



# University of Cyprus Library

## Policies and Terms of Use

*The present document was approved by the Rectorate of the University of Cyprus at meeting 37/2019 (5/12/2019) and by the Senate of the University of Cyprus on 1/2020 Session (15/1/2020). The Library, exercising the right vested in it, periodically amends some phrases for further precision or clarity. The amendments do not affect the approved provisions of the document.*

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# 1 Introduction

This document outlines the *Policies and Terms of Use* of the Library of the University of Cyprus (UCY). It is assumed that all Library users comply with them, with or without their written consent. Unawareness of any of the provisions of this document shall not be an excuse for not complying with them. The Library Director may revise this document whenever it is deemed necessary.

## 2 Library Users

### 2.1 Definitions and Rights of Use

The term “users” refers to all members and visitors who enter the Library.

- **Members:** holders of a university card or an external member card, granting them classified rights based on their status and options available. The card constitutes property of UCY; it is strictly personal and cannot, by any means, be transferred to another individual. Anyone found to be using a card that is not their own, they will be escorted out of the Library and, upon investigation of the incident, the card will be retained by Library staff until it is collected by its legal holder.
- **Visitors:** anyone who enters the Library premises to study or take a Library tour, without being a university card / external member card holder. The maximum number of visitors allowed inside the Library building at any time is determined by the Library, depending on the specific circumstances of each period of the year. The total number of visits a non-member is entitled to is limited. In case visitors wish to continue using the Library, they must register as members.

### 2.2 Member Categories

#### Members of the UCY Community

Any member of the UCY community (students, academic staff, administrative staff) is by default a Library member and is issued a Library card.

#### External Members

Any person above the age of 15 may become an external Library member by presenting the necessary documents to obtain the relevant card. For underage users, the application needs to be submitted by a parent/guardian. All external members are registered on approval by the Library Director.

For external members, there is a one-time charge for issuing a membership card, as well as a charge for an annual subscription, according to the options offered by the Library. Special provisions may apply for members of partner institutions that have a special agreement with UCY.

On condition that a new card be issued, and for the first year following their graduation, UCY graduates hold free of charge external membership rights and have the right to borrow material. For the following two years, they are entitled to a 50% discount on the annual fees for external members and have the right to borrow material.

Retired UCY staff retain external member rights free of charge, on condition that a new card be issued. UCY Professors Emeriti are excepted, as they retain their membership rights in the same way as active UCY professors.

## Duration of Membership Subscription

Member Category	Duration of Subscription
Academic staff	Equal to the duration of employment
Administrative staff	Equal to the duration of employment
Students	Equal to the duration of studies + one year
UCY entities	Annual, with possibility for renewal
External members	Depending on the available package options

### 2.3 Underage Users

#### Children (under 15)

Children under 15 have the right to use the Library, provided they are accompanied by an adult. No personal member card is issued for children. Chaperons should be present throughout the children's visit and are to be held responsible for the children's activities, behaviour and safety.

The presence of children is limited to the areas indicated by the Library staff. Children under 13 may use only the [Children's Section](#), which is available exclusively for them and their chaperons.

#### Teenagers (age 15-17)

Teenagers between the ages of 15 and 17 who are interested in a Library subscription have the right to register as external Library members. The application will need to be submitted by the parent/guardian and the card will be issued in the name of the applicant. Upon obtaining the personal card, underage external members have the right to access and use the Library on their own.

#### Respecting Property and Keeping Silent

Underage users must respect all Library property and keep silent, like everybody else.

#### Liability for Violation of Rules

Any violation of Library rules by an underage user will result in the latter being excluded from using it, while the chaperon and/or parent/guardian bears full responsibility, as provided by the legislation in force at the time.

#### Personal Responsibility for the Content of Information Material

The Library is not responsible for any kind of access that underage users may have to information sources of conventional (e.g. books) or electronic material (e.g. websites), the content of which is deemed inappropriate by the chaperon and/or the parent/guardian and/or even minors themselves.

