

Library Rules

Note: the administration of the College's institutional muniments and records are considered separately in Standing Order A.5.4

1. Opening Hours

The Working Library (or 'New Library') is open to members of the College only twenty-four hours a day. The Library is normally staffed from 9am to 5pm on Mondays to Fridays throughout the year. Except by special arrangement with the Sub-Librarian, the Old Library is open only during staffed hours.

2. Access to the Building

- 2.1. 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 unauthorised person into the Library building without the Sub-Librarian's permission.
- 2.2. 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 to 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 the portering staff is available to disable and reset the alarm systems.
- 2.3. Non-members of College wishing to consult collections in the Old or Working Libraries should normally apply in advance to the Sub-Librarian. At the Sub-Librarian's discretion they may work in the Library by appointment during normal staffed hours.

3. Borrowing Arrangements

- 3.1. 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 Council.
- 3.2. Unbound periodicals and other rare or fragile materials held in the Library collections may not normally be borrowed.
- 3.3. Borrowing privileges in respect of other materials held in the Library will be agreed from time to time by the Working Library Committee, the Sub-Librarian immediately publicising any changes to readers, and reporting such changes to the Council through the Committee minutes.
- 3.4. It is an offence to borrow items using a card issued to another member of College.

4. Return of Borrowed Items

Books which have been borrowed from the Library must be returned to the Library 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.

5. Late Returns and Lost Items

Junior members, College Research Associates, College Teaching Associates and Affiliated Researchers who exceed the time limit for borrowing will be fined. Fines are advertised on the College Website and in the Standing Order C.5.1. A junior member, College Research Associate, College Teaching Associate or Affiliated 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 Sub-Librarian, new rates to be approved by the Working Library Committee.

6. Conduct in the Library

- 6.1.** 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 Sub-Librarian shall from time to time designate for this purpose.
- 6.2.** Books which have been removed should be returned to a reshelving trolley or to the correct place on the shelves.
- 6.3.** Large personal belongings must be left in personal lockers.
- 6.4.** 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 collections.
- 6.5.** Mobile devices may be used in the Library on silent setting only.
- 6.6.** 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.

7. Use of Special Facilities

- 7.1.** 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. The Room is usually reserved for extra study space during most of the Easter Term.
- 7.2.** Audio-Visual Room. General Library rules apply
- 7.3.** From time to time, responding to perceived need and to reasonable requests from readers, the Sub-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.

8. Loan of Library materials for display outside the College

- 8.1. Items from the Library collections lent for display outside the College must be insured by the exhibitor. The Sub-Librarian shall verify insurance arrangements before any item is loaned.
- 8.2. 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 be approved by the Sub-Librarian.
- 8.3. 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.

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.