

1. Purpose

MTU Libraries Membership and Lending Policy purpose is to proactively support access for staff and registered students of the MTU to information resources and to support the teaching, learning and research of the University community.

MTU Membership and Lending Policy Objectives

- a) To allow fair and equal access to the materials and information resources provided by the University to its members.
- b) To ensure the materials are circulated in an efficient manner.
- c) To support the teaching learning and research of the University and wider community.
- d) To ensure that access to subscribed online library resources is accessible to currently registered MTU students and staff only, as stipulated in licensing agreement with suppliers.

2. Scope

This document refers to the membership and lending rules and regulations of the MTU Libraries and access to the resources on all campuses by library members and outlines consequences for violation of library regulations.

3. Definitions

For the purpose of this document, MTU Libraries refers to any library located on the Cork or Kerry campuses, including NMCI Library, CSM Library or CCAD Library.

4. Roles and Responsibilities

MTU Library Staff have responsibility to ensure equal access to all resources for all library members. Library staff will ensure that the regulations outlined in this policy are adhered to and sanctions imposed where infringements are detected.

5. Policy

MTU Membership and Lending Policy

- Membership of MTU Libraries involves a commitment to observe library regulations. *Please refer to *MTU Libraries Usage Policy* which can be found [here](#).
- On registration all students both undergraduate and postgraduate automatically become members of the Library for the duration of their course.

- Staff automatically become members of the library upon starting employment with the university for the duration of their employment.
- Due to licensing agreement with vendors, only registered staff and students are allowed access to subscribed online resources.
- Retired staff are entitled to become members upon application which allows access to print material only.
- Alumni are entitled to become members upon application and the payment of the appropriate fee which allows access to print material only.
- Corporate membership is available if upon approval of application and the payment of the appropriate fee which allows access to print material only.
- External membership is available if approved by the Librarian for genuine academic/scholarly research and the payment of the appropriate fee which allows access to print material only.
- Membership of the library entitles the member access to resources as defined by your membership category, details of which can be found [here](#)
- You must notify the library immediately of any changes to your contact details.
- Registered members are issued with a University card which must be produced to borrow items at the desk or self-issue or if requested at any time by a member of the University Library staff.
- Library cards and items on loan are not transferable. The responsibility for the safe return of all materials issued on a library card, including reference only items, lies with the reader whose name is on the card. It is advisable that books are not left unattended, whether in the library or elsewhere.
- Cards are for use by the individual only and if lost should be reported to the University and a fee will be charged for a replacement.
- Items that are overdue will incur suspensions/penalty that must be cleared before further items can be borrowed.
- Lost items must be replaced by either the replacement value or a suitable clean second-hand copy.

Document Control

A. Document Details

Title:	MTU Libraries Membership and Lending Policy
Owner(s):	MTU Libraries
Author(s):	MTU Cork & Kerry Campus Library Staff
This Version Number:	Version number 1
Status:	Approved
Effective Date:	14 April 2021
Review Date:	14 April 2024

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
N/A	N/A	N/A	N/A	April 2024

C. Relevant/Related Existing Internal/External Documents

CIT Student Handbook http://www.mycit.ie/handbooks
ITT Student Handbook https://www.ittralee.ie/en/pdf/RightsandResponsibilites.pdf
CIT Student Regulations Booklet https://bit.ly/3uyznEW
CIT IT Code of Conduct Policy https://its.cit.ie/about.code-of-conduct

D. Consultation History

This document has been prepared in consultation with the following bodies:

This document has been prepared in conjunction with students and staff from the MTU Cork & Kerry campus libraries.
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E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)	14 April 2021	Final Approval
Pat Doherty (MTU Kerry Librarian)	14 April 2021	Final Approval

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

Title	Functional Area	Date Implemented
Jean Ricken (MTU Cork Librarian)	MTU Cork Library	14 April 2021
Pat Doherty (MTU Kerry Librarian)	MTU Kerry Library	14 April 2021