

Rules for users of St Antony's College Library

Effective date: 5 November 2025

Last reviewed/updated: 2014

Next review date: Michaelmas term 2028

Policy owner: College Librarian (Aimee Burlakova)

Approved by: Management Executive Team

1. Purpose

- **Objective:**

The below rules have been established to help St Antony's College Library achieve its core mission. The Library seeks to empower College members to fulfil their academic goals, grow together as a community, undertake research and promote the College.

These rules operate within the broader framework of St Antony's College's Code of Conduct. They uphold respect for all users and staff, and fair opportunities for access as well as protection of materials, equipment, rooms and their furnishings.

- **Scope:**

These rules apply to all individuals who use St Antony's College Library. Use of archival/special collections is subject to additional rules not covered in this document.

2. Definitions

- **Key terms:**

The Library/St Antony's College Library: The Main Reading Room, Microfilm Room, Library Office, Book stacks, store rooms and adjoining corridors, as well as the Gulbenkian Reading Room within the College's Old Main Building, the materials and equipment purchased for or gifted to the Library, and the team that manage these.

Issued: Legitimately in the possession of an individual as a loan for use within or outside the Library.

Material: Items (incl. print and digital format) owned or in the custody of St Antony's College Library.

Member(s): Unless otherwise stated, those with current registered membership of St Antony's College.

Borrower(s): Individuals with items in their possession which are owned or in the custody of St Antony's College Library.

Users: Unless otherwise stated, those who make/have made use of St Antony's College Library.

3. Procedures

3.1 Access

- St Antony's College Library is maintained primarily to support current members of the College, and card access to the Library is provided chiefly to members of St Antony's College only.
- As part of a commitment to supporting families within the broader College community, Fellows and current students may apply for access cards for the following individuals:
 - a. Partners/relatives (over the age of 18 only) who are officially resident in Oxford and not otherwise attached to the University of Oxford.
 - b. Partners of Governing Body Fellows who are not otherwise attached to the University of Oxford (incl. those not living in Oxford).
- Governing Body Fellows may apply to the College Librarian for access cards for guests who will give talks at the College. Access will be granted for a maximum of two weeks.
- Governing Body Fellows and students are held responsible for renewing and returning any cards issued for use by their partners/relatives/guest speakers, in accordance with the terms under which they are lent.
- Guests (over the age of 18 only), may be permitted access to the Library to study with members for short periods during summer and winter vacations. Guests must be accompanied by members at all times. Permission must be sought from the Librarian in advance.
- Those who are provided with access cards, or appropriately programmed University cards, must use their own cards to enter the Library and inform the Library staff if they lose their cards.
- University card/access card holders must not lend their cards to others, or admit others into the Library without permission from the Librarian. Exceptions are made for short tours for small groups (see 3.3).
- Entry to the Old Main Building is open during weekdays in term time (0th week to 8th week) from 9.00am to 5.00pm. Alumni and members of the wider University are welcome to use the Gulbenkian Reading Room for study during these hours.

- Alumni may be given access to the Main Reading Room for the purpose of study or research during staffed hours with the consent of Librarian. Card-access will not usually be supplied.
- Members of Nuffield College and members of the Maison Française d'Oxford with valid, current University cards may be given access to the Main Reading Room for the purpose of study or research during staffed hours. Card-access will not usually be supplied.
- Those without membership may be provided with access to the Library for the purpose of consulting items not held within the Bodleian Libraries. Access will be provided by appointment with the College Library and Archive staff only. Card-access will not be supplied. The Library and Archive staff will retain University cards/Bodleian reader cards in exchange for any modern published material provided. Those without University cards or Bodleian reader cards must complete a registration form and provide a valid form of identification.
- With the exception of guide dogs and assistance animals which are trained and registered with recognised organisations, animals are not allowed in the Library.
- Library users must follow all emergency procedures as directed by the College staff, and evacuate in the event of a fire or fire drill.
- The Library's Main Reading Room and storage areas will be closed during periods of Library staff absence that continue beyond five consecutive days.

3.2 Use of Library Space

Library users **must**:

- Use all spaces and materials with care and consideration for others
- Maintain quiet as far as possible in all reading rooms
- Use secure lidded containers for drinks (no drinks, including bottled water, are permitted on or close to desks where archive/special collections are being consulted)
- Maintain personal hygiene that does not disrupt the comfort or use of the Library by others
- Have clean and dry hands when handling materials
- Leave spaces tidy and dispose of litter using appropriate bins

Library users **must not**:

- Smoke or vape in any part of the of the Library and surrounding building
- Bring food into the Library (this includes sweets and chewing gum)
- Film or photograph individuals in the Library without their consent

- Sleep in any part of the Library or surrounding building. College staff will wake you up and may ask you to leave if you're found sleeping
- Reserve spaces (other than designated bookable rooms) or equipment, or in any way obstruct access to spaces or equipment that is not in use, without the permission of the Library staff. Spaces and equipment are usually available on a first-come, first-served basis. Exceptions are made in special circumstances only

Please note that personal property left unattended in the Library will be treated as lost property and taken to the Lodge. The College accepts no responsibility for any damage to or loss of belongings left unattended.

