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MONT ROSE®
COLLEGE

Library Regulations 2025 – 2027

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1. Introduction

At Mont Rose College, we are committed to delivering meaningful education in the higher education sector. A fundamental element of this commitment is the promotion of research and the provision of appropriate facilities to support academic development.

The College provides access to both physical and virtual learning resources to ensure that students and staff are fully supported in their academic pursuits. While online resources offer flexibility and accessibility, the College recognises the continued importance of printed materials in facilitating effective and in-depth learning.

The library maintains a collection aligned directly with the programmes delivered by the College. This collection is subject to regular review to ensure relevance, currency, and academic appropriateness. Recommendations for new acquisitions from academic staff and registered students are encouraged and considered as part of the ongoing development process.

This policy provides a guiding framework for all College staff, registered students, and teaching personnel regarding the appropriate use of Library resources, whether physical or electronic. Compliance with this policy is required to maintain an effective, accessible, and academically supportive learning environment.

2. Purpose

The purpose of this policy is to:

- Support the College's commitment to high-quality education within the tertiary sector.
- Promote research and academic achievement.
- Establish a framework for the provision, development, and responsible use of Library resources.
- Ensure clarity regarding the rights and responsibilities of Library users.
- The College ensures access to online resources available anytime and anywhere, while continuing to uphold the value of printed materials in supporting effective study and research.

3. Online Library Resources

3.1 EBSCO Online Library (HND Registered Students)

The EBSCO Online Library is available to all MRC staff and students with a valid Moodle account.

Access Instructions:

- Log in to Moodle.
- From the Home page, select “Online Library.”
- Choose EBSCO Online Library to begin searching.

Key Features:

- Accessible on and off campus
- Available 24/7
- Simultaneous access for multiple users
- Access to academic journals and research materials

[EBSCOhost Research Databases](#)

3.2 BNU Registered Students

Students registered with Buckinghamshire New University must use BNU Online Resources to access:

- BNU e-library resources
- Module learning materials
- Academic databases
- Online journals and e-book collections

Access requires valid BNU login credentials.

[Home - Homepage - LibGuides at Buckinghamshire New University](#)

4. Physical Library- Loan of Books

4.1 Authorised Loan

No item may be removed from the library unless it has been formally borrowed and issued through the Student Services Department.

4.2 Unauthorised Removal

The removal or attempted removal of Library material without proper authorisation constitutes a breach of Library regulations. Such actions may result in:

- Disciplinary measures
- Cancellation of Library membership
- Fines, as determined by the College

4.3 Responsibility for Loaned Items

Borrowers are responsible for all materials issued in their name until items have been returned and formally discharged through Library procedures.

5. Return of borrowed books

5.1 Loan Periods and Renewals

- A maximum of **two items** may be borrowed at any one time.
- Each item may be borrowed for a period of **two weeks**.
- Loans may be renewed upon request, provided the item has not been reserved by another user.
- Borrowers must return items by the specified due date and time.

5.2 Overdue Reminders

If materials are not returned by the due date:

- Student Services will issue **three reminder notices**.
- Failure to respond may result in fines, cancellation of membership, or further disciplinary action in accordance with college regulations.

6. Fines and Non-Return of Materials

6.1 Non-Return of Materials

Any item not returned after three reminder notices will be deemed lost. The borrower must:

- Pay the full replacement cost of the item.

The cost of the book will be provided to the student when they borrow it.

6.2 Outstanding Fines

Borrowers with outstanding fines or unreturned materials may:

- Have borrowing privileges suspended.
- Be subject to further action in line with college policies.

6.3 Non-Payment of Fines

Failure to settle outstanding debts may result in:

- Referral to the Finance Office.
- Prevention from attending the graduation event (for students) until all financial obligations are cleared.

7. Membership and Identification

7.1 Membership

Library membership is granted to:

- College staff
- Registered students
- Teaching staff

7.2 Identification Requirements

All Library users must carry a valid College ID card and present it to authorised staff upon request. The ID card serves as proof of identity and enables access to Library services and facilities.

8. Conduct in the Library

All users must observe the following standards to ensure a safe, respectful, and academically supportive environment:

- Treat others with respect and courtesy.
- Maintain a quiet study environment.
- Switch off or silence mobile phones.
- Do not eat or drink in the library.
- Handle books and equipment with care.
- Carry and present your ID card when requested.
- Return materials by their due date.
- Do not lend borrowed items to others.
- Accept responsibility for lost or damaged items.
- Comply with all legal and contractual restrictions regarding resource use.
- Use computer facilities solely for coursework-related activities (usage is monitored).

These standards ensure that the library remains a productive, safe, and equitable space for all users.