

## Library competition rules

### The idea

1. May be submitted by individuals or groups (this should be made clear in the submission).
2. May be accompanied by supporting images, videos or other media (alongside the submission entry form).
3. Must be the original work of the individual or group submitting the entry. The University of Surrey Library reserves the right to remove from the competition any entries which are suspected or proven to infringe upon another individual's intellectual property. Acknowledgement should be given for ideas inspired by similar work at other institutions.

### The entrant

1. Must be a registered student at the University of Surrey.
2. Must submit the competition using the entry form.
3. *May submit multiple entries to the competition but should limit submissions to no more than three per person.*
4. Accepts that a submission to the competition is entered at the individual's own risk. The University of Surrey is not responsible for any loss or damage (however caused) during the submission or competition process.
5. Agrees that they will assign full ownership and intellectual property rights of the idea to the University of Surrey. The University will become the owner of the concept and any associated intellectual property rights. As such it will be free to use, reproduce, alter, maintain, modify, reproduce in other formats, commercially exploit and/or handle the idea without any payment to the entrant.
6. Agrees to their name and ideas being used in any publicity associated with the competition. All other personal data submitted as part of an entry will be held securely within a spreadsheet that can only be accessed by members of the competition project team. All entries will be anonymised when shortlisted by Library staff members. Email addresses will not be available other than to the project team and used only for the purposes of participating in, administering and judging the competition.
7. Commits to attend the final judging panel and awards event in Semester 2 2026, expected to be Wednesday 25th March, should their idea be shortlisted.
8. Shortlisted candidates will deliver a 5-minute pitch of their shortlisted idea to the judging panel at the Grand Finale.

### The judging

1. Entries will be limited to those submitted before the advertised closing date 09.00 am Monday 23<sup>rd</sup> February 2026.
2. A selection of entrants will be shortlisted to attend the final event and pitch their idea to a judging panel. Shortlisted entrants will be notified via email.
3. The judging panel will select the winning idea. The panel's decision is final.
4. The winner will receive a prize of £500. For group submissions the £500 prize will be shared amongst group members. Additional, smaller prizes may be awarded for smaller scale ideas which are not shortlisted for the main prize, but which provide 'quick win' improvements.

5. Details of the winner will be announced at the awards event and publicised on the University of Surrey Library website and social media channels. The name of the winner and details of the idea will be published.

#### Library and Learning Services

1. Commits to explore the feasibility of the winning idea with the winning entrant as soon as practicable after the winner is announced.
2. Will assign a mentor to each shortlisted candidate to help them prepare their pitch to the judging panel.

*We thank the University of York and University of Bath Library Services for sharing details of competition rules.*