### 2.4 Users with Disabilities

#### Priority to Users with Disabilities

The Library gives priority to users with disabilities as regards the services it offers, while it provides them with equal access to its services and information. In all cases, other users are expected to facilitate these people.

### Workstations and Studying Spaces

The Library has working stations equipped with the appropriate software, as well as software for users with impaired vision. Additionally, in the reading rooms there are specially designated study areas that are wheelchair accessible and are marked with relevant signs. Moreover, one of the [Group Study Rooms](#) is accessible to wheelchair users, to whom priority will be given.

### Access, Retrieval, and Reproduction of Material

Users with disabilities can contact Library staff for access to and retrieval of material from book stacks, as well as for the reproduction of material covered by the Intellectual Property Law exception for the benefit of people with disabilities.

### Assistance Dogs

People with impaired vision or disability are allowed to be accompanied by an assistance dog during their visit(s) to the Library.

## 3 User Responsibilities

### 3.1 Non-compliance

In case a user refuses to comply with any of the provisions described in this document, or refuses to comply with any staff instructions and suggestions, or commits within the Library premises any act that infringes the legislation of the Republic of Cyprus, the Library reserves the right to take further action such as to:

- expel perpetrator(s) from the premises, with or without security guard escort
- request that security guards take appropriate action
- request security guards to carry out a check on bags or other personal belongings carried by the perpetrator(s)
- deny perpetrator(s) access to and/or use of the Library
- refer the perpetrator(s) to the appropriate University body for disciplinary action (if members of the UCY community) and/or other legal measures to be taken.

### 3.2 Objections

If a user believes that any penalty or deprivation of rights imposed runs contrary to the applicable rules and/or legislation of the Republic of Cyprus, he/she has the right to submit a written objection to the Library Director. In this case, the Library Director is required to reply to the user in writing within a reasonable amount of time or refer the issue to the appropriate University body.

### 3.3 Changing Personal Information

All members must immediately inform the Library of any change in their personal and contact information (e.g. change of e-mail address, residence address, telephone number). In the event the Library seeks to contact a member and this is not possible due to the member's failure to timely inform the Library of any change in the contact information provided, then the member shall bear full responsibility for any consequences.

### 3.4 Conduct

Any actions deemed by Library Staff as disturbing to users and/or staff, or preventing the

unimpeded use and smooth operation of the Library, or endangering the safety of on-site users or their property or the University property (e.g. speaking loudly, making disruptive noises, running, threatening, abusive, offending or harassing behaviour, video-recording or photographing on-site users without their consent, assaulting, throwing objects, malicious acts, etc.) are prohibited.

No entrance will be allowed to half-naked or shoeless users.

### 3.5 Illicit Use of Library Premises

- It is prohibited to use specific areas (e.g. Group Study Rooms, Children's Section, Special Collections, etc.) or Library equipment in a manner other than that provided for in this document.
- It is prohibited to use the Library premises to deliver private tuition or seminars, upon payment or not, and for activities of direct or indirect commercial nature (e.g. promotion or sale of products and/or services).
- It is prohibited to distribute leaflets, conduct surveys with the participation of on-site users, collect signatures (e.g. for petitions) and other related activities, without prior approval of the Library Director.
- It is prohibited to carry weapons or objects that can be used or perceived as weapons in the Library. People authorised by law to possess and carry a weapon in public places are allowed to carry it inside the Library, provided they will first inform Library staff.
- Gambling is prohibited.
- Begging and fundraising are prohibited. In accordance with the UCY policy, only fundraising organised by the University or other organisations that have obtained relevant permission from the University is allowed. Upon approval of the University, any fundraising organisation(s) involved must follow the instructions of Library staff.

### 3.6 Re-shelving Documents

When users take a book or journal off the shelf, they must return it to the Circulation Desk or to a table or trolley in the reading room area, so that it can be re-shelved by Library staff only.

