



Royal Conservatoire  
*of* Scotland

# Royal Conservatoire of Scotland

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## Whittaker Library Rules & Regulations

### Document Revision History

Version No.	Version Date	Prepared By	Approved By	Summary
1.1	August 2012	Caroline Cochrane	Caroline Cochrane	RCS Library Rules & Regs
1.2	November 2014	Jane Beattie	Caroline Cochrane	Updates to Honours & Professorships
1.3	November 2015	C. Cochrane	C. Cochrane	Update to ILL guidance & Opening hours
1.4	October 2016	C. Cochrane	C. Cochrane	Update to Distance Learners

# Whittaker Library Rules and Regulations

## Membership

The Library is open for lending and reference to staff and students of the Royal Conservatoire of Scotland and to the general public for reference purposes only. The following groups may become extra-mural borrowers on payment of the stated fee:

Category	Annual Charge
Just graduated RCS students	1 <sup>st</sup> 18 months free, then £30 / £20
Ex-RCS permanent staff with over 10 years service	Extra-mural – no fee
Ex-RCS permanent staff with under 10 years service	£30 / £20
Piping Centre staff and students	free (can borrow 10 items)
Existing extra-mural readers	£30 / £20

## Honours & Professorships

Title	Library membership
Professor of the RCS	Extra mural no fee
Honorary Professorship	Extra mural no fee
Visiting Professor	Full temporary membership for duration of visit
Emeritus Professor	Extra mural no fee
Companion Emeritus	Extra mural no fee
Doctor of Music	Extra mural no fee
Doctor of Drama	Extra mural no fee
Doctor of Dance	Extra mural no fee
Doctor of the Conservatoire	Extra mural no fee
Fellow of the Conservatoire	Extra mural no fee

All other applicants must apply in writing to the Head of Information Services.

## Opening Hours

The Library will be open during term-time as follows:

<b>Monday to Thursday</b>	<b>08:45 to 20:30</b>
<b>Friday</b>	<b>08:45 to 17:00</b>
<b>Saturday</b>	<b>10:00 to 16:00</b>
<b>Sunday</b>	<b>11:00 to 15:00</b>

During vacations & T3 we will be open from 09:00 to 17:00 Monday to Friday. Closing times may be occasionally altered in response to specific circumstances, at the discretion of the Head of Information Services. Photocopying and computing facilities will close ten minutes before the Library closes.

## Access

The granting and renewal of membership is conditional on readers having no outstanding overdue items or fines.

University of Glasgow students undertaking components taught by the Royal Conservatoire of Scotland have reference rights only. If you have matriculated as a Junior student at the Royal Conservatoire, then you can join the Library. If you are 12 years old or over, you can come in by yourself, but if you're under 12 then you must be accompanied by an adult.

Library tickets/matriculation cards are not transferable and readers must present their card in order to be able to borrow items from the Library.

Any item borrowed on a reader's card is that reader's responsibility until it is checked in by the library staff. Any lost cards should be reported to Registry and a charge will be made for a replacement. The Library staff will endeavour to provide a fully equitable service to its users, regardless of ability. We aim to make all reasonable adjustments necessary to improve the learning experience of users, and have a number of measures in place to assist those with disabilities to make the most of their library and IT use.

## Other Library Access

The UK Higher Education [SCONUL Access scheme](http://www.sconul.ac.uk/sconul-access) allows reference rights to all registered UK students to HE Libraries across the UK. It may also allow limited borrowing to RCS students & staff. You can check your eligibility and apply for membership of SCONUL access at <http://www.sconul.ac.uk/sconul-access>

All students at the Royal Conservatoire of Scotland also have reference access at every other university library in Scotland. This includes the libraries at the following universities:

Aberdeen; Abertay; Dundee; Edinburgh; Glasgow; Glasgow Caledonian; Glasgow School of Art; Heriot Watt; Edinburgh Napier; Queen Margaret; Robert Gordon; UHI; St. Andrews; Stirling; Strathclyde; University of the West of Scotland.

*NB. Students will need to produce their RCS matric cards in order to gain access*

Students also have reference access at all the public libraries in Scotland including the Mitchell Library in Glasgow, one of Europe's largest public libraries.

## Lending Facilities

The following lending limits apply:

Borrower Category	Loans
Staff	30 (inc. 4 short loan, 4 one week loan & 2 one day loan items)
Student	20 (inc. 4 short loan, 4 one week loan & 2 one day loan items)
Junior Conservatoire	4
Short Course & T20/40	8 (inc. 2 one week loan, 2 short loan, 4 four week loans items)
Extra-Mural	4
Visiting Staff	20
SCONUL Access	4

Staff and students of the Royal Conservatoire have access to all library resources, but restrictions do apply to other borrowers. Extra-mural, SCONUL Access and Junior members may borrow up to 4 items at one time. Certain types of material are not available for loan - DVDs/videos, CDs and LPs cannot be borrowed, but can be used in the library, where audio-visual viewing and listening facilities are provided. Additionally, one week loan and short loan items are not available for loan as these are in heavy use by students.

