

Appendix 7: Library Rules

Use of the Library is restricted to members of the College. Visitors may work in the library *by appointment, with permission and at the discretion of the Librarian.*

All loans are the responsibility of the person whose card they are checked out on. College books should not be borrowed by members of College on behalf of non-members.

The Library is open 24 hours a day for members of the College, except when the College itself is closed. The Library is a quiet environment intended for study; talking should be in a low voice and kept to a minimum.

Books removed from the Library must be properly issued via the self-issue computer, or, if the self-issue computer is out of order, by filling in the borrowing form. *Removing books from the Library without going through either of these procedures is theft*, and is regarded by the College as a serious disciplinary offence.

Fines for overdue books are charged at 10p per day. These will be charged to your battels, as will be the cost of any book which has been lost (along with a set £10 fine per fine).

Personal possessions are not to be left on desks without dated notes for longer than 24 hours, and must always be left in tidy piles to allow others to use the desks. There will be a 9 a.m. clearance daily.

Smoking, and the bringing of food and drink into the Library is forbidden (with the exception of bottled water, which is allowed). Fines of up to £20.00 may be charged.

Mobile phones and laptops must be switched to silent before entering the Library.

Readers are required to abide by the University's rules on computer use.

Persistent offenders (3 warnings) against any of the above rules will be referred to the Dean and may be banned from the Library.