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**Learning Zone User Policy**

**Review date: March 2020**

**Review: March 2022**

**LEARNING ZONE – USERS POLICY**

This policy applies to **ALL** areas of the Learning Zone – the study area; computing facilities and the multimedia zone.

The Learning Zone (LZ) aims to provide:

* An atmosphere that is conducive to learning.
* A pleasant environment where all users – both students and staff – can work effectively.

It is to everyone’s advantage to be considerate to other users and to take care of the environment and physical resources by:

* Carrying your Student ID which is also your library card. You are not able to borrow without it!
* Not removing items from the LZ unless they have been issued in the proper manner. **REMEMBER** – you are responsible for all items borrowed on your card. **DO NOT** borrow items for other users on your card!
* Replacing items in the appropriate place/ or leaving items for LZ staff to shelve.
* Studying as quietly as possible.
* Switching off mobile ‘phones and other portable devices.
* Using computing facilities for college work

Users are politely requested to take personal responsibility for adhering to the aforementioned guidelines and may be asked to leave the LZ if they decline.

**LEARNING ZONE – USE OF LIBRARY RESOURCES**

**Eligibility**

All learners, whether full or part-time, are allowed to borrow up to 10 items from The College Merthyr Tydfil (TCMT) LZ, as well as up to 5 items from any of the other University of South Wales site libraries, at any one time.

Staff are allowed to borrow 10 items from TCMT LZ, or 5 from Merthyr and 5 from any other University of South Wales site library, at any one time.

All users are required to produce a valid ID card; issues will not be made without one.

Replacement cards may be obtained from Student Services Office at a cost of £10.00.

**Fines**

Fines are charges on all overdue items at the following rates:

Standard loan – 15p per day per item (Monday to Friday)

Week loan – 15p per day per item (Monday to Friday)

A maximum of £10.00 is charged (if real fines exceed this amount). Any user who cannot, or chooses not to pay fines, will not be allowed to borrow items until all fines have been settled. Should users wish to pay fines in instalments, this will be allowed, though not encouraged, and borrowing is still not permitted until fine is cleared in total.

**Loan Periods**

* Standard loans – these items are available for a 4 week loan period. They may be renewed at any time unless they have been reserved by another user.
* Week loans – these items are available for 1 week loan. They may be renewed at any time unless they have been reserved by another user.

**Renewals**

Items may be renewed online, via telephone or email. Unless the item is already overdue or has been reserved by another user.

**Inter-site Requests / Reservations**

User may request up to 5 items from any other University of South Wales site Libraries. Items will usually be delivered to the user’s home site within 2-3 working days, if not on loan and will need to be collected within 1 week of notification of their availability.

If home site items which are on loan are requested they also need to be collected within 1 week of notification of availability.

**Computing Facilities**

PCs have internet access and users are issued with a personal username & password. Colour and monochrome printing is available, but is charged and may be purchased from the Learning Zone issue desk (minimum spend £1):

* Monochrome per A4 sheet – 2p
* Colour per A4 sheet – 10p

The LZ also has 20 laptops which are WIFI enabled and are available for loan in the LZ.

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