




## WCCN Library Conditions of use Policy

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College Senate	Head of Academia		2019/06/22

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
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### SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



**1. Intent**

To define the Western Cape College of Nursing (WCCN) Libraries' rules and regulations in a consistent method that is relevant to the Institutions strategic goals as well as to support teaching, learning and research.

**2. Scope**

Good conduct in WCCN libraries is a collaborative process involving library staff and all library members and visitors. Members are expected to respect the study environment and treat others with dignity, courtesy and respect.

**3. Purpose of Guideline**

To maintain a safe and welcoming environment for reading, learning, research and other Library activities, the WCCN Libraries require all members and visitors to comply with the following General Rules and Regulations.

**4. Definitions**

The following definitions apply to the policy development.

**Access:** Refers to admission to the physical building, and usage of equipment, library resources, printed and electronic. Type of membership will determine borrowing privileges and levels of access to services and facilities.

**Membership:** All registered students and Staff of WCCN are members of the Library.

**Visitors:** Whenever guests, sale representatives, contract staff or staff and students from other institutions visit the Library, they will be required to sign the guest register and present their ID document (with photograph) at Security in the reception area. They may use the Library's print materials and may have limited staff assistance.

**5. Rights of library MEMBERS**

The WCCN Libraries support the rights of all members to:

- Receive friendly, courteous, and respectful service
- Have free and equal access to information
- Have a clean, comfortable, and pleasant environment
- Use the library undisturbed without threat of harm, invasion of property, interference, or discrimination

**6. Library CONDITIONS OF USE**

The following also guides patron behaviour to ensure minimal disruption of others.

Library members are expected to adhere to the following code of conduct:

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- The needs of others for a quiet study environment must be observed and noise levels must be kept to a minimum.
- Smoking, eating and drinking is prohibited in all WCCN libraries. Water in non-drip bottles are allowed in the library. Food in sealable containers may be carried into the library but NO eating allowed. No open cans or food of any kind will be allowed in the library.
- Cell phones must be put on silent or vibrate mode before entering the library.
- The library is not responsible for any loss, theft or damage to the property of members.
- Respect should show respect to all library members including library staff, other students, general assistants, security staff and visitors.
- Anybody found in the library after closing, will be deemed to be trespassing and subject to disciplinary action.
- No members are allowed in staff designated areas. This will be considered trespassing.
- No re-arrangement of furniture in the library will be allowed without permission
- Use of abusive language is not acceptable.
- Library services related to internet and database searching and lending of materials will not be rendered to a patron who cannot produce a valid **WCCN** identity card.
- Internet stations are for typing (assignments), learning and research purposes only. Only one user per internet station is allowed.
- Computers in the library may not be used for:
  - Playing computer games
  - Watching movies/ series
  - Creating or sending offensive, obscene, defamatory or fraudulent material/e-mails
  - Receiving, storing, downloading, possessing, distributing, accessing or creating illegal content (material that is pornographic, oppressive, racist, sexist, defamatory, offensive or that violates privacy, identity, copyright)
- Student/Staff Cards- Card abuse is a serious offence – Do not allow a fellow student or staff member to make use of your student/staff card either to enter or exit the library or to borrow books. Loss or theft of a card should be reported to the Library immediately so that the number may be blocked for further use. Library members should produce their cards to library staff on request.
- Borrowing of Library Materials- Library members are responsible for all items issued against their cards. The loss or theft of any item should be reported immediately to the library from which it was borrowed. All items should be returned or renewed on or before the due date stamped on the date sheet, to avoid incurring fines.
- Keeping library items beyond the due date is inconsiderate to other library users. Penalties will be imposed.

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- Fines are charged on all overdue items. Examination results may be withheld against outstanding student loans or Library accounts which have not been paid. Library privileges will be blocked for staff who owe fines.
- Concealing library materials in the libraries for the exclusive use of an individual or group is unacceptable.
- Unauthorised removal of any Library material or property is a serious offence.
- Vandalism, mutilation, defacing or marking of library items, facilities or property are serious offences.
- Use of Seminar and Meeting rooms:
  - Group work/ study only
  - Fair access- no repeat occupancy if in high demand
  - Available for two hours only
  - Collect key from Circulation desk
  - R2.00 per hour/part of hour for late return of key
  - Rooms are not soundproof- minimum noise levels
  - Library rules apply here as well

### **7. DISCIPLINARY INTERVENTIONS AND PENALTIES**

Right of admission is reserved. Members not adhering to the rules may be asked to leave or be removed from the Library. Any library patron who commits or attempts to commit any offences listed above may be subject to sanctions, including but not limited to: being asked to leave the Library premises; being subject to loss of borrowing privileges; being reported to WCCN management for disciplinary procedures please refer to the student code of conduct.



**ANNEXURE 1**

Relevant Policies/ Procedures/ Agreements/ Guidelines

Membership policy

Loans policy

Donations policy