

Policy Identifier: Library Access and Borrowing

Policy Title:	Library Access and Borrowing
Description:	This document provides Marino Institute of Education students, staff and visitors with accurate information on Library admission and the general conditions under which Library materials may be borrowed and Library spaces used.
Author (Position):	Head of Library Services
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Approved By:	MIE Governing Body
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Date of Next Policy Review:	April 2027 (or as necessary)

Library Access and Borrowing Policy

1 Context

The Library of the Marino Institute of Education (MIE) is committed to providing an excellent service to support the learning, teaching and research objectives of the Institute. This policy sets out how the [Library](#) provides access to and use of its collections and spaces in support of these objectives.

2 Purpose

- 2.1 This document provides MIE students, staff and visitors with the most up to date and accurate information on admission to the Library and explains the general conditions under which Library materials and spaces can be used.
- 2.2 This policy is based on the premise that Library users take responsibility for their own behaviour, treat Library staff with courtesy and respect, and give due consideration to the needs of other Library users.

3 Benefits

- 3.1 This policy is designed to ensure equity of access to the Library's resources and spaces to students and staff of MIE and where possible to accredited visitors.
- 3.2 This policy ensures that a suitable and inclusive learning environment is maintained throughout the Library for all users.

4 Scope

- 4.1 This policy applies to all registered members of MIE [Library and visitors/alumni](#).
- 4.2 This policy covers all MIE Library resources and spaces.

5 Principles

The Library operates in the interests of all staff and students of MIE.

6 Policy

6.1 Students and Staff

- 6.1.1 Following the registration process, students are automatically enrolled as borrowers on the Library Management System.

Policy Identifier: Library Access and Borrowing

- 6.1.2 Staff are registered as Library members on request (online or in person).
- 6.1.3 Entry to the Library and borrowing privileges are provided to registered staff and students on the production of a valid MIE identity card. If requested to do so by a member of the Library staff, ID cards must be produced or surrendered. ID cards are non-transferable. Improper use of a card may incur a fine.
- 6.1.4 Students are not permitted to bring visitors into the Library without notifying the Library in advance by email (library.desk@mie.ie)

6.2 Other Library Users

- 6.2.1 MIE Alumni may join the Library on payment of an annual fee. The current fee is €100 per annum.
- 6.2.2 Admission to the Library by external users is permitted outside of peak times at the discretion of the Head of Library Services but must be requested in advance by email (library.desk@mie.ie).

6.3 Borrowing Entitlements and Loan Periods

- 6.3.1 All loans must be recorded at the Library desk or the self-issue kiosk.
- 6.3.2 Students are entitled to borrow eight items from the Standard Loan Collection for 14 days. These items may be renewed once. Two items may be borrowed from the Short Loan Collection for 7 days with no renewals. Desk reserves, reference materials and print theses must be consulted in the Library.
- 6.3.3 Students registered with the [MIE Disability Service](#) are entitled to extended Library loans and services. Please see the dedicated Library guide for more information.
- 6.3.4 For School Placement, teaching students may borrow up to 12 Teaching Resources for the duration of the placement with one renewal.
- 6.3.5 School Placement loans are generally issued from the beginning of preparation week, although this is subject to change and the loan period may begin earlier to accommodate students where possible.
- 6.3.6 The loan period for School Placement for Bachelor in Education Year 4 and Professional Master in Education Year 2 is treated as two separate loan periods.
- 6.3.7 Staff may borrow up to 12 items for 90 days from the Standard Loan Collection and 2 items for 7 days from the Short Loan Collection.

Policy Identifier: Library Access and Borrowing

- 6.3.8 All items on loan are subject to recall at any time by the Library.
- 6.3.9 Overdue loans may not be renewed online. Renewals for overdue loans may, however, be requested by email, phone, or online chat service.
- 6.3.10 Items reserved by another borrower or that have been recalled by Library staff may not be renewed.
- 6.3.11 A free [interlibrary loan service](#) allows research staff and students who are registered with the Library to request materials from other libraries if the item they need is not available in MIE Library. This service expands the range of research materials available to full-time academic staff, postgraduate students, and 4th year students undertaking a dissertation. Interlibrary loans incur costs such as shipping fees, document delivery charges and staff time, so requestors are asked to only submit requests for essential materials, which will be accommodated where possible.

