

1. Purpose

MTU Libraries aim to enhance the quality of academic experience available within the University by providing excellent physical facilities, and by delivering information resources in all formats, in the disciplines and at the levels appropriate to faculty and students. Through our buildings and collections, MTU Libraries support the learning, research, and creative activities of the University community and help address the information needs of the region in its economic, industrial, social, and cultural development. MTU Library's Usage Policy has been created to protect the rights and safety of library users and to preserve and protect library materials, property, and facilities. This policy also ensures that Library users experience a learning space that is conducive to study and research, free from unnecessary distractions and disturbance.

MTU Usage Policy Objectives

- a. MTU campus Libraries are committed to providing high quality facilities for library users. The rules and regulations for library users as outlined in this usage policy ensure an appropriate study space for all library patrons.
- b. The rules and regulations for library users listed in this policy ensure a safe environment for all library users.
- c. The policy informs MTU library users of their own obligations in respect of the use of library resources and facilities.
- d. The use of Library resources and facilities in all MTU campus libraries are regulated by the contents of this policy.
- e. This policy provides mechanisms for ensuring that Library resources and indeed other library users are treated with due respect. Where this is not the case, the policy outlines the consequences for those library users in breach of library regulations.

2. Scope

This document refers to the appropriate use of MTU library resources and facilities on all campuses by library users 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 for ensuring that libraries on all campuses are safe and appropriate study spaces for library users. Library staff will ensure that the regulations outlined in this policy are adhered to and sanctions imposed where infringements are detected. Library staff may use their own discretion to address infringements of library regulations.

5. Policy

Library Usage Policy:

- MTU I.D. cards are necessary to enter the Library. Users must show an ID-Card to any member of Library Staff when asked to do. Failure to produce a student I.D. card will result in refusal of entry.
- Vandalising or defacing Library property is strictly prohibited.
- Respect your fellow library users and refrain from making noise or talking in the Library, unless situated in a designated talking zone. Library users should ensure that an appropriate atmosphere of study is always maintained within each campus library.
- All mobile phones should be switched to silent before entering the Library. Students that need to talk on their mobile phones should leave the library to do so.
- Any student who is being disturbed by noise should report, at the time of the disturbance, to library staff on duty.
- Bottled water and hot drinks in spill-proof, re-usable, covered containers may be taken into the library. Re-usable containers must be taken away. In support of environmental sustainability disposable cups are not allowed into the library. Please keep drinks away from electric power sockets and equipment to prevent accidental damage.
- Laptop cables and other cables must not be trailed across the walkways in the library as they pose a serious health & safety hazard. Library Staff will unplug unattended equipment in breach of this rule.
- Anyone found smoking or vaping in the Library will be subjected to Student Disciplinary Procedure.
- Litter must be disposed of in the bins provided in each campus library.
- Using any device to take unauthorised photographs or recordings in the Library is prohibited.
- Library users should abide by the *University's Internet & E-mail Policy* when using Library computers. Failure to do so may lead to disciplinary action in accordance with MTU Disciplinary procedures.
- Materials to be borrowed must be checked out by library staff or by the user's themselves through the library's automated self-issue devices. Removal of material from the Library without authorisation will activate the security alarm system and is a serious violation of Library Regulations.
- If you are leaving your desk for an extended period of time, you are required to remove your belongings so that another patron may use that study space in your absence.
- Personal belongings should not be left unattended. The library cannot be held responsible for any loss or damage to personal belongings left unattended.
- Anyone not using the Library for proper bona fide academic purposes may be asked to leave or may have sanctions imposed.

Priority access to library facilities is automatically granted to MTU students & staff. Leaving certificate students may be granted temporary access to MTU Libraries (Bishopstown campus & Tralee campus only) at



certain times outside of the academic term. Please contact MTU Libraries for information on application and local arrangements.

- Failure to comply with the regulations outlined in this document, may result in sanctions, withdrawal of library privileges and/or other disciplinary action. MTU Libraries may limit or refuse access to individuals who fail to comply with these regulations.

- The co-operation of all library users in observance of the regulations for the common good is essential. Ignorance of these regulations cannot be accepted as an excuse for non-observance.

Document Control

A. Document Details

Title:	MTU Libraries Usage Policy
Owner(s):	MTU Libraries
Author(s):	MTU Cork & Kerry Campus Library Staff
This version number	Version 1
Status:	Approved
Effective Date:	21 April 2021
Review Date:	21 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

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

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

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

E. Approvals

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

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)		Final Approval



Pat Doherty (MTU Kerry Librarian)		Final Approval
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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	
Pat Doherty (MTU Kerry Librarian)	MTU Kerry Library	