



→ Part 6: University Services

Section 24 Information Systems and Library Services (ISLS)

Information Systems, the Libraries and the University Archive are included in ISLS, a University service. Academic Computing and Audio Visual Support are run locally by each campus.

Library Support

The University libraries form an integrated system, with one library supporting each campus. All of them have been built or redeveloped within the last five years and you can use the facilities of all four once you have registered with the library at your home campus. To do this, bring your ID card (which is also your library card) to the desk and we will validate it. We are all open seven days a week during term time. For more details of opening times and services consult the "Essential Guide to ISLS" or our web pages.

The four libraries are:

Cavendish Campus Library

115 New Cavendish Street (third floor) serving the School of Biosciences, the Cavendish School of Computer Science and the School of Integrated Health.

Harrow Campus Learning Resources Centre

Northwick Park, serving the School of Media, Arts and Design, the Harrow Business School and the Harrow School of Computer Science. This centre houses both library and local computing and AV facilities in one integrated building.

Marylebone Campus Library

35 Marylebone Road (first floor Luxborough Block) serving the School of Architecture and the Built Environment, and the Westminster Business School.

Regent Campus Library

4-12 Little Titchfield Street (Ground floor) serving the School of Law, and the School of Social Science, Humanities and Languages.

The Library catalogue can be consulted in each library and from all networked workstations within the University. You can also access it from outside via the web.

Services include on-line reservations and inter-site loans, inter-library loans and document supply, photocopying, electronic journals and databases, and the Internet/intranet. You will also find many workstations which enable you to use email and other standard software packages within the library. Subject specialist librarians offer both general induction and focused information skills training to groups, plus one to one help at the desk. They will be at your Course Committees and they provide guides to resources in your subject area, both in print and on the web. Contact details for each of them are in our "Essential Guide" and on our extensive web pages. Find out who looks after your course's needs.

An ever increasing amount of information is provided only electronically, over the network: databases, e-journals, e-books, CD-ROMs and exam papers. New services are added constantly. The library portal, or gateway, to all the e-resources is called "infoLinX". You can personalise infoLinX if you wish, to ensure that your favourite library resources are always grouped together for quick access. Look at this web page as soon as you have your university username and password details: <http://infoLinX.wmin.ac.uk>. You will be missing out if you don't.

The ATHENS scheme (an extra personal username and password) allows you to use many of the e-journals and databases from your own PC at home or at work. There are lots of online links to other libraries too. Schemes whereby you can actually go and use these libraries are expanding all the time. Ask us particularly about UK LIBRARIES PLUS (or look it up on our web pages).

Finally you should note that using the Library automatically obliges you to comply with all the Library's rules about the treatment of its resources. The Library Regulations are available in print and on the web. Some regulations are supported by more detailed procedures dealing with matters such as the late return of books, breaches of the security system or behaviour while you are in the Library. There may also be local rules about special areas, collections or services. Make sure that you find out about them and always ask us if you aren't sure. We would far rather explain in advance than have to impose penalties afterwards. We want you to be able to exploit our resources as freely and effectively as possible.

Computing and AV Support

These services are run locally by each campus but you can have access to the facilities at all of them. The central University network and its strategic direction are managed by ISLS.

All campuses have PC suites running Microsoft NT workstations, and some have Apple Mac suites, linked to local file servers providing users with word processing and general application packages. The PCs also provide on-line access to the Internet and file transfer between local and remote computers. Help and information desks are there to give you advice on computing queries or problems. Disks and documentation are available there for a small charge.

Email accounts and PC server based file space are provided for all students.

Computing

Sun Unix servers provide a wide range of software from programming languages such as C, C++ and Java, to sophisticated relational databases including 4GLs such as Oracle. Artificial intelligence and engineering design and CAD/CAM packages are also available. At Cavendish and Harrow high end graphical access to these servers is provided by Sun and Silicon Graphics workstations.

Audio Visual

There are AV units in all the major sites of the University. Advice is available on presentation preparation and the design and use of software tools such as Powerpoint. There will also be equipment services tailored to the local needs of the courses taught at your campus.

The Library Regulations and the Electronic Communications Policy both apply to the Harrow Learning Resources Centre (LRC).

Everyone who uses University library or computing facilities undertakes to observe these regulations. Users who infringe them risk temporary suspension of and/or exclusion from these services. All members of ISLS staff are empowered to enforce these regulations.

Library regulations

1. Registering with the library

- 1.1 Students and staff of the University are issued with a combined ID and Library card by the appropriate Campus Office. This card must be validated at the library on the student's Home Campus before services can be provided.
- 1.2 Authorised external users must complete registration formalities and produce valid ID before a card can be issued.
- 1.3 Registered readers may use the facilities in all of the libraries in the University according to the rights defined by their category of membership.
- 1.4 Users must carry valid University of Westminster identification with them in the library and it must be shown to library, LRC or security staff on request.
- 1.5 The loss of a card must be reported directly to library staff and to the issuing office where this is different. Until the library has recorded the loss, any material issued on that card is the responsibility of the person named on it.
- 1.6 You are expected to abide by the rules and regulations of any external institution to which we refer you. This includes any library to which you gain access.

