

Chapter 9

Access to University premises

1. Scope of procedure and normal opening hours

- 1.1 Only those Students formally registered with the University are permitted access to University premises under the requirements of this provision. Students should carry their personal De Montfort University identity card with them at all times whilst on University premises and must show their card to University officers or employees on request.
- 1.2 Students suspended or excluded from all or parts of the University premises following disciplinary procedures or for non-payment of fees may be allowed limited access for specific purposes connected with their exclusion (for example, to attend an appeal hearing, pay outstanding fees or consult their DSU representative). Students wishing to attend the University for any other purposes during a suspension must first request access and comply with the direction of the Head of Security or nominated Deputy.
- 1.3 In general, University academic and administrative buildings are open on weekdays (except bank holidays and public holidays) from 0730 hours to 2130 hours during teaching weeks and from 0730 hours to 1900 hours during University vacations. When buildings are closed the **Access Out of Hours** procedure explained in paragraph 2 below applies.
- 1.4 University owned and Leased halls of residence are open 24/7. For Students residing in or visiting DMU owned or leased Halls of Residence (Bede Halls, New Wharf Halls or Waterway Gardens), occupation is subject to the applicable terms of this [General Regulations and Procedures Affecting Students](#) plus the [Accommodation Terms and Conditions Agreement](#), the Essential Guide to Living in Halls and any other rules or regulations enforced by the University relating to their occupation of halls of residence. For Students residing in or visiting private halls of residence nominated by the University or any other private halls of residence, occupation is subject to the applicable terms of this General Regulations and Procedures Affecting Students document, plus the terms of their tenancy/agreement with the private hall's provider, and any other rules or regulations enforced by the private hall's provider relating to their occupation of the halls of residence.

2. Access out of hours procedure

- 2.1 Students are not normally permitted to access University administrative buildings outside normal opening hours. (See 1.3 above)
- 2.2 Students requiring to be in University academic buildings (excluding libraries: see paragraph 3 below) outside normal opening hours, including weekends, bank holidays and public holidays, will need to ask the relevant academic supervisor to complete a Request for Out of Core Hours Access to Buildings form available online: [Security \(sharepoint.com\)](#)
- 2.3 The form must be approved electronically by the designated contact who has overall responsibility for the Health and Safety of all persons using the building wishing to be accessed.
- 2.4 The completed and authorised, Request for Out of Core Hours Access to Buildings form B must be lodged with the Campus Security Office at least 48 hours after approval has been made, before access is required.
- 2.5 Approval for out of hours access granted under this provision expires at the end of each calendar year. Students must apply for renewal of authorisation at the beginning of each subsequent calendar year. The Student is responsible for their behaviour, security and Health and Safety whilst utilising this out of hours option.
- 2.6 Security Team Staff may withdraw a Student's authority allowing admission to any University building out of hours if that Student's safety, behaviour or conduct breaches University, Policies, Health and Safety or these General Regulations including codes of practice for the use of University equipment, services, property and/or facilities. The University may take further disciplinary action in such cases if appropriate.
- 2.7 Once approval has been given under this provision, a Student must report to the Campus Security Office on each occasion on which they wish to gain access to University buildings out of hours. Student card identification must be produced to allow access

- 2.8 A Security Officer may accompany the Student to facilitate access to the building. The Student must follow any additional instructions the Security Officer may give them about behaviour in the building or leaving the building. Access may be refused at any time for operational reasons e.g. loss of utilities.
- 2.9 Students must comply with the conditions of access and the lone working arrangement and activity risk assessment, completed by their academic.

3. Access to University libraries and associated learning spaces

- 3.1 Students who wish to use the University libraries and their associated learning spaces (hereafter referred to as “the Library”) may gain access only within the times and period that these are open for business, as published on the Library entrances and the Library website: <https://library.dmu.ac.uk/DMU>, and on production of a valid University identity card. Library opening times will vary during holidays and outside core teaching weeks.
- 3.2 Temporary access to the library may be refused by University Staff at any time the Library is open. This is for safety reasons, however the Director of Library Services, or nominee, has the right on a more permanent basis to refuse admission to the Library.
- 3.3 Where a Student or other library user has been identified as displaying or using inappropriate words or behaviour that affects the other users of the Library, or puts their safety at risk, they may be asked to leave. The Director of LLS or nominee may upon the receipt of a complaint, restrict the individuals access to the Library, to timeframes that focus that person towards managing their learning experience in a more focussed and beneficial way. For example, restricting 24-hour access to 16,12 or 10 hours access per day. Additionally, a ban on attending the library may be put in place for a limited time.
- 3.4 Such restrictions may be placed for a period of no longer than a month and then each individual case reviewed. For repeat offender’s consideration will be given to referring the individual into the University disciplinary process at panel level.

Annex 1

1. Policy and guidelines for using Library Services

The University expects all Students to demonstrate high standards of behaviour when visiting The Library. It is the responsibility of all Students to ensure that they are fully aware of and are not in breach of these regulations

- 1.1 The Directorate of Library Services (“the Library”) provides Students with resources, services and facilities in support of learning, teaching and research. These regulations are designed to ensure that such provision is made as effectively and fairly as possible and that the integrity of the service is maintained.
- 1.2 The policy and guidelines apply to Students registered at DMU.
- 1.3 Students who have been granted access to the libraries of other institutions by virtue of their De Montfort University status must abide by the visited Library’s regulations. Any breach of these, or any other form of misconduct, will also be regarded as a breach of De Montfort University Regulations and this policy and guidelines.

