

Library & Learning Resources Centre Policy



The Institute
of Contemporary
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V3.0	Sept 2020 AcBo	Annual review	Registrar	Biennially and as required
V2.4	10/09/19 ExCo	Annual review	Registrar	Sept 2020
Related policies				
<ul style="list-style-type: none">Collection Management Policy <p>Conduct which falls under section 4 or section 6.2 of this policy may also be considered under the Student Disciplinary Regulations, where appropriate</p>				
External Reference				
N/A				

1. Policy Statement

- 1.1. ICMP is committed to creating an inspiring learning environment for all students. The aim is to encourage and equip our students by creating and continually developing a space which can adapt to the changing needs of the student body.

2. Principal Aims

- 2.1. **Support Students:** Training on how to use the Library is available to students on an ongoing basis. Students are supported by the Subject Librarian to access suitable resources to meet their educational needs throughout the academic year. Students are normally allowed to borrow up to three items for a maximum of three weeks. The Library contains a range of core and recommended texts and additional resources which are available on a range of loan periods (please check the system for loan duration details).
- 2.2. **Provide access:** The LRC is available to students seven days a week from 8.00am until 10.00pm throughout the year whenever ICMP is open.
- 2.3. **Support the curriculum:** Resources are sourced to meet the needs of the curriculum and can be borrowed to support lessons, assessments and dissertation research. ICMP is committed to ensuring that there are sufficient copies of all essential texts. Academic staff can also use the LRC for research lessons and project work.
- 2.4. **Manage resources:** The Library operates a Learning Management System (LMS) and public catalogue to manage the cataloguing, circulation and promotion of books and other resources which ensures the availability of titles. A system of fines is in place to recover or replace lost or overdue stock.

3. Opening Times

- 3.1. The Library is self-service and will be open Monday to Sunday from 8am to 10pm. Students have an honour code of borrowing and checking-out on their own.
- 3.2. Library assistance will be provided by the Subject Librarian from Monday to Thursday from 10.00 am to 2.30 pm.

4. Use of space and collection

- 4.1. We have rules in place to help us maintain an environment that is conducive to study. They are intended to safeguard the interests of all library users and to ensure that everyone can make use of our collections and services freely and fairly. Whilst Library staff are committed to providing a high-quality service, students are also expected to behave responsibly and considerately when using our libraries.

- 4.2. All library materials must be treated with care. Any material which is lost, destroyed or damaged shall be paid for by the person responsible, at a cost determined by the Librarian. We encourage our users to keep the shelves in order and tidy up after using the Library space.
- 4.3. Library materials may not be removed from the Library without authorisation.
- 4.4. Be considerate to other Library users and to staff. Aggressive and offensive behaviour will not be tolerated.
- 4.5. The use of devices is permitted with headphones, mobile phones should be on the silent setting, and minimal and low volume conversation.
- 4.6. Food and drinks are not allowed except for bottled water.
- 4.7. Rubbish should be deposited in the recycling bins located throughout the building.
- 4.8. All users must adhere to copyright law when using Library materials and must not make unauthorised copies of material in any medium.
- 4.9. Books after use should be put on the Librarian desk or the box for returned books which is located near the check-in / check-out system

5. Use of library services – internal and external partners

- 5.1. Students and staff must carry their ICMP card with them every time they visit the library if they want to make use of the Library services.
- 5.2. Users are suggested to carry their UEL or USW cards as well to make full use of the ICMP partner's learning resources, especially the off campus electronic resources:
 - University of East London Library and Learning Services
<https://www.uel.ac.uk/discover/library>
Students on BA (Hons) Creative Musicianship, BA (Hons) Music Business & Entrepreneurship BMus (Hons) Popular Music Performance, BA (Hons) Songwriting, BA(Hons) Creative Music Production, MMus Popular Music Performance, and MA Songwriting have full access to both the physical and digital library resources provided by the University of East London.
 - University of South Wales Library
<http://studentlibrary.southwales.ac.uk/>
Students on the BA (Hons) Music Business can make use of the library resources provided by the University of South Wales.
 - The Society of College, National and University Libraries

SCONUL Access is a scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme.

5.3. To logon you should select University of East London or the University of South Wales from the drop-down depending on which institution validates your degree

6. Borrowing

6.1. All students are required to use the self-service check-in / check-out service at the Library to borrow and return books through the system at the Library entrance.

6.2. All books must be checked out before leaving the library and returned by the assigned date. Students have a code of honour to respect this. Failure to do so will result in suspension of ICMP privileges (room-booking, equipment usage, etc.)

6.3. While returning a book to the Library students might prefer to use the Book return box placed at the entrance and Librarian will check-in for them. Not being able to do any of these, books can be placed at the Librarian desk if this is the case please notify the Librarian on this email Library@icmp.ac.uk

6.4. Students can borrow a maximum of 3 books for 3 weeks

6.5. There are a different range of loan periods dependent on book demand:

- Reference only (cannot be borrowed, for use in the Library only)
- Short loan (7 days)
- Standard loan (14 days)
- Extended loan (28 days)

6.6. Loaned items must be returned when a recall notice is sent to the student ICMP email address

6.7. If there are still overdue books following the fourth Library system email reminder you will be excluded from the Library until the book(s) is returned or paid for. This may also result in your suspension of rights to any other ICMP borrowing facilities.

7. Renew

7.1. Users can renew books online by logging in to their Library account, however this will be unavailable should another user have reserved the copy of the book.

7.2. Users can renew the same copy of a book a maximum of three times.

8. Photocopying, printing and scanning

8.1. Students can use the facilities and photocopy, scan and print up to a maximum of 20 pages per day. The Library will keep a record of the use per student.

8.2. The Library does not accept cash for any further copying needs

8.3. All users must adhere to the copywrite laws when using Library materials and must not make unauthorised copies of material in any medium

9. Acceptance of donations

9.1. Space constraints and the lack of resources required to record and process donations mean that the Library must be selective in what can be accepted. Once a collection of donated material has been received into the Library, the Library reserves the right to deal with it as it sees appropriate.

9.2. Potential donors should be aware that Library Services:

- can only consider material for inclusion if it falls within the scope of Library Services' Collection Management Policy
- can only consider material without restrictions on subsequent location, timescale for processing or disposal
- does not normally accept material in poor physical condition
- may be unable to accept substantial donations where funding cannot be identified in advance to pay for delivery to the Library and for subsequent cataloguing and processing
- normally cannot accept duplicate items unless they constitute material identifiably in regular heavy demand, such as that on student reading lists; duplicates discovered after acceptance of collections may be compared with copies already in stock, and only the item in best condition retained
- normally cannot accept back runs of periodicals that duplicate existing holdings or that are very incomplete
- reserves the right to dispose of material, either at the time of receipt or subsequently
- cannot guarantee to house donated items together

9.3. Offers of material to be added to Library stock will be considered by the Subject Librarian, who may need to consult with the Registrar and/or Academic Team over more substantial donations.

9.4. Potential donors are advised not to bring materials into the libraries unless acceptance has been agreed.

9.5. It is very helpful if a donor can provide a list of the material, so that it may be checked against the Library catalogue before acceptance, or if the Subject Librarian can visit the collection, so that a professional decision may be reached regarding its relevance and value. If Library Services is unable to accept a donation another more appropriate library may be suggested.