7. Borrowing Regulations

Borrowing entitlements and loan periods may vary according to the category of user and the type of material. The Library may classify items as standard loan, short loan, reference only, reserve stock, or restricted access materials.

- Users are responsible for all materials issued in their name until the items are properly returned and recorded by the Library.
- Reference materials, archive materials, or designated special collections may not be borrowed except with specific written authorisation.
- Borrowed items must be returned by the due date. Renewals may be permitted unless the item has been reserved, recalled, or otherwise restricted.
- The Library may recall items before the normal due date where required for academic or operational reasons.

8. User Responsibilities and Conduct

- Maintain respectful behaviour towards staff and other users at all times.
- Observe quiet study rules in designated areas and avoid disruptive noise or behaviour.
- Treat library materials, furniture, computers, and facilities with due care.
- Use online resources, devices, and institutional systems lawfully and responsibly.
- Comply with health and safety, safeguarding, data protection, and academic integrity requirements.

Food, drink, mobile phone use, group discussion, and use of personal devices may be restricted in certain areas of the Library. Users must follow local notices and directions issued by authorised staff.

9. Overdue, Lost, Damaged, and Unreturned Items

Users who fail to return materials by the due date may be subject to reminders, temporary borrowing restrictions, fines if adopted by the College, or other administrative measures. Where an item is lost, seriously damaged, or not returned after repeated reminders, the user may be required to replace the item or pay the assessed replacement and processing cost.

- Borrowing privileges may be suspended until the matter is resolved.
- Certificates, transcripts, progression decisions, or clearance procedures may be withheld where library liabilities remain outstanding, subject to College regulations.
- Any deliberate damage to resources or property may be treated as misconduct under the relevant disciplinary procedures.

10. Digital Resources and Copyright

The use of electronic books, journals, databases, institutional repositories, and internet-based research resources shall be governed by applicable copyright law, licence agreements, and institutional policies. Users must not reproduce, distribute, share login credentials, or misuse digital materials in a way that breaches contractual or legal obligations.

11. Support for Teaching and Learning

The Library shall work with academic departments and relevant committees to support programme delivery, reading lists, student orientation, independent study, and development of information literacy skills. Feedback from students and staff should be used to improve the adequacy, relevance, and accessibility of library services and learning resources.

12. Health, Safety, and Security

- Users must follow all emergency, evacuation, and security procedures applicable to the Library and the campus.
- Personal belongings remain the responsibility of the user. The College shall not be liable for loss or damage except where required by law.
- Library staff may report suspicious behaviour, misuse of resources, or breaches of College regulations to the appropriate authority.

13. Complaints and Service Improvement

Users may raise concerns, suggestions, or complaints relating to library services through the established institutional complaints or feedback procedures. The College aims to review concerns promptly and use feedback to support service enhancement, resource planning, and quality assurance.

14. Breaches of the Policy

Any breach of this Policy may result in verbal advice, written warning, temporary suspension of library privileges, requirement to compensate for losses, or referral under the College disciplinary procedures, depending on the seriousness of the matter. Serious or repeated breaches may be escalated to the Principal or other authorised officer.

15. Roles and Responsibilities

Role	Responsibility
Principal / College Management	Approves the Policy, provides oversight, and ensures adequate support for library services.
Library Officer / Librarian	Implements day-to-day library procedures, supports users, manages collections, and monitors compliance.
Academic Staff	Support students in the use of reading lists, resources, and appropriate academic research practices.
Students and Other Users	Use resources responsibly, comply with regulations, and return materials within required timescales.

16. Monitoring and Review

The implementation of this Policy shall be monitored through user feedback, usage records, stock checks, academic review processes, and periodic management oversight. This Policy shall be reviewed at least annually, or earlier where required by changes in legislation, licensing arrangements, organisational structure, or institutional priorities.

17. Related Documents

- Student Handbook
- Code of Conduct
- Assessment Policy
- Plagiarism Detection and Prevention Procedure
- Admissions Policy and Procedures
- Data Protection and IT Acceptable Use requirements, where applicable