

# KING'S INNS LIBRARY

## Borrowing Regulations

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- Only current students registered at King's Inns may borrow books from the Library.
- Students must complete, sign, and return a Library Declaration form before they can borrow books.
- Students on the Diploma in Legal Studies and Barrister-at-Law Degree courses must produce a valid King's Inns student I.D. card to borrow books.
- Advanced Diploma students must furnish proof of their identity to borrow books.
- A total of two books may be borrowed at a time.
- The standard loan period is seven days.
- The loan period of items in demand may be reduced at the discretion of the Librarian, particularly for the duration of assessments.
- Books may be renewed once, provided they have not been reserved by another user.
- Books may not be borrowed or returned within fifteen minutes of the Library closing time.
- Books must be returned directly to a member of Library staff.
- Books may not be borrowed by the same user until they have been processed and returned to the shelves for at least one hour.
- A fine of €5 per day per book is charged for overdue items. No further books will be issued or renewed until all fines are paid in full.
- Borrowers will be notified of overdue books via their King's Inns student e-mail account.
- Examination and assessment results will not be released to students until all outstanding fees / penalties, library fines, or other monies that may be due have been paid to King's Inns (see Student Handbook).
- Items may be reserved by placing a hold, either by contacting a member of Library staff, or by accessing the student's library account through eLibrary, the online catalogue. When an item becomes available, students will be notified through their King's Inns student email account, and the item will be held for a period of 48 hours before being returned to the shelf.
- 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.
- Books in high demand may be reserved for consultation within the Reading Room at the discretion of the Librarian.
- All books on loan may be recalled by the Librarian at any time, which may require borrowers to return material before the specified due date.
- Certain categories of books may be subject to special regulations limiting their use or loan.

- The use of books obtained through the interlibrary loans system is subject to the conditions imposed by the lending library.
- 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 1 September 2025.)