3.3 Tours and Events

- Members are welcome to show spaces to small groups (up to 6 guests for up to 20 minutes) without prior agreement. All guests must be accompanied by at least one current member who will act as host and take responsibility for ensuring rules on use of space (see 3.2) are upheld at all times.
- Large groups (comprising 7 or more non-members) may enter the Library by prior agreement with the Librarian only. Groups will not ordinarily be admitted during term time and tours must have an agreed, clearly stated purpose (e.g. study of architecture, history, College life). No more than 25 guests will be admitted into the Gulbenkian Reading Room or the Main Reading Room at any one time.
- Parts of the Library may occasionally be closed to accommodate events and/or filming. Permission from the Librarian must be granted in advance. Events/filming which necessitate closures or which disturb the quiet nature of readings rooms will not ordinarily be permitted during term time.
- Advance notice (usually 24 hours) of the presence of large tour groups, events, filming and/or closures will be provided to members through notices on reading room doors and the Library's online guide.

3.4 Use of Library Material and Equipment

- The following members are eligible for full borrowing privileges (up to 20 books, term-long and vacation-long loans, with remote renewals permitted for up to one year):
 - Current Students
 - Warden
 - All Fellows (Emeritus Fellows, Foundation Fellows, Governing Body Fellows, Honorary Fellows, Research Fellows, Senior Research Fellows, Visiting Fellows)
 - Registered Academic Visitors
- The following are eligible for associate-member borrowing privileges (up to three books for two-week loans):
 - Staff*
 - College Advisors*

- Directors of Centres affiliated to the College (African Studies, Asian Studies, European Studies, Latin American Studies, Middle East, Nissan Institute, Russian and Eurasian Studies) who are not Fellows of St Antony's*
- Members of Nuffield College and the Maison Française d'Oxford

*Staff, College Advisors and Centre Directors are permitted extended loans where materials are borrowed to support duties performed in the course of their College employment. Loan duration will be agreed on a case-by-case basis.

- Every loan must be recorded through the self-issue machine or by the Library staff (or through borrower slips if the machine is out of operation and staff are not available).
- Library users must return any material or equipment issued to them in accordance with the terms upon which it was issued. Note, some material is available for use within the Library only, and must not be taken out.
- Library users must protect material or equipment issued to them and must not damage it or expose it to hazardous conditions.
- Library users must not annotate with ink, correction fluid, pencil, or any other substance, or otherwise deface materials in any way. Where possible without causing further damage, users must remove/erase any accidental marks which are made on materials whilst on loan to them.
- You may only make copies from Library material as allowed by the Copyright, Designs and Patents Act 1988.

4. Compliance and Monitoring

Access to the College Library is ordinarily managed through the College's card access security system. Library users may occasionally be asked to produce University cards or access cards or other proof of ID for examination on request by the Library and Lodge staff. Those who do not show a valid card or proof of ID, may be asked to leave.

The Library follows a consistent process in response to overdue loans. Borrowers will receive an automated notice before an item is due for return, and reminders when items are overdue. Should automated messages go unaddressed, the Library staff will attempt to make contact by email and/or in person to discuss the return of items. Where loans remain outstanding for eight weeks or more, matters will usually be referred to the Dean (for students) or the sub-Warden (for non-students), and borrowers will be charged replacement costs (see below).

Borrowers will usually be held responsible for covering the replacement costs (incl. administrative charges) of any material or equipment which is lost or significantly and irreparably damaged whilst on loan to them. The below procedures are followed:

- a. The Library will ordinarily source a replacement, and the borrower will be charged the retail price of a suitable replacement (including postage and packaging costs), plus an administrative charge of £10.
- b. If the borrower would prefer to supply a replacement, they must contact the Librarian in advance. The Librarian must be satisfied that details/specifications

match those of the lost/damaged item, and that it is in suitable physical condition. In most cases, the Library will not accept former library books or poor quality digital reproductions. A borrower who supplies a replacement will be charged an administrative fee (£10 per book) only.

- c. If a borrower loses/damages a text which cannot be replaced, they will be charged the original acquisition cost or £50 (whichever is greater), plus an administrative fee of £10.
- d. Stolen books should be reported without delay. Charges will be waived for those who supply a police report or crime number.

Where borrowers fail to return borrowed items after their membership has ended and/or charges cannot be added to battels, the Library will seek to recover replacement costs (incl. administrative charges as above) through other means, for example, from College deposits.

Sanctions, including the withdrawal of access and services, may be imposed on individuals who breach or attempt to breach these rules. Access and services may be suspended whilst allegations of a breach or attempted breach are investigated and determined.

5. Review and Revision

- **Review cycle:** This document will be reviewed every three years
- **Revision history:** This document supersedes 'St Antony's College Library Rules' last revised and approved by MET in Michaelmas Term 2014, and replacement charges approved by MET in Trinity Term 2014.

6. Related Documents

- College Library registration form for archival/special collections (including document handling rules): <https://www.sant.ox.ac.uk/the-college/libraries-and-archive/college-library-registration-form/>
- College Library Collection Management Policy: https://www.sant.ox.ac.uk/wp-content/uploads/2023/12/library_collection_management_policy.pdf
- St Antony's College Code of Conduct: <https://www.sant.ox.ac.uk/wp-content/uploads/2025/05/Code-of-Conduct-2025.pdf>
- IT Rules: <https://www.sant.ox.ac.uk/wp-content/uploads/2025/06/IT-Rules.pdf>

7. Contact Information

- **Policy owner:** Aimee Burlakova (College Librarian): librarian@sant.ox.ac.uk
- **Support:** Further information about this document can be obtained from the College Librarian.