# Using the Library

These guidelines supplement the University Library Regulations which are published separately.

## 1. Access

1. All Loughborough students and staff are free to use the Library. Staff or student ID cards should be carried at all times. During periods when the Library is open it is necessary to show a staff or student ID card to gain access to the building after 10pm.
2. Members of the public may use the library, free of charge, for reference purposes. Anyone aged 16 years or under must be accompanied by an adult. During periods when the Library is open, it is necessary to show a staff or student ID card to gain access to the building after 10pm.

## 2. Borrowing entitlements

|  |  |  |
| --- | --- | --- |
| **Membership Category** | **Number of items** | **Long Loan period** |
| Undergraduate students | 15 | 4 weeks |
| Final Year Undergraduate students | 20 | 4 weeks |
| Postgraduate students | 20 | 4 weeks |
| Research students | 30 | Loans will be due back three times a year (unless recalled): end of summer vacation; end of semester one and just after semester two. |
| University staff | 30 | Loans will be due back three times a year (unless recalled): end of summer vacation; end of semester one and just after semester two. |
| Alumni & Retired members of staff | 8 | 4 weeks |
| External readers | 4 | 4 weeks |

1. The number of items may comprise Long Loan, Week Loan and up to 4 items from the High Demand collection.
2. Long loan items may be recalled if requested by another reader.
3. High demand items and certain other classes of material are subject to restricted loan conditions, irrespective of the status of the borrower.
4. Some items, e.g. reference works, theses, books of special value and periodicals, may not normally be borrowed.
5. Access to the Library’s electronic resources may be restricted to certain categories of users.
6. **Part-time/distance learners and DANs registered students** may borrow long loan items for 6 weeks and week loan items for two weeks. Items can still be recalled as usual.

## 3. External Users

1. Members of the public may buy an External borrowers ticket for £50 per year from the Customer Services Desk of the University Library.
2. Teachers at Loughborough College or the RNIB College can request a staff borrowing ticket without charge on production of an employer's letter of introduction.
3. Retired members of University staff and permanent staff in the Students Union may apply in writing to the University Librarian for an external borrowing ticket, which is usually provided free of charge.
4. Alumni may apply to the Customer Services manager for membership. Membership will be free for the first 5 years. After this period there is an annual fee of £10. Alternatively life membership may be purchased for £100.

## 4. Fines and charges

1. Fines shall be levied on any borrower returning an item late according to the scale shown below.

|  |  |  |
| --- | --- | --- |
| **Loan Status** | **Charge** | **Maximum charge per item** |
| **Long Loan** | 50p per day | £15 |
| **Week Loan** | 50p per day | £15 |
| **High Demand** | 50p per hour or part thereof | £25 |
| **Bound volumes of periodicals** | 50p per day | £15 |
| **Inter Library Loans** | Charges are determined by the lending library and will be passed on to the Borrower. |

1. Failure to return material on time may result in a bill for a replacement being sent. If no response is made to a final recall or overdue notice, a bill shall be sent to the borrower which shall include a non-refundable charge of £20 to meet Finance Office costs.
2. If a lost, stolen or damaged item has to be replaced, a handling charge of £10 will also be added to the cost of the book.
3. For any other misdemeanour relating to the Library the Librarian is empowered to levy a fine of up to £200 plus any costs incurred.
4. You must ensure that any outstanding charges on your record remain below **£5.00**. You may not continue to borrow from the Library if your outstanding charges exceed this level.

## 5. Conduct

1. Readers can talk, use mobile devices for conversation and eat and drink in Open 3 on Level 3 of the Library.
2. Good order shall be maintained in all areas of the Library. Quiet shall be maintained on levels 1 & 2.
3. The use of mobile devices for conversation is prohibited on Levels 1 and 2 of the Library.
4. Eating and drinking (except for bottled water) is prohibited on Levels 1 and 2 of the Library.
5. When using mobile devices in the Library, please ensure you do not leave trailing power leads that may cause a hazard to other readers.