Loans are normally issued for a period of four weeks, with extensions to cover vacations, unless the items are required by another reader, when they will be recalled after one week. Items in heavy demand are issued for shorter periods and limits are imposed on the number of these items which can be issued (as outlined above). Loans may be renewed unless required by another reader. Where items are issued for one day, they will be due back on the next day that the Library is open.

## Returning facilities

Loans are date-stamped with the due date for return. Readers are notified when loans become overdue but non-receipt of such a letter/e-mail does not exempt a reader from any penalties. Fines will be charged for overdue items at the following rates:

General Loan (4 weeks)	10p/item/day £2/item)	(max.
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One week loan	10p/item/day (max. £2/item)
Short Loan (3 day)	£1/item/day (max. £5/item)
One day loan	£1/item/day (max. £5/item)

Any increase in fine rates must be approved by the Academic Board. Borrowing entitlement will be suspended for readers who have items which are more than ten weeks overdue or who owe substantial fines. Failure to return an item will result in the reader being liable for the full cost of replacement and for an administration charge of £5, in addition to any fines due. The default cost for lost items, where a replacement cannot be found is £15. Lost items from Choral & Orchestral sets will incur additional costs. The Royal Conservatoire reserves the right to withhold degrees, diplomas or other qualifications conferred by the institution, unless all Library materials have been returned or paid for if lost. At the end of the third term of the Session all reader cards expire and all loans must be returned (except in the case of extra-mural readers). All readers (except graduands) then have their cards renewed provided that they have no outstanding fines.

### **Renewals**

Items can be renewed 3 times without being brought in to the library. You can do this yourself via the web - ask at the library desk for details. After that, however, they must be brought in to be renewed.

### **Reservations**

Staff and students of the Royal Conservatoire may reserve items which are on loan to other borrowers.

If an item is recalled for another reader and is not returned when requested, the reader will be banned from borrowing until the item is returned and a fine will be charged.

### **Inter Library Loan Policy**

#### **General Guidelines**

Staff & students of the Conservatoire can apply for up to 5 ILL requests, free of charge per academic year, whether for articles or books. After that, the loans are chargeable to the reader's department.

The Library will monitor loan requests so that we know when any readers' allowance is used up, and we will also record which department a reader is attached to. The Head of Department will be asked to authorise any additional spend over the individual allowance of 5 per academic year.

#### **Provision for Distance Learners**

A distance learner is one who cannot reasonably visit the library in person due to the distance involved, and is generally registered on a distance learning course

or part-time research degree. It is expected that learners in the Greater Glasgow area, or attending RCS as full-time students, will visit the Whittaker Library in person. If distance learners need one of our books, they can go to their local library and ask them to arrange an ILL from us. Since these transactions do not involve the Whittaker Library borrowing anything, any charges will be the normal charges that their public library levies.

Any student requiring the Whittaker Library to obtain materials that are held by another library, can request the Whittaker Library to arrange an inter library loan. The other library would supply the item to Renfrew Street, Glasgow, and the student would collect the item from the Whittaker Library. After five such loans, the loans or photocopies are chargeable to the department.

UK based distance learners will also be able to register for [SCONUL Access membership](#) as outlined above.

### **Photocopier**

There's a photocopier in the Library by the issue desk for the use of staff and students. Photocopier cards can be purchased in the library. All library users are bound by the Royal Conservatoire Copyright policy and the conditions of the CAL License. Details are displayed at the photocopier.

### **Fax service**

The library provides a fax service at 50p per sheet. Ask at the library service desk.

### **Choral & Orchestral Sets**

Sets of orchestral material or vocal scores are kept in the Library, for use in RCS performances and repertoire rehearsals. Requests for this material should be made to Performance Librarian, (tel. 0141 270 8331) who will handle its distribution to performers. For material not held by RCS, please contact the Performance Librarian.

RCS will not lend sets directly to individuals, societies or other organisations. RCS sets are available for external loan only via the inter-library lending network. Royal Conservatoire staff are able to borrow sets for internal Royal Conservatoire use only; borrowing on behalf of other organisations will not be permitted.

### **Electronic Resources**

Access to the Library's electronic resources is open to all staff and students. Access to these resources is via your network log-in, therefore you are obliged to accept the Royal Conservatoire's Acceptable Use for ICT and Information Security Policies, as well as any license terms and conditions as laid out by the service providers. Additional usernames and/or authentication routes are available from the Library.

### **Library conduct**

All library users are expected to adhere to the Library Good Conduct guide with regards to behaviour in the Library. We would ask all readers to respect their

fellow students and the staff of the library. Noise levels should be kept minimal, food and drink (with the exception of bottled water) are not allowed, and mobile phones should be kept on silent. If readers persistently break these obligations, they will be asked to leave the Library and may be reported to their course leader. Serious breaches may lead to disciplinary proceedings as laid out in the Student Disciplinary Procedure Policy.

Further details on Library facilities and services, and our contact details can be found on our website at: <http://www.rcs.ac.uk/aboutus/libraryandit/>