

## **Library Rules and Regulations Library regulations:**

1. Library members agree to respect the library and its users and agree that it is a space for work and study.
2. Library members must have their library membership card to borrow, renew or request items and are responsible for all items borrowed on their card.
3. Items should be returned or renewed before the due date. Membership accounts will be suspended if a library member consistently fails to return or renew items
4. Members are responsible for the condition of any items borrowed and will be charged the full replacement cost for any non-return, loss or damage. Alternatively, and in agreement with the Librarian, members can supply the library with an exact copy.

Please do not mark books, fold pages or highlight sections of text as this constitutes damage. We check our stock regularly, but if you find an item is damaged before you borrow it you should bring this to the attention of a member of library staff.

5. Mobile phones should be turned to silent when you use the library. Telephone conversations should be taken outside of the library.
6. Hot food is not permitted in the library.
7. When you make photocopies or access and use material on-line, please observe the terms of the NHS/HE copyright licence. Ask for advice if unsure.
8. Any personal information that you provide when joining the library will be used to administer your library account and will not be used for any other purpose. The information is kept in accordance with the Library Privacy Policy.

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