

POLICY NUMBER:	004
TITLE:	RESPONSIBILITIES OF LIBRARY USERS
DATE	February 2024

RESPONSIBILITIES OF LIBRARY USERS

1. Use of the Library

The Library supports the learning and research needs of Massey University students and staff. Members of the public may use Library services and facilities, however, priority will be given to Massey University patrons, particularly with regard to the use of study space and equipment.

2. Food and drink

The Library allows the consumption of food and drink but this may be limited to specific areas. Non-alcoholic drinks in spill-proof containers and sipper bottles are allowed. Library users will be asked to remove food or drink if it is considered to be a problem.

3. Smoking

Smoking and vaping are not permitted in or around any of our campus Libraries.

4. Noise

A range of areas are available for group and individual study. Noisy, disruptive and disorderly behaviour may result in users being asked to leave. Phones, laptops and other devices should not be used in the Library in any way which may disturb others. Particular care should be taken to ensure a quiet environment during exam times.

5. Safety

Library users are responsible for behaving in a way that does not endanger the health or safety of themselves or other occupants of the Library building. Electric scooters and other motorised transportation devices are not allowed in our campus libraries. This excludes electric wheelchairs and similar mobility devices.

6. Security

No library material may be removed from the Library without the loan first being properly recorded. No person shall deliberately or carelessly mutilate, deface or misplace any library material or equipment. All users must present their bags and personal belongings for inspection and/or produce a Massey University ID card if so requested by a Library staff member

Library users are responsible for the safety and security of their personal belongings while using the Library, and should not leave items of value unattended even for brief periods of time. The Library accepts no responsibility for personal belongings left in the building. Unattended items may be removed by staff.

7. Borrowing Library materials

Borrowers are responsible for the safekeeping of loaned items and their return by the due date. Penalties may apply for late or non-return of library items.

8. Copyright

All library users must abide by the [Copyright Act 1994](#). Notices outlining basic responsibilities under the Act are prominently displayed near the photocopiers in each Library.

9. Use of Information Technology

All Library users shall abide by any University policies for the appropriate and safe use of IT systems, software and hardware.

10. Use of Subscribed Electronic Resources

Library users shall abide by usage conditions described in the [University calendar](#)