Library regulations

UCD Library is committed to providing a welcoming and safe environment that offers all our users the opportunity to learn, interact and engage with Library resources and services. While in the Library users are expected to take responsibility for their own behaviour and be conscious of the needs of other Library users.

1. Admission to the Library

1.1. All current UCD staff and students are entitled to access UCD Library. Other categories of user may be admitted according to UCD Library’s admission policy, which may incur a fee. [https://www.ucd.ie/library/use/visitors](https://www.ucd.ie/library/use/visitors)

1.2. As a UCD Library user you must have a current Staff or Student identity card or a Library admission card while in the Library. These cards are not transferable and must be produced if requested by a member of Library staff.

1.3. UCD Library reserves the right to refuse admission.

2. Consultation and Borrowing [https://www.ucd.ie/library/use/borrowing](https://www.ucd.ie/library/use/borrowing)

As a user of UCD Library you are expected to:

2.1. Be responsible for your Library card.

2.2. Be responsible for the safe keeping and return of items you have borrowed from the Library as charges will apply for late, unreturned or damaged items.

2.3. Return recalled items within the time specified on the recall notice.

2.4. Use our e-resources within the specified terms of use. [https://www.ucd.ie/library/contact/policies](https://www.ucd.ie/library/contact/policies)

2.5. If you have charges over €10.00 you will be unable to borrow.

2.6. UCD Library reserves the right to withdraw borrowing privileges.

3. Behaviour in the Library

As a user of UCD Library you are expected to:

3.1. Treat all Library materials with respect and consideration for other Library users and co-operate with Library staff in ensuring the proper use of our resources and facilities.

3.2. Refrain from reserving study spaces in the Library (excluding spaces which may be booked in advance such as group study rooms).

3.3. Hot or cold (non-alcoholic) drinks in reusable, securely sealed containers may be consumed in most areas of the Library. Liquids are not permitted in the Special Collections Library. Food may not be consumed in the Library.

3.4. Use mobile devices in a way that does not disturb other Library users and adheres to the rules for the specified area of the Library you are using.
3.5. Refrain from using e-cigarettes while in the Library.
3.6. Co-operate with Library staff if the security alarm sounds when exiting the Library.
3.7. With the exception of guide dogs, refrain from bringing any animals into the Library.
3.8. Only use power points in a way that is consistent with health and safety regulations. Library users will be asked to remove trailing cables or extension cables.
3.9. Be responsible for your personal belongings and ensure they are not left unattended as UCD Library cannot be held responsible for their loss or damage.
3.10. Refrain from making noise and observe Library signage indicating the type of study (i.e. electronic device free zones) allowed in each area.
3.11. Refrain from bringing pedestrian vehicles of any kind into the Libraries. This includes bikes, scooters, Segways and skateboards. If you require a vehicle for disability purposes, please apply through UCD ALL.

4. Breach of Regulations - Outcomes
If your behaviour while in the Library is inappropriate, affects the study of others or contravenes Library regulations you may be asked to leave the Library and one or more of the following sanctions will apply:

4.1. You will be advised of the regulation you have contravened and your name will be taken. If applicable a student incident form will be completed.
4.2. A €20 fine will be placed on your Library account.
4.3. You will be asked to meet with a member of Library Senior Management for a disciplinary meeting.