Library Rules

Use of the library is conditional upon acceptance of these rules. Failure to comply with library rules may result in restricted access.

1. Use of the library is restricted to members of the College.

2. Visitors may only work in the library with the permission of library staff.

3. All items must be checked-out using the OLIS Self-Issues System with a University card.

4. Items must be returned or renewed by the due date assigned at the time of borrowing. Failure to do so incurs fines.

5. Items without a barcode must be checked-out using an issue slip.

6. Recalled books must be returned within 3 days of the recall notice; a late return will incur fines.

7. Readers must not write in, mark, deface or otherwise damage library materials in any way.

8. The library reserves the right to charge the full cost to the library (including administrative costs) for replacements of any items lost, damaged or not returned.

9. Reference books and journals removed from the library for photocopying must be returned to the shelves immediately after copying. Copies may be made only with compliance to Copyright law.

10. Use of library computers and network points is subject to college and University Computing Regulations.

11. Smoking, food and drinks are not permitted in any part of the library.

12. Mobiles phones must be silenced.

13. All noise must be kept to an absolute minimum. Readers must not engage in conduct within the library which is likely to cause disturbance to other readers or members of staff.

14. Personal belongings should not be left in the library overnight, any such items will be removed.

15. The library will not be responsible for personal belongings which are lost or damaged.