### 3.7 Protection of Library Property

#### General User Responsibility

When using the Library premises, material or equipment, users must keep them in the condition they were in before use. In case of pre-existing damage, users must indicate this to staff in advance; otherwise, they may be considered responsible for it.

#### Theft or Cause of Damage to Library Property

In accordance with the legislation in force, theft or cause of damage to Library property (printed material, audiovisual material, computer equipment, furniture, facilities) constitutes an offence. In the case of printed material, the acts of underlining, note taking, creasing page corners or whole pages, removing pages or parts of them, as well as any other intervention, are regarded as damage. Cases of theft or serious damage are reported by the Library to the appropriate University Service for further action.

#### Anti-theft System

An anti-theft system and an alarm system have been respectively installed at the main exit and all

emergency exits to ensure the safety of the material and monitor people's movement inside the building. Carrying non-borrowable material outside the Library or using any unauthorised exits will activate the alarm system and the exit gates will automatically be blocked. In case the anti-theft system goes off, users must return to their places and follow staff instructions for checking the items they carry.

The Library may refer to the appropriate University body any users who attempt to take non-borrowable material outside the Library or even users who use emergency exits for no reason.

#### Compensation on Behalf of Users

In case of loss, theft or damage to Library property, users are liable for full compensation. Non-compliance may lead to sanctions that may involve their permanent exclusion from using the Library, or other sanctions according to relevant legal provisions.

### 3.8 Food and Drinks

For food and drinks consumption, users can use the cafeteria located on the ground floor of the Learning Resource Centre "Stelios Ioannou", or other catering halls within UCY.

Only non-alcoholic beverages in containers with a screw cap may be carried and consumed inside the Library. Users are required to take all measures so that the consumption of drinks inside the Library does not cause damage to Library material, furnishings or equipment and is respectful of other users and Library staff.

The following are prohibited in all areas accessible to users:

- any type of food
- drinks in open containers or containers not sealed with a screw cap
- alcoholic beverages
- delivery of food and drink orders, etc.

Carrying and/or consuming drinks is prohibited in:

- Special Collections areas
- areas where there are computers, printers, photocopying machines or any other electrical equipment
- areas where relevant signs have been placed.

When leaving the premises, users must make sure any area they used is left clean.

There may be exceptions to the food and drink policy, e.g. special events, upon approval of the Library Director.

### 3.9 Smoking

Smoking (including electronic cigarettes) is prohibited in all Library areas, without exception, as well as at the building entrance.

### 3.10 Recording, Filming and Photography

It is prohibited to record, film or take photos of Library users or Library Staff and/or publish relevant documents (e.g. posting on the Internet) without their consent.

It is also prohibited to video-record or take photos inside the Learning Resource Centre "Stelios Ioannou" for public display or broadcast or online posting, for profit or non-profit purposes, without

prior approval of UCY.

### 3.11 Animals

No animals of any kind are allowed in any Library areas, except for assistance dogs accompanying people with impaired vision or disabilities.

## 4 Lending Services

### 4.1 Borrowing Rights

Only eligible Library members are allowed to borrow material using their personal card. Each type of Library membership enjoys specific rights.

### 4.2 Non-lendable Material

The following material categories are not included in the lending collection of the Library:

- Journals and newspapers
- Books from the Reference Collection
- Doctoral theses of UCY students
- Maps
- Manuscripts
- Microforms (microfilm and microfiche)
- Archival material
- Books which: (a) are considered rare and/or valuable, (b) need conservation, (c) the Library considers that, for whatever reason, should not be lent
- Material located in some Library annexes, such as, for example, at the Archaeological Research Unit.

### 4.3 Renewal, Reservation and Recall of Material

Other lending services provided to Library members are the following:

Renewal of borrowed material: Before a material is due to be returned, and provided that no other reservation has been made, members can renew their library loan up to two times (excluding Short Loan Collection material).