2. Borrowing material

- 2.1 All items to be borrowed must be taken to the library counter or to a self-issue terminal, together with a valid library card. No library materials of any kind may be removed until the loan has been recorded by library staff or you have collected a receipt from the self issue system (viz. 4.1)
- 2.2 Library cards and items on loan are not transferable. Library staff will only issue material to the owner of a card in person. Responsibility for the safe return of all material issued on any card, including materials for use in the library only, lies with the reader whose name is on that card. You may not lend your card to anyone else nor allow any other person to use it.
- 2.3 Readers may normally borrow up to fifteen items at a time. Loan periods and conditions for certain categories of material may vary.

These will normally be displayed on the library system, but it the responsibility of the user to check locally for details.

- 2.4 You are responsible for the condition of everything while it is on loan to you. Materials must not be damaged, defaced by writing or otherwise altered.
- 2.5 Items may not be renewed if another reader has reserved them or if they have been recalled by library staff.

3. Returning material

- 3.1 All items borrowed must either be returned to the library's authorised point(s) of return or renewed, on or before the due date.
- 3.2 Failure to return or renew on time will result in the automatic suspension of all borrowing, reservation and request facilities for the same period that an item has been overdue. This Sanctions policy is fully described within the web pages (<http://www.wmin.ac.uk/library/>) and it is applied equally to all users.
- 3.3 The library will normally send out a reminder and an overdue notice by email. But this is a courtesy only and it is the responsibility of the user to check when items are due for return.
- 3.4 Items returned via book bins may not be dealt with on the same day. You should bear this in mind if prompt return is important and will affect your borrowing rights.
- 3.5 Any items borrowed on interlibrary loan must be returned by the due date set by our interlibrary loans staff. Failure to return or renew on time will result in all associated costs and charges being directly passed onto the user. Such action may also result in the suspension of this service to that user.
- 3.6 There is a period of grace of ONE DAY ONLY during which readers may return or renew overdue items without penalty. Renewal of reserved items is not permitted.
- 3.7 When the grace period has expired, sanctions are applied by the system automatically and without exception. They are applied throughout the calendar year. Loan periods are normally extended over vacations, but users must make sure that their books are correctly renewed to take advantage of this.
- 3.8 The effect of the sanction is to prohibit library borrowing for the same period that an item has been overdue. For example the return of a book five days late will generate a block for the following five days. Responsibility for return of all material lies with the reader whose name is on the card. Lost material must be paid for.
- 3.9 All items on your record must be returned at the end of the second semester unless you have been specifically given a date beyond that.

3.10 All students must return all library materials when their course ends. Failure to do so will result in your degree certificate and invitation to graduation being withheld.

4 Library Code of Behaviour

4.1 Security System

A security system operates in the libraries. Any reader activating the system may be required to show library staff all items in their personal baggage. Students should not attempt to remove materials without first having them issued at the library counter or self issue terminal.

4.2 If a student leaving any of the University libraries activates the security system, the member of library staff on duty will check the student's bags and belongings in order to establish whether it is library material that has activated the system. If this is the case, the matter will be referred to the Library Manager or Deputy Library Manager for resolution.

4.3 If the Library Manager considers that there has been an attempted breach of security, the incident will be treated as a breach of the Library Regulations and of the University regulations governing student conduct.

4.4 Damage and Loss

Library material, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged materials to library staff immediately so that action can be taken to repair or replace the materials as soon as possible.

4.5 Students should ensure that any loss of library materials is reported immediately. They will be liable for their cost so that replacements can be made. A crime reference number for stolen material may be accepted in lieu of payment.

4.6 Loss of a library card must be reported immediately to both the library and the issuing office.

4.7 Food and Drink

Bottled water, but no other food or drink, may be taken into the libraries. This is because spillages, rubbish, rustling wrappers and food waste are unpleasant for others, can be distracting and may damage equipment.

4.8 Quiet Study Environment

All mobile phones, pagers and other electronic devices should be switched off, or set to silent mode in the libraries so that they do not disturb others.

4.9 Headphones are allowed in some libraries but there must be no leakage of sounds.

4.10 Quiet is to be observed in the library at all times. If there is an area designated for group work then the noise should be kept to a minimum. Complete silence must be observed in some areas.

4.11 Security

In order that access to computers and desks is fair and that students can use a workstation when they need to, bags or possessions must not be used to reserve seats. Staff may remove any property left unattended for more than a few minutes.

