

# Appendix H

## Library Rules

*Note: the administration of the Colleges institutional muniments and records are considered separately in Standing Order A.5.4*

### H.1 Opening Hours

The Working Library (or New Library) is open to members of the College twenty-four hours a day. The Library is normally staffed from 9.00am to 5.00pm Mondays to Fridays throughout the year. Except by special arrangement with the Librarian, the Old Library is open only during staffed hours.

### H.2 Access to the Building

1. Outside staffed hours, entry to the Working Library is by University or College card. It is an offence to enter or leave the Library using a card issued to another person. It is also an offence to let any person into the Library building without the Librarian's permission.
2. The Rare Books Reading Room and the Old Library are normally locked and alarmed outside staffed hours. Fellows are asked, if at all possible, to restrict their visits to the Old Library to staffed hours. If they wish to work in or take visitors into any part of the Old Library at other times, they are requested to make an appointment in advance with the Head Porter, who will try to ensure that a member of his staff is available to disable and reset the alarm systems.
3. Non-members of College wishing to consult collections in the Old or Working Libraries should normally apply in advance to the Librarian. At the Librarian's discretion they may work in the Library by appointment during normal staffed hours.

### H.3 Borrowing Arrangements

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

1. No book or other item kept in the Upper Library, and no manuscript or other item from the Special Collections held in the Lower Library or other secure storeroom, shall be removed from the Library without the prior approval of the Council, except that the Librarian may agree, under suitable conditions, to the removal of a book by a Fellow for use within the day, but not overnight.
2. Unbound periodicals and other rare or fragile materials held in the Library collections may not normally be borrowed.
3. Borrowing privileges are as follows:
  - i Fellows and Chaplain may borrow up to forty volumes, the books to be returned once a year or immediately if needed by another reader. In respect of audio-visual items and maps borrowed by Fellows, the regulations in (iv), (v) and (vi) below shall normally apply.
  - ii Every current junior member, College Research Associate, College Teaching Associate, College Post-Doctoral Researcher and any other resident member not a Fellow may borrow up to specified limits on the numbers of items in different formats, as advertised by the Library on its website and in published Guides.
  - iii During Full Term, books are issued to resident undergraduates and resident senior members other than Fellows for one week. A loan may be renewed for a further week if the item is not required by another reader. Up to four such renewals are permitted. Books are issued in Full Term to resident graduate students, College Research Associates, College Teaching Associates and to Post-Doctoral Researchers for four weeks and may not be renewed. Books borrowed by graduates, College Research Associates, College Teaching Associates or Post-Doctoral Researchers may be recalled after one week if requested by another reader.
  - iv Audio-visual items (CDs, DVDs and other equivalent media in the collections) are issued to all those enjoying borrowing privileges for one week in Full Term. A loan may be renewed up to four times if the item is not required by another reader.
  - v Maps are issued to all those enjoying borrowing privileges for two weeks in Full Term. A loan can be renewed up to four times if the item is not required by another reader.
  - vi Vacation borrowing. All those enjoying borrowing privileges under (ii) above may borrow up to their quota during the Christmas, Easter and Long Vacations, provided that all items previously borrowed have been returned. Items borrowed over vacations are to be returned by the first Friday of the following Full Term and may not be renewed at that time.
  - vii Other members of College have no borrowing privileges. However, the Librarian has discretion to permit the loan of books and other items to members of the College or others who do not enjoy borrowing privileges.
  - viii It is an offence to borrow items using a card issued to another member of College.

## **H.4 Return of Borrowed Items**

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

Books and audio-visual items that have been borrowed from the Library must be returned to the issue desk during staffed hours, or to the appropriate returns box at other times. Maps must be returned to the issue desk during staffed hours, and should not be left in a returns box.

## **H.5 Late Returns and Lost Items**

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

Junior members, College Research Associates, College Teaching Associates and Post-Doctoral Researchers who exceed the time limit for borrowing will be fined. The fine for the late return of any item is 25p per item per day for all items other than CDs and DVDs, for which the fine is 50p per item per day. The fine for the late return of a recalled item may be set by the Librarian at up to £1 per day. A junior member, College Research Associate, College Teaching Associate or Post-Doctoral Researcher who loses or who does not return a borrowed item will normally be charged the full replacement cost of the item, including any binding or administrative costs. These fines will from time to time be reviewed by the Librarian, new rates to be approved by the Library and Records Committee and the Council.

## **H.6 Conduct in the Library**

1. Food and alcoholic drink must not be brought into the building. Food purchased from vending machines within the Library may be consumed only in such parts of the building as the Librarian shall from time to time designate for this purpose.
2. Books which have been used in the Library should be returned to a reshelving trolley or to the correct place on the shelves.
3. Bags and coats must be left in the cloakrooms on the ground floor, or in personal lockers.
4. It is forbidden to mark, underline or write in books or journals, or in any other way to damage or deface an item in the Library's collection.
5. Mobile devices may be used in the Library on silent setting only.
6. While in the Library, readers are expected to conduct themselves in ways that take account of the needs of others in a shared, and often unstaffed, working environment. In particular, they should avoid loud conversations, and should leave workspaces in such a state that others can make use of them. Behaviour or actions which interfere significantly with the use of the Library by other members of the College constitute an offence against this rule

## **H.7 Use of Special Facilities**

1. Seminar Room. The Library Seminar Room can be booked by members of College for classes and meetings. Such meetings may be held there at any time, although access for non-members of College is available only during staffed hours. General Library rules apply.
2. Audio-Visual Room. General Library rules apply.
3. Silent Study Room. This space is reserved for users who intend to work in an environment with no noise. General Library rules apply.
4. From time to time, responding to perceived need and to reasonable requests from readers, the Librarian may designate spaces within the Library as reserved for silent study, for academic group activity or for other academic purposes. Such arrangements will be clearly advertised, and identified by adequate signage.

## **H.8 Loan of Library materials for display outside the College**

1. Items from the Library collections lent for display outside the College must be insured by the exhibitor. The Librarian shall verify insurance arrangements before any item is loaned.
2. Any permission granted for a loan shall be on the condition that, before an item is lent, arrangements for the security, transport and the environmental conditions under which it will be displayed shall first be approved by the Librarian.
3. The cost of any valuation required of an item requested for loan, and of any transport or other costs necessitated by the loan, shall normally be met by the borrower.

## **H.9 Copies of College publications**

Copies of publications originating within the College shall be deposited in the Library by the author, editor or other publisher.