

Learning Resources: Learner Agreement

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The following agreement is applicable to all Colchester Institute students including any student studying on a University Centre Colchester programme.

Learning Resources: Learner Agreement

Learning Resources are committed to:

- Providing services that meet with the needs of all learners based at Colchester Institute, in accordance with Colchester Institute's policy on Equality and Diversity and within available resources;
- Providing high quality services through well trained staff;
- Providing print and electronic resources and equipment to support the curriculum;
- Providing services at minimum costs to students;
- Regularly seeking feedback from learners and striving to improve the services available;
- Making information about changes to standard opening hours available on the Colchester Institute Portal and in the Library with as much advance notice as possible;
- Keeping users informed of the status of their loans via college email;
- Guaranteeing confidentiality of personal information (see **Data protection***).

You agree to co-operate by:

- Treating other users and staff with respect and courtesy at all times and observing the noise restrictions in designated study areas;
- Not consuming food or drinks in learning areas, other than drinks in lidded containers;
- Clearing away your own rubbish, reporting any spillages, and leaving areas as you found them;
- Not taking or making phone calls in the library or other designated areas;
- Returning items by the agreed date, paying outstanding fines, and ensuring that any outstanding issues are resolved by the end of June 2024;
- Accepting responsibility for all items borrowed with your ID card and not passing materials on to other students;
- Not removing materials without authority and not damaging any materials, equipment or property;
- Observing copyright restrictions on all resources, including electronic media;
- Checking your College email for Library notices.

Loan Equipment

Loan equipment will be issued for 7 days, 48 hours or 24 hours depending on the item. If you need to borrow equipment for longer than its standard loan duration, talk to Library staff about this.

When borrowing from us, you agree to: -

- Treat loan equipment with respect;
- Accept responsibility for all equipment borrowed with your ID card;
- Not pass loan items on to others;
- Accept responsibility for any damage to the equipment (or subsidiary items);
- Return items by the agreed time and in full working order;

You also acknowledge that any repair or replacement costs necessary after you have borrowed any equipment may be charged to you.

If you break this agreement, use of the facilities can be suspended you may face other disciplinary measures.

***Data protection**

- Learning Resources will comply with the Colchester Institute Data Protection Policy and all related procedures;
- If you choose to register individually on third party databases subscribed to by Learning Resources for additional functionality please be aware that their privacy policies may differ.
- By using our services and subscriptions you give consent to your information being stored on third party systems operated by us to provide you with access to our resources. Accounts will be created automatically when you use these systems and details stored will be limited to minimal information.

For further information please contact library.helpdesk@colchester.ac.uk