



# TUS

**Technological University of the Shannon:  
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre Iarthar Láir

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<p><b>TUS Library Membership and Lending Policy</b></p>
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## 1.0 Introduction

TUS Library Membership and Lending Policy actively promotes access to information resources for TUS staff and registered students. It also supports and enhances the teaching, learning, and research activities within the University.

## 2.0 Purpose of the policy

The purpose of this policy is to allow for fair and equal access to Library materials and resources to students and staff of the Technological University of the Shannon: Midlands Midwest (hereafter referred to as TUS or the Technological University) and other users of the library.

## 3.0 Scope

This policy refers to the membership and lending rules and regulations of TUS Libraries governing access to library resources across all campuses for both library members and non-members. It also outlines the consequences for any violations of library regulations.

## 4.0 Definitions

Term/Acronym	Definition
TUS Libraries	Any library located on the Midlands Midwest campuses.
Children	Individuals under the age of sixteen.
Alumni	Alumni

## 5.0 Roles and Responsibilities

Responsible Office/Person(s)	Role
Vice President Student Education and Experience	The executive oversight of this policy lies with Office of the Vice President Student Education and Experience

TUS Head Librarians	TUS Head Librarians have responsibility for the review of this policy and any changes or amendments to same.
TUS Libraries	Responsibility for implementation of the Policy is within the remit of staff at TUS Libraries.

## 6.0 Principles

**Fair & equal access** – TUS Library is dedicated to ensuring the provision of fair and equal access to the materials and information resources required by the TUS community.

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

**Supporting TUS students & staff** – TUS Library aims 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 TUS community.

**Abiding by licensing agreements** – While the provision of information resources in hybrid formats is an essential part of TUS Library 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.

## 7.0 Policy Details

Loan details per patron type	2-hour Loan	Short Loan	Standard Loan
<b>TUS staff</b> <i>Note: Total maximum loans equal the standard loan maximum for all patrons</i>	2 hours/ 3 items	7 days/ 3 items	30 days/ 12 items
<b>TUS Postgraduate</b>	2 hours/ 3 items	7 days/ 3 items	30 days/ 9 items

<b>TUS Undergraduate</b>	2 hours/ 3 items	7 days/ 3 items	14 days/ 7 items
<b>TUS Apprentice</b>	2 hours/ 3 items	7 days/ 3 items	14 days/ 7 items
<b>External/ Retired</b>	0 items	0 items	0 items

- Membership of TUS Library involves a commitment to observe library regulations. Please refer to TUS Library Usage Policy for further details.
- 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 TUS for the duration of their employment.
- Due to licensing agreement with vendors, only registered staff and students are allowed access to subscribed online resources.
- Library users must notify the library immediately of any changes to their contact details.
- Registered members are issued with a TUS 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.

## 8.0 External Membership Policy Details

- Visitors, including members of the public and private researchers, are welcome to access TUS Library for research purposes using a Day Pass upon application or availing of a one-year external access subscription upon application and the payment of the appropriate fee which allows reading access only.

However, it is important to note that research conducted must not be for profit or part of one's professional responsibilities. Upon arrival, individuals will be required to provide information about their research topic and the resources they intend to utilise. During busy study weeks and exam periods, the library may be unable to accommodate day pass visitors.

- External members (including retired staff and alumni) have reading access only. Borrowing, access to electronic resources, Wi-Fi connection or printing are not available. Please note TUS Library are members of the Eduroam Wi-Fi network, external members availing of Eduroam in a different organisation will be able to access Wi-Fi in TUS Library branches.
- Leaving Certificate students can avail of the Leaving Certificate Study Scheme which is available to Sixth Year Leaving Certificate Students from the middle of May until the end of the Leaving Certificate exams. Students are required to fill out a Leaving Certificate Application Form. Link: <https://forms.office.com/e/2P2Fm2Lh4p?origin=lprLink>
- Retired staff are entitled to become members upon application which allows reading access only.
- Alumni are entitled to become members upon application for reading access only. The first 2 years are free of charge. Standard fee will apply subsequently.
- Corporate membership is not available.
- External membership is available if approved by the Librarian for genuine academic/scholarly research and the payment of the appropriate fee which allows reading access only.
- The fee for academic year 2024/2025 is 40€. Payment over the phone method only. No cash payment facility.

## 9.0 Compliance

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

## 10.0 Children in the Library

Accompanying adults are expected to supervise, care for and ensure that the behaviour of children in the library is appropriate and in accordance with the Library Usage Policy.

- Access to certain areas within the library may be off-limits to children for health and safety reasons.
- Children cannot use Library PC's or access Wi-Fi.
- TUS Staff who bring children into the library must be aware of TUS Library's Children's Policy and notify Library staff of child's presence in Library.
- Leaving Certificate Students are welcome to avail of the Leaving Certificate Study Scheme and use the study spaces outside of TUS academic semesters.
- For further information please see TUS Child Safeguarding Statement 2022 – 2024 [here](#)
- Our Child Safeguarding Statement, which is available to all staff and students, has been developed in line with requirements under the Children First: National Guidance for the Protection and Welfare of Children (2017 and 2019 addendum re: online safety) and TUSLA's Child Safeguarding: A Guide for Policy, Procedure and Practice.
- In addition to the procedures listed in our risk assessment, the TUS Child Protection Policy and Procedures support our commitment to safeguard children TUS recognises that implementation of the Child Protection Policy is an on-going process. TUS is committed to the implementation of this Child Safeguarding Statement and the procedures that support our commitment to keep children safe. This Child Safeguarding Statement will be reviewed in line with the agreed TUS policy review schedule.