2. Access and membership

- 2.1 All current DMU Students are entitled to make use of the Library and borrow those materials which are available for loan, provided that they are not already in breach of the University Regulations and this policy and guidelines.
- 2.2 To access the Kimberlin Library one of the following forms of identification are required:
 - 2.2.1. Student University ID card
 - 2.2.2. Proof of a lost or stolen card and alternative ID may also be accepted at the discretion of the Supervisor
- 2.3 Admittance to all other Library and learning spaces (Eric Wood Learning Zone, the Greenhouse and the Law Library) requires, at all times, a valid DMU Student ID card.

- 2.4 In line with University policy, children under the age of 16 may accompany a DMU Student for a brief visit to the Library of up to 60 minutes (e.g. to collect or return materials and at the discretion of Library Staff during Staffed service hours). Children permitted entry must pose no risk or disturbance to other service users and remain under the direct supervision and control of their guardian who is responsible for their safety and wellbeing at all times. Where a child will be present for longer than 60 minutes, the staff member accompanying the child must obtain “express written permission” from the Director of Library and Learning Services or their nominee before the child enters University property. The Director of Library and Learning Services or nominee reserves the right to withdraw permission and request removal of any child within Library spaces.
- 2.5 The Director of Library and Learning Services or their nominee has the right to refuse admission to the Library or any other Library and learning space.
- 2.6 Details of Library opening hours are published on the Library website: <https://dmu-ac-uk.libcal.com/hours/> and may be subject to change.

3. Borrowing rights and facilities

- 3.1 The majority of items in the Library are available for loan and can be borrowed by eligible members as defined above. Restrictions on borrowing apply to registered non-DMU Library members, details of which are available on the Library website: <https://library.dmu.ac.uk/visitorinfo>. Library materials, including DVD's and laptops, must be recorded as on loan before being taken through the exit gates.
- 3.2 Users must ensure that they do not remove items from the Library without authorisation or cause the security alarm to be activated by being in possession of unissued Library property. Library Staff may check books and other materials in the possession of anyone leaving the Library and users may be required to open bags, folders or empty pockets for inspection of their contents. Users who remove or who attempt to remove Library property without authorisation, or who refuse to submit to reasonable checks by Library Staff, may have their borrowing rights suspended.
- 3.3 Users are responsible for all loans issued against their Library cards until those items have been returned and discharged.

- 3.4 Reservations may be made for items on loan and all material is subject to recall after a minimum of one week, which may require an item to be returned earlier than its original due date. Courtesy messages will be sent via email. Such items must be returned within the time specified in the recall notice, including if taken out of the country. Items not returned within 14 calendar days of a reminder to return will be assumed lost and a replacement cost charged.
- 3.5 Fines will be charged for failing to return by the due date and time any items which cannot be auto-renewed. Details of current fine rates are available on the Library website: [Home - Borrow, Renew, Return - LibGuides at De Montfort University \(dmu.ac.uk\)](#)
- 3.6 Borrowing rights will be suspended for any Library users with items on loan beyond the due date and time or with outstanding Library charges in excess of £15.
- 3.7 Users will be liable for any charges incurred by the Library for the loss or late return of items supplied by third parties, such as inter library loans or items borrowed under reciprocal access arrangements.
- 3.8 The Director of Library and Learning Services or nominee has the right to refuse to lend material, to restrict the loan period for items in heavy demand or to make special arrangements for borrowing.

4. Using online resources in the Library

- 4.1 Online resources (e-books, e-journals, databases) subscribed to by the Library can only be accessed by DMU Staff and Students. Separate registration may be required to access some online resources.

5. Conduct

- 5.1 All Students using the Library, are bound by the Disciplinary Code as defined in Chapter 2 of these regulations. The Disciplinary Procedure may be invoked for any breach of the Library Regulations.

- 5.2 The Library is a learning and study environment. Users are asked to choose a study area (group, quiet study, silent study) appropriate to the type of study being undertaken and to observe study signs. Mobile phones should be set to silent. Headphones should be used when listening to music, videos and other audible content and set to a volume that does not disturb others.
- 5.3 Hot food and alcohol are not permitted in any Library and learning space (Kimberlin Library, Greenhouse, Eric Wood, Law Library). Users should take care not to disturb others when eating or drinking, particularly in terms of noise, smell and mess. Bottled water only is permitted in the Law Library.
- 5.4 The following health, safety and wellbeing behaviours must be observed:
- On hearing the fire alarm, all users must vacate the Library immediately via the nearest emergency exit route.
 - Users should not leave personal belongings unattended. This is done at the owner's risk; the Library does not take any responsibility for lost, damaged or stolen items. Unattended items may be examined and removed by Library Staff.
 - Users are advised to take regular breaks from study and to keep hydrated.
 - Users should not sleep in the Library and anyone found doing so will be woken. Persistent inappropriate use of the library will be dealt with under Chapter 2 of these Regulations.
 - Users should put litter and waste liquid in the appropriate bins provided and leave study areas clean and tidy.
 - Smoking and vaping is prohibited in all areas of the library.
- 5.5 Students are not normally permitted to film or take photographs in the Library.
- 5.6 Users should not display posters and adverts without permission from Library Staff and will be removed if permission has not been sought.

6. Penalties

- 6.1 Breaches of University regulations and Library will be dealt with by the Authorised Officer or nominee are dealt with in accordance with Chapter 2 Student discipline in the General Regulations and Procedures Affecting Students.
- 6.2 Whilst investigating a current breach of Library regulations, any past breaches may be referred to.
- 6.3 Appeals against penalties imposed for breaches of Library regulations will be dealt with in as follows:
 - 6.3.1. Students have the right of appeal against the decision of the Authorised Officer, to the Disciplinary Appeals Committee in accordance with Part G of Chapter 2 of the General Regulations and Procedures Affecting Students.
 - 6.3.2. Appeals against fines for late return of items or replacement item charges should be made to the Head of Library Services or their nominee via email: libadmin@dmu.ac.uk

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