Reservation of material: If members wish to borrow material that is already on loan, they can make a reservation through their online account. Upon its return, the material can be collected at the Circulation Desk within a predetermined period of time. If members do not collect the material within the specified period, then it will be made available for reservation by any user or returned to the shelf.

Recall of material: If a member urgently needs to borrow material that is already on loan, then the Library will ask the member who has borrowed it to return it immediately for a few days. Due to personal data protection reasons, the two members cannot, by any means, be informed of each other's identity.

It should be noted that priority will be given to serving UCY community members.

#### 4.4 Self-service Checkout / Return System

In order to borrow and return books, members must use the [self-service stations](#) located at the Library and should contact staff only if they experience any difficulty during the self-service process. Members must also use their online account to be informed about the material they have borrowed, the return due date of these items, renewal of the loan period, as well as to check about any reservations of material, outstanding debts, etc.

#### 4.5 Fines and Penalties

##### Delay in Returning Material

Members must renew or return to the Library the material they have borrowed no later than the return due date/time specified by the Library. In case of non-compliance, a fine will be imposed. Fine payment is mandatory for all membership categories. It is also a prerequisite for borrowing privileges to be preserved.

##### Damage or Loss of Material

If material is returned to the Library appearing to be noticeably damaged whereas it was not damaged prior to its borrowing, or if it is found that a member has lost a borrowed item, then the Library will require the member to replace it and pay a fine for administrative costs.

If a member fails to replace the material, then the Library will impose a fine as follows:

- For items available through the Library vendors, the compensation should equal the vendors' charge along with a fee for administrative costs.
- For items not available through the Library vendors but which are nevertheless available elsewhere, the compensation should equal the lowest charge identified by the Library (including shipping charges), along with a fee for administrative costs.
- The required compensation for hard-to-find/rare material that is not commercially available and the loss of which cannot be valued in monetary terms will be set on a case-by-case basis by the Library.

It should be noted that if, in addition to the damage/loss, there is also a delay in returning a borrowed item, the compensation charges for the damage/loss and the delay fine will be calculated separately.

##### Suspension of Rights

Members who have financial debts or other outstanding obligations to the Library are not entitled to:

- borrow material
- renew the loan period
- reissue a membership card
- renew a subscription
- graduate (if they are final-year students)
- obtain a certificate of study (if they are students who discontinue their studies) until they have settled their financial obligations to the Library.

##### UCY Staff Departure

In case a University staff member, academic or administrative, resigns, retires or is dismissed,

he/she must return any borrowed material and settle all outstanding financial debt and/or other obligations to the Library. In case of non-compliance, he/she will be referred to the appropriate University body.

#### External Members

External members who have not settled their financial or other debts to the Library are not allowed to renew their subscription. In case of non-compliance, the University may take legal action against them.

#### Possibility of Appeal

In case of reasonable doubt, members can appeal the imposition of a fine or other penalty, in accordance with the procedure established by the Library.

### 4.6 Keeping of Books Inside the Library

For temporary keeping of books inside the Library, special cabinets are provided for a limited period of time.

## 5 Library Opening Hours

### 5.1 Determining Opening Hours and Notification of Users

The Library Director is responsible for determining the Library opening hours, based on present needs. The opening hours are posted on the Library website, as well as in prominent places inside the building.

### 5.2 24-hour Reading Room

A reading room is open on a 24-hour basis on the ground floor of the Library, throughout the year non-stop (except in urgent or unforeseen situations, upon decision of the University). All users must leave the Library by the stated closing time, without any delay, or move to the 24-hour reading room.

### 5.3 Changes in Opening Hours

Library opening hours vary according to the needs of each time of the year, such as during semester exams, academic semesters, summer holidays, Christmas and Easter holidays, public holidays, or whenever the Library Director considers it appropriate.

