Royal Conservatoire of Scotland

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
1.5	November 2018	C.Cochrane	C.Cochrane	URL updates
1.6	June 2019	C. Cochrane	C. Cochrane	Opening hours and borrowing
1.7	December 2020	J. Robertson	C. Cochrane	Access, Lending and Returns
1.8	February 2022	J. Robertson		Returning facilities
1.9	July 2023	C. Anderson	C. Cochrane	Extra-Mural memberships, lending limits, opening hours, postal loans

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.

Extra-Mural membership

Former staff, students and those with a connection to RCS may become Extra-Mural members of the library. Extra-Mural membership provides access to the library's physical collection only and allows the borrowing of up to twelve items (with a maximum of 4 four-week loan, 2 one-week loan, 4 AV loan and 2 three-day loan items at any one time). Membership excludes access to any E-resources.

Fee
The annual fee for Extra-Mural membership is £25. Recent graduates of RCS and former Transitions students are entitled to their first 18 months of Extra-Mural membership at no cost.

No Fee membership
Piping Centre staff and students, and ex-RCS permanent staff with over 10 years service are entitled to Extra-Mural membership with no annual fee.

Those with the following honours & professorships from RCS are also entitled to No Fee Extra-Mural membership:

- ·   Professor of the RCS
- ·   Honorary Professorship
- ·   Emeritus Professor
- ·   Companion Emeritus
- ·   Doctor of Music
- ·   Doctor of Drama
- ·   Doctor of Dance
- ·   Doctor of the Conservatoire
- ·   Fellow of the Conservatoire

Visiting professors are entitled to Full temporary membership for duration of their visit.

For any other membership enquires please contact the Library at library@rcs.ac.uk.

Opening Hours

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

Monday to Thursday	**08:45 to 20:30**
Friday	**08:45 to 17:00**
Saturday	**09:00 to 16:00**
Sunday	**12:00 to 16:00**

During vacations and Term 4, we will be open from 09:00 to 17:00 Monday to Friday. Opening and 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 charges on their account.

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.

Student matriculation cards and staff ID cards are also your Library card. 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 and cleared from your account. Any lost cards should be reported to the AAS office 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 and we aim to make all reasonable adjustments necessary to improve the learning experience of users. We have a number of measures in place to assist those with disabilities to make the most of their library and IT use, including the provision of a number of key texts in alternative formats. Please do talk to us of we can help improve your access, or you can contact the RCS Disability Advisor at: xxx

Other Library Access

The UK Higher Education SCONUL Access scheme 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	35 (inc. 20 four-week loan, 7 one-week loan, 4 AV loans & 4 three-day loan items) – access to all e-resources
Student	32 (inc. 20 four-week loan, 4 one-week loan, 4 AV loans & 4 three-day loan items) – access to all e-resources
Pre-HE (i.e. Short Course, Transitions & Junior Conservatoire) Extra-Mural SCONUL Access	12 (inc. 4 four-week loan, 2 one-week loan, 4 AV loan & 2 three-day loan items)
Visiting Staff	16 (inc. 4 four-week loan, 4 one-week loan, 4 AV loan & 4 three-day loan)

Staff and students of the Royal Conservatoire have access to all library resources, but restrictions do apply to other borrowers: we only offer access to e-resources to staff & students groups listed in the table above.

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. For students with a Learning Agreement in place, short loans and one-week loans can be issued for longer periods.

Returning facilities

Loans are date-stamped with the due date for return. Items can be returned directly to the library or deposited in the book bin at the library entrance.

Readers will receive three overdue reminders, before their borrowing privileges are restricted at 50 days overdue. At this stage, it may be necessary for the library to raise an invoice with the reader to recover the cost of the items. The default cost for lost items, where a replacement cannot be found, is £15. Lost items from Choral & Orchestral sets will incur additional costs.

At the end of the third term of the session all undergraduate and staff library accounts expire and all loans must be returned. All of these readers (except graduands) then have their accounts renewed for the next session, provided that they have no outstanding charges.

Renewals
Items can be renewed 5 times without being brought into 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 may have their borrowing privileges restricted until the item is returned.

Inter Library Loan Policy

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 (ILL). The other library would supply the item to Renfrew Street, Glasgow, and the student would collect the item from the Whittaker Library.

General ILL 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 those attending RCS as full-time students, will visit the Whittaker Library in person. If distance learners need one of our library resources, they can request the item(s) online and a postal loan can be arranged. We will only post print books if e-copies are not available (unless a print copy is specifically required, in order to support a disability for example). Every effort will be made to fulfil requests, but postal loans may not always be possible due to availability, size and condition of materials. This service is only available to RCS distance leaner students located within the UK.

UK based distance learners will also be able to register for SCONUL Access membership as outlined above.

Photocopier
There are 2 photocopiers in the Library, one by the issue desk for the use of staff and students, and the other by the PCs. Additional printers and copiers are located throughout the building and prints can be released from any public printer in the building. Wifi printing is also available.

All library users are bound by copyright legislation and the RCS copyright policy. Licences for limited copying are held by the Library and the conditions of the CLA and HEPML licenses are displayed at the photocopier.

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 Library performancelibrary@rcs.ac.uk who will handle its distribution to performers. For material not held by RCS, please contact the Performance Library Administrator.

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:
https://www.rcs.ac.uk/why_rcs/campusandfacilities/libraryandit/