RULES FOR THE USE OF THE LEARNING HUB

The main purpose of these rules is to safeguard the common interests of all readers and to enable the Learning Hub to carry out its functions as efficiently as possible.

Use of all computers and IT facilities within the Learning Hub must comply with the Rules for the use of University computers and data networks.

Access and membership

1. Learning Hub opening hours are determined by the Learning Hub Manager. They may be changed from time to time and notice of any alterations will be given in the Learning Hub.
2. Learning Hub users must leave the Learning Hub by the advertised closing time.
3. The following are eligible to borrow from the Learning Hub:
   a) Members of the Institute of Education Staff
   b) Members of the University Court
   c) Institute of Education Students formally admitted to a course of study of the University and leading to a Degree, Diploma, or Certificate
   d) NQTs who are alumni of the Institute of Education
   e) Other persons whose applications have been approved by the Learning Hub Manager. Only valid Campus Card holders will have access to the Learning Hub during certain IoE events held at the Learning Hub and may be required to produce this card to confirm identity.
4. Students and staff from other departments and other persons may use the materials and study facilities within the Learning Hub for private study and research. There may be restrictions on the use of electronic information sources as a result of licensing agreements.
5. Children are only permitted in the Learning Hub if closely accompanied by an adult at all times. Visits by school pupils are not permitted during the University Examination Period. Currently enrolled University of Reading students below the age of 18 are exempted from this rule.
6. Animals may not be brought into the Learning Hub with the exception of assistance-dogs.

Borrowing

7. No material shall be removed from the Learning Hub until its issue has been properly recorded. Materials borrowed shall be returned within the stipulated loan period and their return properly recorded at the Learning Hub. Further loans will not normally be permitted to a borrower who has one or more overdue items.
8. Learning Hub materials in certain advertised categories may not be borrowed without special permission: (a) Items from the Reference collections; (b) Material labelled Not to be removed from the Learning Hub.
Conduct

9. Readers must take care of Learning Hub materials and must not deface them in any way, including by highlighting, underlining, writing or drawing in them or by removing any part of them. Bottles of ink may not be brought into the Learning Hub.

10. Learning Hub users shall respect the rights of other users to work quietly.

11. Hot food may not be consumed nor displayed within the Learning Hub and users must not order take-away food to be delivered to or consumed in any part of the building. Non-alcoholic drinks in lidded containers are allowed in the Learning Hub. Learning Hub staff may remove any hot food or unlidded drinks found on tables or desktops.

12. Smoking, including the use of e-cigarettes, is not permitted anywhere in the Learning Hub, nor within 10m of the building.

13. Learning Hub users are responsible for the security of their own property. They must, if requested, submit their belongings for inspection as they leave the Learning Hub. Personal possessions must not be left unattended in the Learning Hub at any time or they may be removed and treated as lost property. Study space may not be ‘reserved’ by leaving personal belongings.

14. Readers using their own laptop computers and other devices in the Learning Hub do so at their own risk and are responsible for the safety and security of their equipment (including cables). They should be mindful of the safety of others by avoiding trailing wires. It is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner’s acceptance of responsibility for damage to University property caused by their equipment.

Legal issues

15. No Learning Hub material may be reproduced for commercial purposes.

16. Personal details of Learning Hub users may not be disclosed to other users, nor shall any person use the computerised facilities of the Learning Hub to obtain or process data except in accordance with the provisions of the Data Protection Act 1998. Learning Hub staff may however disclose information on the loans of individual users for the purposes of disciplinary procedures.

17. Copying, scanning and printing facilities are provided on the condition that the Learning Hub users making photocopies do so in accordance with the Copyright, Designs and Patents Act 1988. If a person using a Learning Hub photocopier infringes the provisions of the Act, that person will be deemed wholly responsible for the infringement.

Penalties

18. Any member of the University staff may act, as appropriate, to uphold the Learning Hub rules.

19. A reader who damages (including through the defacing or removal of pages / resource pieces), fails to return (or returns in a damaged condition) any material shall be liable to pay the cost of replacement or repair, at the discretion of the Learning Hub Manager.

20. The Learning Hub Manager may withhold services and/or facilities for any infringement of these Rules.

11 May 2017