Early closure of the Library may occur in cases of urgent or unforeseen circumstances, following the decision of the University or the Library Director. Depending on occasion, a relevant announcement will be made through loudspeakers inside the Library, or posted inside and outside the building, on the Library website and/or on other media.

### 5.4 Public Holidays

As a general rule and apart from the 24-hour reading room, the Library remains closed during UCY public holidays and users are notified in advance.

## 6 Entry/Exit of Users

Entrance to and exit from the Library is possible with the use of the university card / member card or following the procedure provided for Library visitors. This provision is intended both to ensure

the safety of users and Library material, and to anonymously count visitors for statistical purposes.

## 6.1 Entry Procedure

At the entrance/exit of the Library there is an electronic access system which members are required to go through using their card. Visitors can enter the Library following the procedure determined by the Library. Organised groups, e.g. schools, may enter and exit the Library from a specific place indicated by Library staff (see [Educational visits](#)), following prior arrangement.

## 6.2 Right of Entry to the Library

In accordance with the provisions applicable to each category of users, anyone can enter the Library, unless this right has been suspended for specific reasons by the Library Director or the University Authorities.

## 6.3 Emergency Exits

A [closed-circuit television system](#) is installed at the emergency exits.

The use of emergency exits activates the alarm system. It is prohibited to use these exits, except in the event of an emergency (fire, earthquake, etc.). Offenders will be reported to the appropriate University Service.

# 7 Group Study Rooms

## 7.1 Use

The Library provides Group Study Rooms, which are to be used for study and collaboration in the context of the UCY studies and activities.

- Group Study Rooms may not be used as individual study areas. They must be shared by at least 2 individuals working together.
- The number of people in the group must not exceed the number of work spaces in the Group Study Room.
- The group must keep the noise down so as not to disturb users in other Group Study Rooms or users in the space outside.
- Before leaving, group members must make sure they leave the Room clean and in good condition for the next users.
- The Library food and drink policy applies to Group Study Rooms.
- Group Study Rooms are not intended to provide privacy. University staff may enter any of the rooms at any time for safety and/or maintenance reasons, or for any other reason considered appropriate.
- The Library reserves the right to evacuate any Group Study Room if group members violate the Group Study Rooms use policy and/or the Library rules in general.
- One of the Group Study Rooms is accessible to wheelchair users, who will be given priority for its use.

## 7.2 Reservation

Group Study Rooms may be reserved online via the Library website by all members. The Library

reserves the right to cancel any reservation that does not fall within the Group Study Rooms use policy.

## 8 Library Collections

The Library houses various collections, which have their own respective policy of access and availability to users, e.g. lending, Reference, short loan collection, special collections, journals, etc.

### 8.1 Short Loan Collection

Material in the Short Loan Collection can be lent only for a short period of time for use inside or, under specified conditions, outside the Library.

### 8.2 Special Collections

Special collections include old and rare documents, as well as archival material. Special collections are kept in a specifically designed room under appropriate conditions of temperature, humidity and light.

#### Use of Special Collections

Members should follow the procedures indicated by staff regarding the use of special collections.

The study of material from special collections takes place in specific areas with the use of specialised equipment, which is provided by the Library to the researchers interested.

It is prohibited to carry any drinks in the areas where special collections are kept and/or studied.

Archival material can be generally accessed in digital/digitised form from specific Library computers. Access to physical archival material is possible only upon approval of authorised Library staff.

#### Photocopying/Reproduction of Special Collections Material

To protect the material, it is prohibited to photocopy or reproduce, in any way, material from special collections/archives, except in exceptional cases where permission is granted by the Library Director.

#### Special Collections Surveillance

For monitoring and security purposes, the area is monitored by a closed-circuit surveillance system.

### 8.3 Children's Section

The Children's Section includes material for children up to 12 years of age, which may be used on site or may be loaned to the chaperon – member of the Library, or to any interested member, for a specific period of time, regardless of the category to which the member belongs.

