

St Antony's College Library Rules

- 1. Readers must use their own access card to enter the Library and should inform the Library staff immediately if they lose their card.**
- 2. Readers must not admit other persons into the Library without permission from the Librarian.**
Any unauthorised persons will be asked to leave.
- 3. Books and journals must not be annotated, marked or otherwise defaced in any way.**
Though it may be acceptable to annotate texts elsewhere, readers are forbidden from writing in / on materials which belong to St Antony's College Library. Readers are expected to clean / erase their marks. Readers will be asked to cover replacement costs for items which have been significantly and irreparably damaged whilst on loan to them.
- 4. Readers must use the Library with care and with consideration to others.**
- 5. Readers must maintain quiet as far as possible in all reading rooms.**
If it is necessary to talk, please do so quietly.
- 6. Food and drink (with the exception of securely bottled water) are prohibited.**
- 7. Desks may not be reserved for more than one day.**
Please note, any belongings left unattended in the Library are liable to be removed by the staff; the College reserves the right to dispose of unclaimed items six weeks after such removal. The College accepts no responsibility for any damage to or loss of belongings left in the Library.
- 8. Reference materials may not be taken from the Library except for immediate photocopying. They must be returned straightaway.**
- 9. A loan transaction must be completed at the issue desk for each item before its removal. The maximum loan allowance for members of St Antony's College is 20 volumes per member at any one time.**
Please contact the Librarian should you wish to borrow more. Note, the recorded borrower will be deemed responsible for the safekeeping and return of each item s/he has on loan
- 10. All books must be returned or renewed on designated dates.**
Unless recalled for other users, books are usually due back on Tuesday of first week and Thursday of eighth week each term.
- 11. Recalled books must be returned immediately.**
For this reason, readers must not take books out of the Library if they will not be able to return them quickly. If immediate return is not possible the reader should contact the Librarian. Please note, notifications will be sent by email unless alternative arrangements are made with the Library staff.
- 12. Borrowed books should be returned to the Library staff in person or via the book return box in the Library foyer.**
- 13. Readers must return all borrowed items before their membership of the Library ends.**
In most cases, Library membership will end when readers cease to study / work at St Antony's College.

Should Library rules be breached, appropriate action will be taken to restore and protect the Library collection and / or environment. Such action may include fines, issuing of charges to cover costs of damage or loss, and in very serious cases, removal of access.