4.12 In order to ensure that work is not lost, students are strongly advised to save their work frequently and not to leave their account open. This is particularly important as any computing workstation left unattended will be logged off and students may therefore lose unsaved information. IT facilities must never be left logged on, unattended and therefore open for other people to use.

4.13 The distribution of leaflets or posters in the library is forbidden unless students have explicit permission from the Library Manager or, in the LRC, either the Library Manager or the Computing Manager. Unauthorised material will be removed.

5 Copying facilities

5.1 The self-service copiers, printers and scanners are provided mainly for staff and students to make fair-dealing copies of copyright material for the purposes of private study or research. They may also be used for reproducing non-copyright material and for making copies under the Copyright Licensing Agency Licence.

5.2 No copying, printing or scanning which infringes copyright law is permitted.

5.3 You are held personally responsible for observing the limitations and conditions imposed by the 1988 Copyright Act, the CLA licence and any other appropriate legislation.

5.4 You are also bound by all other similar licences held by the University on their behalf. Brief details of these can be found on the library web pages.

6 Closing routines

6.1 Several services will be closed down up to fifteen minutes before the doors are locked. Check locally for details.

6.2 All readers must leave promptly at closing time.

Security Sub-Group of the Information Strategy Committee 1.11.2000

During your course you will be using PCs in the University's laboratories both during supervised training sessions and at other times for completing assignments. For your own benefit and to ensure that the best possible level of facilities are available for all computer users, it is imperative that you observe the following rules and advice.

Please make sure you read the Library and IT Regulations which are available in hard copy and on the University's Intranet on the ISLS Homepage. Breaches of the University regulations will lead to the instigation of formal disciplinary procedures. Here is a simplified version of the IT Regulations and some other advice. You should also read the full regulations and be aware of any associated ones which are referred to in the text or appear on the University's web pages. Specific rules governing the use of IT equipment which are displayed in computer rooms must also be obeyed.

These rules apply to anyone using any kind of computer hardware or software, for any purpose, at the University, even if it's their own equipment and even if it's only connected to the institution through a network. They also apply to anyone here using the computer facilities of another University or college.

1. IT facilities can only be used by staff and students of the University and then only for bona fide educational use, except where other users have been duly authorised by the institution. Any user identification or password you are given is for you alone; don't tell anyone yours and don't try to use anyone else's. If you leave or change jobs or course you must let us know. Special permission is needed to use computers for personal, commercial or outside work. There may be charges for some computer use.
2. Registration to use IT facilities, or the use of those facilities, constitutes acceptance of these regulations.
3. You must make sure that you know how to use the equipment. You need explicit permission to move anything, to borrow anything or to connect any new hardware.
4. Follow instructions for starting and finishing sessions of use and while you are using computers. Do not leave computers without logging out and use only authorised software. When you have finished a computing session, please ensure that you exit properly from the program you have been using and leave the terminal in a suitable state for the next user.
5. If a computing room is not being used for teaching purposes you can work there on your own without supervision. Many lecturers will allow you to use a spare terminal during a class but you must ask permission and leave the room immediately without disputing the decision if permission is not granted.
6. You must not damage, interfere with or change any hardware or software; if you do you will be charged for having it put right. Do not copy the University's software: it is a criminal and a disciplinary offence. It is also a disciplinary offence to remove software from hard disks, to install unauthorised software or to abuse the electronic mail facilities.

7. Do not be tempted to copy work from someone else's disk and submit it for assessment with a few cosmetic changes. This is plagiarism.
8. Under the Computer Misuse Act 1990 hacking and the introduction of viruses are criminal offences. Don't do this or risk doing it. Avoid interfering with other users or their data or software.
9. Under no circumstances may you create, display, produce or circulate any offensive material.
10. The use of games on University computers is not allowed.
11. Smoking, eating or drinking near computers is forbidden.
12. Your account will normally be deleted one year after you have finished your course, or immediately if you withdraw from the course earlier.
13. We will not be responsible for any loss caused by your use of computers. You are responsible for the safekeeping of any work you create on a computer. You must save your work on a floppy disk or ZIP drive. These can be bought from Help Desks. If you lose your disk or it gets damaged this is not acceptable as extenuating circumstances for late submission of work. Remember to take regular back-up copies of your files.
14. Do not attempt to repair a fault yourself. If the equipment develops a fault, advise your lecturer or a member of the Help Desk staff. Tampering with electrical equipment is a disciplinary offence.
15. If you break any of these rules you may be breaking the criminal or civil law and you will certainly be liable to disciplinary action by the University. If there are reasonable grounds to suspect that you are engaging in activities which are in breach of any of the regulations, the University reserves the right to investigate fully, including direct monitoring of use. Abuse of these regulations may result in your account being suspended.

These rules exist to help you and protect you from the misconduct of others. Your cooperation is appreciated.