Membership and Lending Policy

Table of Contents

1. Purpose

The MTU Libraries Membership and Lending Policy proactively supports access for staff and registered students of MTU to information resources, and supports teaching, learning and research activities within the University.

2. Scope

This policy refers to the membership and lending rules and regulations of MTU Libraries and access to the resources on all campuses by library members and outlines consequences for violation of library regulations.

3. Definitions

Term/Acronym	Definition
MTU Libraries	Any library located on the Cork or Kerry campuses, including National Maritime College of Ireland, Cork School of Music, Cork Centre for Architectural Education or Crawford College of Art & Design.
Registered Student	For the purposes of this policy, and in the context of access control to library facilities and resources, a student is considered registered when their details are included on the University Student Record System (Banner) and they are issued with a Student ID card. They are considered registered from the date of registration to the end of the academic year (defined as the date that all examination processes have been completed) or the date a student is withdrawn from a programme. These include students who have registered for repeat examinations and these registrations will be deemed to have lapsed by September 30th of the following academic year unless the student has re-registered on an MTU programme. Students in the final year of a programme who will complete on graduation are also recognised as registered students. In this instance, registration will be deemed to have lapsed on the date of graduation.
Registered Staff	For the purposes of this policy, and in the context of access control to library facilities and resources, a staff member is considered registered when their details are included on the University Staff Record System (Core) and they are issued with a Staff ID card.
Retired staff	For the purposes of this policy, retired staff can be defined as a

	member of staff who has retired from the university.
Children	Individuals under the age of sixteen.
Conservatoire classes	Conservatoire classes are provided in a specialist institution such as the MTU Cork School of Music, which educates students in music and performing arts. Conservatoire studies often have a practical focus with professional musical tuition, and bespoke facilities.
Alumni	Alumni are former students, who have either attended or graduated from the institution.
External member	For the purpose of this policy an external member is an individual or corporate member who has applied to join the library for scholarly academic research and has been approved by the librarian.

4. Roles and Responsibilities

Responsible Office/Person(s)	Role
Vice President for Academic Affairs and Registrar (VPAAR)	The executive oversight of this policy lies with Office of the Vice Presidents for Academic Affairs and Registrars (VPAAR).
MTU Head Librarians	MTU Head Librarians have responsibility for the review of this policy and any changes or amendments to same.
MTU Libraries	Responsibility for implementation of the Policy is within the remit of staff at MTU Libraries.

5. Policy

5.1 Introduction

As outlined above, the purpose of this policy is to allow fair and equal access to library materials and resources to MTU students, staff and other users.

5.2 Principles

Fair & equal access – MTU Libraries strive to provide fair and equal access to the materials and information resources required by the MTU community.

Efficient circulation – MTU Libraries will implement effective and appropriate measures to ensure that library materials are circulated in an efficient manner.

Supporting MTU students & staff – MTU Libraries aim to provide a consistently high-quality library user experience. The provision of information resources in the appropriate format is an essential part of our role in supporting the teaching, learning and research requirements of the MTU community.

Abiding by licensing agreements – While the provision of information resources in hybrid formats is an essential part of MTU Libraries remit, as per the Library's Collection Development Policy, it is essential that licensing agreements and contractual obligations with suppliers and consortia are adhered to.

5.3 Policy Details

- Membership of MTU Libraries involves a commitment to observe library regulations. Please refer to the MTU Libraries Usage Policy for further details. This can be accessed at https://www.mtu.ie/policies .

- On registration, all students, automatically become members of the library for the duration of their course.

- Staff automatically become members of the library upon starting employment with MTU for the duration of their employment.

- Due to licensing agreements with vendors, only registered staff and students are allowed access to subscribed online resources.

- Children enrolled in CSM conservatoire classes are entitled to access the Fleischmann Library to borrow and return print and/or audio material, use photocopying facilities and seek advice from library staff. As per the Library Usage Policy, use of study space is not permitted.

- Retired staff can continue to avail of physical access to library material and facilities.

- Alumni are entitled to become members upon application and the payment of the appropriate fee which allows access to print material only. Study space access is subject to local availability.

- External membership is available if approved by the Librarian for genuine academic/scholarly research and the payment of the appropriate fee which allows access to print material only.

- Inter library loans services and inter campus loans transfers are restricted to registered staff and students only. Please refer to the FAQs on the library website for details.

- Membership of the library entitles the member access to resources as defined by your membership category, details of which can be at MTU Cork Campus Library Website or MTU Kerry Campus Library Website.

- Library users must notify the library immediately of any changes to their contact details.

- Registered staff and students members are issued with an MTU ID card which must be produced to borrow items at the desk or self-issue or if requested at any time by a member of the University Library staff.

- Library cards and items on loan are not transferable. The responsibility for the safe return of all materials issued on a library card, including reference only items, lies with the reader whose name is on the card. It is advisable that books are not left unattended, whether in the library or elsewhere.

- ID Cards are for use by the individual only and if lost should be reported to the University and a fee will be charged for a replacement.

- Items that are overdue will incur suspensions/penalty that must be cleared before further items can be borrowed.

- Lost items must be replaced by either the replacement value or a suitable clean second-hand copy.

6. Compliance

Compliance with this policy extends to registered MTU students, staff, and all library users. As per the Student Code of Conduct, there is an obligation to comply with all MTU policies, procedures, regulations. Where breaches of the MTU Student Code of Conduct are reported to the University, the relevant Disciplinary Policies and Procedures will be followed.

Document Control

A. Document Details

Title:	Membership and Lending Policy
Owner(s):	MTU Libraries
Author(s):	MTU Cork & Kerry Campus Library Staff
Version Number:	2.0
Status:	Approved
Effective Date:	5 Mar 2025
Review Date:	4 Mar 2028
Data Classification:	☒ Public ☐ Restricted/Internal Use ☐ Confidential/Strictly Confidential

Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
1.0	21st Apr 2021	Approved by MTU Library Merger Working Group	Yes
1.1	8th Nov 2022	Under section 3.0, the Cork Centre for Architectural Education is now referred to as a specific location under the definition of MTU Libraries. Within section 3.0, definitions of the following have now been included: - Registered Students - Children - Conservatoire Classes - Alumni Under section 5.3, specific reference is now made to conservatoire students in the CSM Fleischmann Library.	Yes

2.0	5 Mar 2025	Approved by MTU Library Policy and Procedures group and Collection and Subscriptions Group. Under section 3.0, definitions of the following are now provided. - Registered Staff - Retired Staff - External Member Under section 5.3 Policy details, the following has been updated. - Retired staff section. - Alumni section. - Corporate membership incorporated into external membership. New text added for Inter Library Loans/Inter Campus Loans.	Yes

C. Relevant/Related Existing Internal/External Documents

MTU (2022) *Student code of conduct* **2.0.**

MTU Library (2022) *Usage Policy*.

MTU Library (2022) *Collection Development Policy*.

*The above list is not exhaustive and other University documents may also be relevant.

D. Consultation History

This document has been prepared in consultation with the following bodies:

This document has been prepared by the MTU Library Merger Working Group in consultation with the MTU Students' Union.

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
MTU Head Librarians	5/3/2025	Final approval
MTU Vice President for Academic Affairs and Registrar (VPAAR)	7/3/2025	Final Approval

F. Responsible for Communication and Implementation

Manager/Functional Area responsible for communication and implementation:

Title	Functional Area	Date Implemented
MTU Head Librarian	MTU Cork Campus Library	7/3/2025
MTU Head Librarian	MTU Kerry Campus Library	7/3/2025