

# Regulations & Rules

## **Taking a break?**

You can reserve up to five books on your desk for 24 hours by filling in a pink reservation slip. All belongings left for more than one day at a desk will be removed by Library staff.

## **Food and drink**

Food and drinks apart from water are not permitted in the Library. There is a water machine available in the Wates Room. Refreshments are available from the café, Fiona's, next door in South Court.

## **Lost property**

Lost property is kept at the staff reception desk, and is then handed to the Porters.

## **Library Fines**

The fine for the late return of a book is £1 per book per week (or part of a week) for the first 28 days, rising to £5 per week there-after. Fines will be debited from your College account. The fine for the late return of a short-term loan item is £1 per day (or part of a day). A library user who either loses or does not return a book will be charged the replacement cost of the book.

## **Vacation loans**

Vacation borrowing starts on the Monday of the final week of Full Term. Books borrowed during the vacation must be returned before Friday of the first week of the next Full Term.

## **Remember...**

Please be considerate of others when using the Library. Please put phones on silent, keep noise to a minimum, do not mark the books, and leave your workspace clean and tidy.