THE WHITE BOOK
REGULATIONS (GENERAL)

REGULATION G15

Information Services

1. All students and other users of information services in the College shall comply with the following provisions, with any further Notices or instructions published from time to time by the Librarian or the IT Manager on Sidnet and posted in hard copy in the Library and Computer Suite, and with any instructions issued to users, in person, by the Library or IT staff.

Rules applicable to both the Library and the Computer Suite

2. The Library and Computer Suite may be used by all students, Fellows and other resident members of the College. Where circumstances require, priority of use shall be given to undergraduate students.

3. With the prior agreement of the Librarian or IT Manager, as relevant, other persons, such as non-resident members of the College, College staff, and members of other Colleges, may use the facilities. No personal guests of members of the College may enter the Library or Computer Suite.

4. All users shall keep noise to a minimum and avoid disturbing, annoying or obstructing other users. No conversations shall be held in the Library or Computer Suite, including the staircase. In particular, mobile telephones shall only be used in a fully silent mode, and shall not be used at all when doing so interferes with other users.

5. Desks, tables and computer workstations may not be reserved. Books, notes and personal possessions shall not be left unattended, other than for short breaks in study, and shall always be removed by the user when he or she leaves the Library or Computer Suite.

6. Food is prohibited. Non-alcoholic drink is permitted, provided that it is brought in sealed, strong, accident-proof containers. Open cups or mugs, and any paper or plastic cups, even with a lid, are prohibited.

Rules applicable to the Library

7. All library materials and equipment shall be treated with care and respect. Books shall not be marked or defaced in any way. Damage items shall be replaced at the user's expense.

8. Any item marked 'for reference only' may not be borrowed and may not be removed from the Library.

9. Any item available for borrowing may be borrowed only by using the on-line issue system (or any alternative provided in case of failure). Items shall be returned by the date displayed at the time of issue. The date may be checked on the on-line catalogue at any time, and a courtesy reminder shall be issued by email in advance of the due date.

10. Overdue items shall incur a daily charge, as notified on the Library Sidnet pages, and shall be added to the user's termly College bill. If the user reports the item as lost, or for any other reason persistently fails to return the item, the overdue charge shall be frozen at the relevant date and a further charge for the cost of replacing the item also added to the user's bill.

11. User's shall not lend borrowed items to any other person without first notifying the Library staff by completing the appropriate on-line form: currently to be found at https://www.sid.cam.ac.uk/sidnet/library/transfer.html

12. Lap-top computers and tablets may not be used in the Library other than in the Mackenzie Stuart Room.

13. Law student shall have priority of use of the Mackenzie Stuart Room, such that users in other disciplines shall vacate the room when necessary.

Rules applicable to the Computer Suite

14. College computers, computing equipment, installed software and stored information, whether situated in the Computer Suite or in other College locations, shall form and be administered as a 'Managed Cluster Service' (MCS) provided by the University Information Services (UIS).

15. Users of the College MCS shall:
    (a) take all necessary precautions to avoid damage to any component(s) of the MCS;
    (b) not disconnect any computing equipment from its installation, and not move it within or remove it from its location;
    (c) not copy any installed software that is accessible from a workstation – in exceptional circumstances permission to copy may be granted by the IT Manager.

16. Users of the College MCS shall log-out of all accounts when leaving a workstation for any period, whether for a short break or permanently, as required by the UIS/ISC security rules under paragraph [19].

17. The College MCS is provided for study and research purposes, and shall not be used for playing computer games.

18. Any use of the College MCS for storing or processing personal data shall comply with the Data Protection Act 1998, and with any other applicable legislation. Any proposed such use shall be notified in advance to the College Data Protection Officer (DPO), via the IT Manager, and the relevant user(s) shall comply with any restrictions or instructions that the DPO may set in order to ensure compliance with data protection principles.

University Network rules

19. All users accessing the University Network, whether via the College MCS or via personal computing equipment, shall ensure that they understand and comply with the rules and guidelines laid down by the University Information Services Committee (ISC): http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines.

Enforcement and sanctions

20. Any user may, and shall be encouraged by staff to, use informal means to promote compliance with these Regulations by all users. A user may request any other user(s) to behave in an appropriate manner, and may, if necessary, inform the Librarian of any breach of the Regulations.

21. The Librarian or IT Manager may, on reasonable grounds, give any user a first warning, either in person or by email. Where a first warning appears to be ignored, or the initial breach of the Regulations is deemed to be serious or substantial, the user concerned shall be reported to the Dean under Ordinance C,XIV and Regulation P9.

22. In the case of students, any charge made under paragraph [10], and any fine imposed by the Dean or a Student Disciplinary Committee or Appeal Panel, shall be listed on the bill as an academic fee, in accordance with Ordinance D,XIII,4 and Regulation F2,8.