#### Use of the area and collection of the Children's Section

The Children's Section is located in a specific room on the ground floor, all four doors of which must be kept permanently closed in order to keep silence in the remaining areas of the Library. Without prejudice to the provisions of Paragraph 2.3. above (see [Underage Users](#)). keeping absolute silence in the Children's Section is not obligatory.

Only children and their chaperones, whose presence is compulsory, are allowed to stay in the

Children's Section. No other user is allowed to stay in the room. If any other user wishes to use material from the Children's Section, they may enter the room to find and pick up the book, provided they will immediately exit the room and either go to a reading room or, once they have borrowed the book, leave the Library.

The Group Study Room located in the Children's Section is to be used exclusively by children and their chaperones unless, in exceptional cases, permission is granted to other members by the Director.

## 9 Technology Equipment

Users have access to special hardware/software, such as computers, printing, scanning and photocopying machines, self-service checkout/return Stations, multimedia readers, wireless internet connection, etc., which can be used following the relevant provisions and terms of use.

### 9.1 Computers and the Internet

#### Access

A personal password is required to use Library computers:

- Members of the UCY community must use their UCY password.
- External Library members will obtain a password upon registration.
- Visitors may be given a temporary password.

#### Use

- It is prohibited to move the computers and their peripheral devices, as well as to unplug them.
- The use of computers for personal purposes (e.g. email, browsing the web, writing an assignment in a word processor, etc.) is permitted. However, priority will be given to users of electronic Library material or Library staff.
- Users must keep clean all Library computers and their areas.
- No drinks are allowed near computers and/or peripheral devices.
- Upon Library closing, computers shut down automatically after a specific period of time. Any changes made by the user in the computer settings are reset and any data saved on the computer are deleted.

#### Wireless Connection

Library members may have wireless Internet access (Wi-fi) from their personal devices, using the passwords provided by UCY. Guests may use *ucywifi\_guest* wireless connection.

#### Data and Content

- The Library is not responsible for the content of any Internet information source(s), except for those developed by the Library itself for its website.
- Users are responsible for any activity they develop on the computers they use.
- Users bear full responsibility for the protection of their data and documents from third parties.
- Data saved by users on the computer hard drive are automatically deleted upon computer restart, as mentioned above.

- Chaperons are responsible for children's use of the Internet or other information displayed on their computer screen, as well as for their access to and reading of information on other users' screens.

## 9.2 Photocopying Machines

There are photocopying/printing/scanning machines on all floors that are accessible through the university card / member card.

## 9.3 Self-service Checkout / Return Stations

On all floors, there are Self-service Checkout Stations through which Library members can borrow books on their own.

On the ground floor, near the entrance, there is a Self-service Return Station, which can be accessed both from within and from outside the Library. Members may use this station to return books they borrowed, even without entering the Library (thus, even when the Library is closed).

To use the Self-service Checkout / Return Stations, members must use their personal cards and follow the instructions on the screen.

## 9.4 Charging Laptops and Other Mobile Devices

The Library provides a charging station for mobile devices on the ground floor.

There are also power sockets on the reading tables for charging mobile devices, in which the use of 2-pole sockets, multiple sockets and power strips is prohibited. To charge devices using a 2-pole socket, users must use an adapter.

The use of the wall and floor power outlets, which are intended exclusively for Library equipment, is prohibited.

# 10 Safety

In order to ensure the safety of users and their personal belongings, as well as of the Library property, various precaution measures and measures for the prevention of unwanted incidents are implemented, such as controlled entry, alarm systems in case of danger, anti-theft systems, lockers for storing personal belongings, etc.

## 10.1 Personal Belongings

### Transfer/Loss of Personal Belongings

Users may carry personal items inside the Library, provided they are considered by the Library to be safe. It is the users' responsibility to look after their personal belongings and they are required to remove them when leaving the Library. Any personal items found in the Library after it closes will be considered to be of unknown ownership and will immediately be turned over to Security, which the owner may contact.

