

## Library Borrowing Regulations: Short-term loans\*

- 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 a book.
- Student I.D. cards are non-transferable.
- One book may be borrowed at a time.
- The loan period for books is three hours.
- Books may not be borrowed within ten minutes of the library closing time.
- Borrowed books may not be returned later than ten minutes before 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 for at least ten minutes.
- A fine of €5 per hour or part thereof is charged for an overdue item. No more 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, "examination results").
- 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 before leaving the Inns.
- Information from any borrower's record will not be disclosed to unauthorised persons.
- 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- Borrowing privileges may be withdrawn on infringement of these borrowing regulations.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 14 March 2005.)

\*Separate regulations apply to general loans.