

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 only 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 Sub-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 Sub-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 Sub-Librarian. At the Sub-Librarian's discretion they may work in the Library by appointment during normal staffed hours.

H.3 Borrowing Arrangements

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.
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 may borrow up to forty volume for four weeks. Books will be automatically renewed but must be returned 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 postgraduates for two weeks. Renewals are permitted for a further two weeks, up to the maximum of eight weeks, providing the item(s) has not been recalled or requested by another reader. Books are issued in Full Term to College Research Associates, College Teaching Associates and to Post-Doctoral Researchers for four weeks and may not be renewed.
 - 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. Renewals are permitted for a further one week, up to the maximum of four weeks, providing the item(s) has not been recalled or requested by another reader.
 - v Maps are issued to all those enjoying borrowing privileges for two weeks in Full Term. Renewals are permitted for a further one week, up to the maximum of four weeks, providing the item(s) has not been recalled or requested 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. Vacation borrowing starts on the last Wednesday of Full Term. Items borrowed over vacations are to be returned by the first Wednesday of the following Full Term.
 - vii Other members of College have no borrowing privileges. However, the Sub-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

Books and audio-visual items that have been borrowed from the Library must be returned to the issue desk during staffed hours. Items can also be returned using the self-issue machine outside staffed hours after which they should be placed in the appropriate returns box. 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

Junior members, College Research Associates, College Teaching Associates and Post-Doctoral 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. and in Schedule 1 of the Standing Orders. 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 Sub-Librarian, new rates to be approved by the Working Library Committee.

H.6 Conduct in the Library

1. Food and alcoholic drink must not be brought into the building.
2. Books which have been used in the Library should be returned to a reshelving trolley.
3. Large personal belongings must be left 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 online by members of College for classes and meetings.

Such meetings may be held there at any time. Non-members of College may use the Seminar Room, providing they are accompanied by a member of the College at all times. General Library rules apply. The Room is usually reserved for extra study space during most of the Easter Term.

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 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.

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 Sub-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 Sub-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.