### Users' Personal Liability for Loss or Damage to Personal Belongings

The Library is not liable for any loss or damage to personal belongings. In such cases, users may contact the Health and Safety Section of the University.

## 10.2 Lockers for Storing Personal Belongings

### Locker Rental

On the ground floor of the building (outside the Library) there are lockers for storing personal belongings, which are available for rent by Library members. To rent, renew, and release a locker, the use of the personal card is required.

### User Responsibilities

Members bear full responsibility for the content of the locker they rent. If out of personal negligence members damage the locker they have rented or other lockers, they must compensate the Library for the damage. If members notice any damage to the locker they will use, they must report it immediately to Library staff.

### Emergency Opening of Lockers

Lockers in use may be opened by authorised University staff if the appropriate University Service, the Police or the Security Services with which the University collaborates deem it necessary for security reasons.

Lockers may also be opened by security guards to maintain order or avoid disturbing others (e.g. leakage of liquids, emission of strong odour or persistent noise).

## 10.3 Emergency Action Plan

The Library follows the emergency action plan determined by the appropriate University Services. There are escape plans posted in many locations within the Library premises. In the event of fire or other emergency, users are notified of the evacuation procedure and must follow the relevant instructions.

## 10.4 Facility Safety Inspection

### Security Guards

Reading rooms and stack rooms are inspected by security guards on a 24-hour basis to ensure the safety of users, staff, equipment and premises, as well as to ensure compliance with the Library policies and terms of use. Security guards are also responsible for opening and closing the Library.

### Closed-circuit Television System

Certain areas inside and outside the building are monitored by Closed-circuit television (CCTV), upon approval of the Commissioner for Personal Data Protection.

## 11 Educational Visits

The Library offers the opportunity to organised groups of pupils to get to know the Library premises, the material and services it offers, as well as the way it operates, with the aim of promoting a reading culture for integrating libraries into their everyday life. Schools must express their interest in advance, through the Library website, so that Library staff can make the necessary arrangements on time, in accordance with the Library policy in force, and inform the school accordingly. During visits, chaperons must be present so as to supervise groups and ensure that pupils behave in a quiet and orderly manner. (See also [Underage Users](#)).

For organised visits by other groups, contacting Library staff in advance is required to allocate an appropriate time and avoid creating additional nuisance inside the Library during busy hours.

It should be noted that it is possible to take a virtual (3D) tour of the Library premises through a special application accessible from the Library website, as well as through the Library's information touchscreen at the entrance of the building.

## **12 Organisation of Events**

Special events related to the role and mission of the Library may be organised by the Library itself or the University, in accordance with the University Policy in force.

## **13 Information**

### **13.1 Content of Announcements**

Announcements displayed in any part of the building must be related to Library and UCY activities and services.

### **13.2 Posting and Distribution of Documents**

It is prohibited for individuals or organisations to attach, post, place or distribute any documents with content other than that provided for in the above provision. The Library and UCY reserve the right to remove documents from any part of the building at their discretion

## **14 Recycling**

As an expression of its social responsibility, UCY supports all recycling efforts. Accordingly, it provides recycling bins at various locations in the Learning Resource Centre "Stelios Ioannou", which users are encouraged to use to recycle paper, PMD (recyclable plastics, metals and other types of Tetra Pak packaging) and batteries.

## **15 Personal Data Protection**

The Library maintains the confidentiality and protection of personal data within the framework of relevant legislation.

### **15.1 Verification of identity**

In case a Library staff member or a security guard asks a user to present his/her university card / member card, ID card or any other official identification document, the latter must comply.

### **15.2 Confidentiality**

The Library is not entitled to disclose any personal data of its users, except in cases where this is required by law or requested by an appropriate University body.

### **15.3 Use of statistical data**

The Library is entitled to use anonymous statistical data for research purposes or to improve its services.