

10. USE OF FACILITIES

10.1 Introduction

The use of University facilities (Library and Learning Centre, Computing facilities, Sports facilities) is governed by this Regulation and by local rules and regulations which have the force of University Regulations for discipline. These local rules and regulations are issued and amended on the authority of the University Librarian, the Director of Computing Services or the Director of Sports Development & Recreation, as appropriate, in consultation with the relevant University Committee representing the interests of the users (Information Services User Forum or Sports Committee).

10.2 The Library and Learning Centre

(a) The University Librarian may from time to time make such rules and regulations as may be necessary for the maintenance of good order and satisfactory conditions for users of the facilities. Such rules and regulations will be publicised in Library publications and on the Library's World Wide Web site.

(b) Any breach of Library rules and regulations renders the user liable to suspension or removal of borrowing rights or exclusion from the Library and Learning Centre. For Members of the University any withdrawal of facilities in excess of three months will be by decision of Senate. Members of the University may appeal to Senate against any withdrawal of facilities; in the case of students, any such appeal will be dealt with by the Disciplinary Committee.

(c) Fines for overdue lent materials are levied at the rates agreed from time to time by the Information Services User Forum. Current fines in force are advertised at the Library Issue Counter and on the Library's World Wide Web site.

(d) The University Librarian may additionally impose fines or replacement costs on any individual responsible for damage or loss of Library property, where such fines may represent the material and administrative costs to the Library of reparation.

(e) The following are eligible to make use of the Library:

- Members of the University as defined in Section 2 of the Statutes
- Other persons at the discretion of the University Librarian

All Members of the University who wish to use the Library are required to register on the occasion of

their first visit. Persons who are not Members of the University may register as external members, subject to any required fee payment.

Any member of the public may apply in writing to the University Librarian for occasional reference use of the Library, on the understanding that the material consulted is not readily available to the public elsewhere within the region or at other libraries accessible to the applicant. Where permission is granted, individuals must provide proof of identity and must sign a visitors' book for each admission.

(f) Borrowing from the Library, subject to current rules and regulations, is an automatic right of staff and students of the University who are defined as Members of the University by the Statutes. Borrowing rights may be arranged for other persons at the discretion of the University Librarian and subject to any required fee payment.

(g) The hours of opening of the Library and Learning Centre are determined by the University Librarian from time to time in accordance with the needs of the University. Within these hours, use may be restricted to consultation at certain times of the day.

(h) Smoking, eating and drinking are not permitted within the Library.

(i) Silence must be maintained in the silent study areas of the Library.

10.3 Computing Facilities

Definitions:

(i) Computing facilities: any facility which is directly or indirectly linked through a computer processor (including the use of authorised software) whether or not all or part of the process lies under the jurisdiction and ownership of the University of Bath.

(ii) Head of Department: Heads of Departments, the Deans, the Heads of School, the Librarian, the Registrar, Director of Computing Services, or the Heads of such other units as Senate may determine.

(iii) BUCS - University of Bath Computing Services

(iv) Code of Practice - Computer Users Code of Practice issued by BUCS (<http://www.bath.ac.uk/bucs/policies/aup>)

(v) eduserv chest - software and information negotiation and licensing services for education and the public sector

(vi) JANET/SuperJANET - Joint Academic Network

(a) All users of computing facilities are bound by general law, this Regulation, the Code of Practice, together with any specific rules that a Head of Department may from time to time introduce which apply to specific facilities within the appropriate department or to specific users.

(b) Computer facilities shall be used for approved purposes and by approved users only. If a person appears to be using computing facilities for other purposes which are in breach of the Code of Practice, that person shall be subject to the regulatory disciplines laid down in the Code of Practice.

(c) All users must respect the rights of others including those in proprietary software and datasets. The University subscribes to the eduserv chest Code of Conduct for the use of Computer Software or Datasets in Higher Education (<http://www.eduserv.org.uk/chest/conduct.html>). Breaches of the Code

shall be deemed to be breaches of this Regulation.

(d) Intended users of computing facilities for financial gain must obtain approval in advance from the appropriate Head of Department, in order to ensure that suitable arrangements are made and to avoid infringement of licensing regulations. Such use must not start without the written permission of the relevant Head of Department. Such usage must also conform to the regulatory measures laid down in the JANET-Acceptable Use Policy (<http://www.ja.net/services/publications/policy/aup.html>).

(e) No person shall use computing facilities to hold or process personal data except in accordance with the provisions of the Data Protection Act 1998, or its successor Acts, in accordance with the procedures laid down by the University for that purpose.

(f) No person shall make use of computing facilities allocated to another person without the specific authorisation of the appropriate Head of Department.

(g) Where a breach of the Regulation, or the Code of Practice, occurs or is alleged, the user in breach shall be subject to the procedures laid down in the Code of Practice.

(h) Breaches of any rules relating to a computing facility will be regarded as a prima facie evidence of a breach of discipline. If the user in breach is a student, disciplinary measures may be taken under the appropriate Regulation or Statute, regardless of the academic consequences.

If the user in breach is a member of staff, disciplinary measures may be taken through the Director of Human Resources.

(i) Potentially criminal behaviour may be reported by the University directly to the police. A note of current relevant law is appended to the Code of Practice. (Regulations 7 (<http://www.bath.ac.uk/regulations/#Discregstu>) and 8 (<http://www.bath.ac.uk/regulations/#Discprocstu>) also refer).

10.4 Sports Facilities

(a) The Director of Sports Development & Recreation may from time to time make such rules and regulations as may be necessary for the maintenance of good order and for the safety of users. Such rules and regulations will be displayed in appropriate places.

(b) Any breach of local rules and regulations for the use of sports facilities renders the user liable to suspension or exclusion from the facilities. The Director of Sports Development & Recreation has the power to withhold facilities for a period not exceeding three months. Facilities may be withdrawn for a longer period by decision of Senate. An appeal against any withdrawal of facilities may be made to Senate. In the case of students it will be dealt with by the Disciplinary Committee.

(c) The following are eligible to make use of the sports facilities:

- Members of the University as defined in Section 2 of the Statutes
- Other persons at the discretion of the Director of Sports Development & Recreation.

Any person using the facilities may be required to produce evidence of eligibility.

(d) The hours of opening of the sports facilities are determined by the Director of Sports Development & Recreation from time to time in accordance with the needs of the University. Within

these hours, use may be restricted to certain categories of persons at certain times of the day.

(e) Any person committing a breach of any of the local rules and regulations or causing a disturbance within the facilities may be asked to leave.