

RESPONSIBILITIES OF LIBRARY USERS

1. Use of the Library

The Library supports the learning and research needs of Massey University students and staff. The Library welcomes members of the public who wish to use the services and facilities provided. However, priority will be given to Massey University patrons, particularly with regard to the use of study space and equipment.

2. Food and drink

To ensure a comfortable and inviting study environment, the Library allows the limited consumption of food and drink in individual and group study areas. Non-alcoholic drinks in spill-proof containers and sipper bottles are allowed, and food is permitted provided it does not interfere with the cleanliness or comfort of the building or the study environment. Food that smells or is likely to produce a mess, such as hot food or takeaways, is not suitable – although designated hot food zones may be provided – users should ask staff if they are unsure. Library users will be asked to remove food or drink if it is considered to be a problem.

3. Smoking

Auckland and Wellington campuses are smoke-free except in designated areas. At Manawatū smoking is not permitted on Concourse or within 10 metres of any building.

4. Noise

Library users should not create any unnecessary noise or disturbance, or behave in a disruptive, disorderly or improper manner. Group study areas are available for discussion; individual study areas are for silent study only. Cell phones, laptops and other devices should not be used in the Library in any way which may disturb others. Particular care should be taken to ensure a quiet environment during exam times.

5. Safety

Library users are responsible for behaving in a way that does not endanger the health or safety of themselves or other occupants of the Library building. Persons using computers for prolonged periods of time are urged to arrange their work environment comfortably and to take regular rest breaks to avoid muscle fatigue and strain.

5. Security

No library material may be removed from the Library without the loan first being properly recorded. No person shall deliberately or carelessly mutilate, deface or misplace any library material or equipment. All users must present their bags and personal belongings for inspection and/or produce a Massey University ID card if so requested by a Library staff member. Library users may not reserve a place by leaving books or other articles unattended on desks or seats for longer than 30 minutes, and such items may be removed by Library staff.

Library users are responsible for the safety and security of their personal belongings while using the Library, and are particularly urged not to leave items of value unattended even for brief periods of time.

7. Borrowing Library materials

The person in whose name material is borrowed is responsible for its safekeeping for the duration of the loan and for its return by the due date. Borrowers who fail to return or renew any borrowed material are liable for a fine for each day or period that the material is overdue until it has been returned to the Library. Where library material is not returned or a charge levied remains unpaid, borrowing privileges will be withheld. Borrowers will be required to pay the cost of replacement of lost or non-returned material, together with the prescribed administration fee.

8. Copyright

All library users must abide by the [Copyright Act 1994](#). Notices outlining basic responsibilities under the Act are prominently displayed near the photocopiers in each Library.

9. Use of Information Technology

All Library users shall abide by [University policies](#) for the appropriate and safe use of IT systems, software and hardware.