

## Library Borrowing Regulations: Ordinary loans<sup>1</sup>

- Only students registered at King's Inns may borrow books from the library.
- Borrowers must produce a valid student I.D. card in order to borrow books.
- Student I.D. cards are non-transferable.
- A total of two books may be borrowed at a time.
- The loan period for books is four days.
- Books may not be borrowed or returned within fifteen minutes of the library closing time.
- Books must be returned directly to a member of the library staff.
- Books may not be borrowed until they have been processed and returned to the shelves for at least twenty minutes.
- **A fine of €5 per day per book is charged for overdue items.** No further books will be issued until all fines are paid (by cash) in full.
- Examination results will **not** be mailed to students until all outstanding fees / penalties or other monies that may be due have been paid to King's Inns (see Student Information Brochure, section 3: General Information).
- Borrowers will be notified of overdue books via their student e-mail.
- Borrowers are responsible for the safe keeping of books until they have been returned and the loan records cancelled.
- Lost or damaged books belonging to the Library must be replaced by another copy of the same edition, or a sum of money paid to enable the Library to purchase a replacement copy.
- Borrowers must return all books to the Library when they cease to be registered at King's Inns.
- The period of loan of items in demand may be reduced at the discretion of the librarian.
- Books in immediate demand may be reserved for consultation within the Library at the discretion of the Librarian.

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<sup>1</sup> Separate regulations apply to short-term loans

- Certain categories of books may be subject to special regulations limiting their use or loan.
- Information from any borrower's record will not be disclosed to unauthorised persons.
- The use of books obtained through the interlibrary loans system is subject to the conditions imposed by the lending Library.
- The Library may be closed from time to time for a general inspection. All books must be returned at these times.
- Borrowing privileges may be withdrawn on infringement of these borrowing regulations.

(Note: These regulations have been amended as of 11 September 2008.)