

# KING'S INNS LIBRARY

## BORROWING REGULATIONS

### ORDINARY LOANS

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- Only students registered at King's Inns may borrow books from the Library.
- Borrowers must produce a valid King's Inns 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 standard loan period is six days.
- Books may be renewed once, provided they haven't 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 the 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 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 through a member of the Library staff. When an item becomes available, students will be notified through their student email account and the item will be held for a period of 24 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.
- The period of loan of items in demand may be reduced at the discretion of the Librarian, particularly for the duration of assessments.
- Books in heavy 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 5th September 2019.)

\*Separate regulations apply to short-term loans.