6.4 Using Library spaces and services

- 6.4.1 Students are not permitted to reserve seats by leaving their belongings or books on seats and desks. This is to ensure equity of access to limited spaces at peak times.
- 6.4.2 Library users are at all times responsible for their own property. Property must not be left unattended in the Library.
- 6.4.3 Library users are reminded to be aware of the 24-hour CCTV security system throughout the Library to protect Library property, staff and users.
- 6.4.4 Library users are required to comply with the primary legislation governing copyright in Ireland (the [Copyright and Related Rights Act, 2000](#) and the more recent [Copyright and Other Intellectual Property Law Provisions Act of 2019](#)). The Marino Institute of Education has an [ICLA Higher Education License](#) which allows the institution to provide wider access to copyright materials than would otherwise be legally possible and helps to avoid copyright infringement. For more information on using copyrighted materials for teaching and learning, see the dedicated [Copyright Library guide](#).
- 6.4.5 Library users are expected to maintain a quiet atmosphere in designated quiet zones such as the Reading Room and Reading Nook. These areas are meant for silent study and research, and conversations, phone calls, and other disruptive

activities are discouraged. There are also areas (such as the Library lobby, computer banks and group study rooms) where collaborative activities are permitted. These areas have higher noise levels than quiet zones, but Library users are still expected to be considerate and keep noise levels within reasonable limits.

- 6.4.6 The consumption of food is forbidden in most parts of the [Library to protect Library materials from potential damage caused by spills or stains, as well as to maintain a clean and pest-free environment. Library users are welcome to consume food in the Library lobby \(only\).](#) Water and other drinks are allowed in small secure closed-cap bottles/cups in most Library areas, except in the computer area. No items of food or drink may be left on desks. A drinking fountain is located in the Library Lobby along with a vending machine.

7 Fines and Penalties

[Library Regulations](#) are the minimum consistent with the proper operation of the Library for the benefit of all its users. Breach of these regulations may result in sanction by the Head of Library Services. Appeals against a Library penalty or decision may be made to the Registrar. Penalties may include fines, administrative and other charges, ejection, and temporary or permanent exclusions from the Library and/or the confiscation of personal property brought into or used in the Library in breach of Library regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated. Fines are charged for overdue materials to encourage timely returns and ensure fair access for others.

7.1 Fines

- 7.1.1 Fines are charged on overdue items at the rate of 20 cent per item for a standard loan. The fine on a short loan is €5 per day.
- 7.1.2 Fines are not charged for days the Library is closed. This includes Sundays and public holidays.
- 7.1.3 Borrowers with fines exceeding €5 will be automatically prevented from renewing loans or borrowing new items until their fines are cleared.

Policy Identifier: Library Access and Borrowing

- 7.1.4 Students who have incurred fines through illness may have all or part of the fines waived on production of a signed certificate from a registered medical practitioner. Only fines for the period covered by the certificate will be waived.
- 7.1.5 Payments may be made on-line on the MIE website. The Finance Office accepts payment by card (with the exception of American Express) over the phone. Fines can also be paid by card at the Library Desk.
- 7.1.6 Students with overdue loans or outstanding fines may have their examination results withheld. This occurs if a student has not returned overdue books or paid outstanding fines, despite email notifications, before the publication of examination results. Examination Results will be released once the student's library account has been satisfactorily settled.

7.2 Other Penalties

- 7.2.1 Items which are lost by borrowers must be either replaced with new or like-new copies or paid for (at the borrower's discretion). An administrative charge may apply.
- 7.2.2 Mutilation or defacement of any book or article of Library property is regarded as an offence. This includes the removal of security tags from Library materials.

8 Responsibility

The responsibility for Library policies lies with the Head of Library Services. The policy is drawn up in line with best current practice and reflects the strategic aims of MIE in relation to teaching, learning and research as such are subject to review.

9 Related Documents

- 9.1 [MIE Privacy Policy](#)
- 9.2 [MIE Library Regulations](#)
- 9.3 [Copyright and Related Rights Act, 2000](#)
- 9.4 MIE Library Collection Development Policy