



RCSI

Library Policy

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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1. Overview

Libraries in 26 York Street and Beaumont Hospital are the University's primary study spaces and are heavily used throughout the year. Library policies aim to ensure equal access to study spaces and an environment conducive to individual and group study practices. The policies below outline the professional behaviours expected for all RCSI students in library spaces and the sanctions for non-compliance. The policies can be accessed on the library website at <https://www.rcsi.com/dublin/library/about/library-use-policies>.

2. Your Responsibilities and Expected Professional Behaviours

2.1 When using RCSI libraries in 26 York Street and Beaumont Hospital we expect you to:

- Have your ID card with you, to present it when asked by a member of the library or security staff and not let anyone else use it.
- Keep details of your library record up to date.
- Return items borrowed on time.
- Pay overdue recall fines, fees for lost books and other fees promptly.

2.2 Respect RCSI Property:

- Treat books, materials, equipment and furnishings with due care and not mark, deface, damage, steal, hide or destroy any item.
- Be responsible for your own property and not leave personal belongings unattended.
- Allow others equal access to library resources – any study place left unattended for 45 minutes or more may be used by another individual. Leave a note stating the date and your time of departure from the study space.
- Be mindful of copyright and other legislation in respect of electronic resources use and photocopying of print resources.

2.3 Be Polite to Other Library Users:

- Respect the right of others to a suitable study environment.
- Adhere to the acceptable behaviours for Collaborative, Quiet and Silent Study Zones in RCSI Library, 26 York Street.
- In RCSI Library, Beaumont Hospital, do not engage in any activity nor make noise that disturbs other library customers. Switch off or mute your mobile phone and any other noise making gadgets or equipment.
- Treat library and security staff with courtesy and respect when they are carrying out their duties.



2.4 Help Keep Spaces Clean and Tidy:

- Use lidded containers when taking drinks into RCSI Library, 26 York Street.
- Eat and drink in The Dispensary café space opposite the Library Learning Commons in RCSI Library, 26 York Street and designated library areas.
- Eat and drink in the designated spaces outside the RCSI Library, Beaumont Hospital.
- Bring bottled water only into the RCSI Library, Beaumont Hospital: no tea, coffee or other beverages are permitted.
- Dispose of all litter or recycling in the bins provided both inside and outside the libraries.
- Adhere to the University's non-smoking rules.
- Alcohol is not permitted on the premises.

2.5 Comply with Health and Safety Procedures:

- Comply with all requests to vacate the building in a timely and orderly fashion during drills and in an emergency.
- Observe the use of fire exits and do not block emergency exits.
- Notify library or security staff of any physical hazard or behaviour that is suspicious or anti-social.

3. Policies

3.1 Access and Identity Card:

Your Student Identity card identifies you as a registered student of RCSI who is entitled to use facilities and services and is used for entry and exit from the building, for book loans and for photocopying and printing.

- Your student identity card is the property of the University and is non-transferable. If you are found to be in possession of an ID card not your own or to have given your student identity card to someone else you will be denied access by Security and the student identity card will be confiscated.
- A strict 'no ID - no entry' policy is enforced by Security and students will not be admitted to 26 York Street at any time without a current Identity Card.
- In RCSI Library Beaumont Hospital access is with an RCSI identity card or Beaumont Hospital identity card only.

3.2 Noise

The Library is the University's principle study area. Students are entitled to a quiet study environment as well as space for peer-to-peer learning and group work.

1. Noise is not permitted within the silent study areas of the Library.
2. Library and security staff may, at their discretion, ask you to be quiet, to move or to move elsewhere.



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3. Mobile Phones: switch them off or set them to silent mode.
 - a. Adhere to the acceptable behaviours for library zones in 26 York Street:
 - b. Collaborate Icon: Talking, meeting, phone conversations permitted e.g. Library Learning Commons, Ground Floor, 26 York Street and all Group Study Rooms (Levels 1 & 2) and the Amphitheatre (Level 2).
 - c. Quiet Icon: Short whispered conversations are permitted e.g. Reading Lounge, Level 1, 26 York Street and the Computer Room, Level 1, 26 York Street.
 - d. Silent Icon: No talking, whispering or noise of any kind permitted e.g. Silent Study Zones, Level 2, 26 York Street.
4. Any student who is being disturbed by noise should report, *at the time of the disturbance*, to library or security staff on duty.

3.3 Food and Drink, RCSI Library 26 York Street

- Cold Food and Snacks can be eaten in the following spaces:
 - Ground Floor: Library Learning Commons, except at Computers.
 - Level 1: Library Concourse (outside lifts).
- No food on display or eating in Library spaces other than the designated spaces indicated above.
- No alcohol of any kind is permitted in the Library.
- Drinks in covered/spill-proof containers permitted.
- Please respect other library users and the library space by ensuring that you bin all your rubbish.

3.4 Food and Drink, RCSI Library, Beaumont Hospital

- No food, hot or cold, is permitted in the Library.
- Only bottled water is permitted in the Library space - no soft drinks, canned drinks, tea, coffee or alcohol of any kind.
- A café space is available beside the Library - this is the only designated area where food may be consumed.
- Note: You will be asked to leave the library and consume beverages elsewhere in accordance with Beaumont Hospital General Services Policy.

3.5 Reservation of Seats

To ensure that all available facilities are open to every student, the principle of equal access will be enforced within the Library fairly and impartially. The library reserves the right to implement throughout the academic year procedures to assist with equitable access to study spaces including, but not limited to, [FairSpaceForAll](#) procedures.



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4. Disciplinary Action for Library Users Transgressing These Policies

Security and Library staff are authorised to intervene and report anybody transgressing these policies in Library sites. Library and security staff may ask the offending library user to produce their RCSI identity card. Their name and card number will be recorded and forwarded to the Director of Library services or their nominee. Generally, we will attempt to deal with less serious concerns on an informal basis. However, if these concerns cannot be resolved informally the Disciplinary Procedure may subsequently be invoked.

4.1 Sanctions

Failure to comply with expected behaviours and library policies will be considered a breach of the RCSI Code of Conduct and will be subject to the RCSI Disciplinary regulations, which may result in one or more sanctions, for example:

- Suspension or removal of library borrowing privileges.
- Application of fees for lost items.
- Being refused entry to the library spaces.
- Being asked to leave the library spaces.