

KING'S INNS 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 books.
- Student I.D. cards are non-transferable.
- A total of two books may be borrowed at a time.
- The loan period for short-loan books is two hours.
- 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.
- Short-loan books may not be borrowed by the same user until they have been processed and returned to the shelves for at least thirty minutes.
- A fine of €5 per hour or part thereof is charged for each overdue item. 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).
- During periods of high demand, a holds system will be put in place to ensure maximum circulation of short-loan titles.
- 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 time.
- 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- Borrowing privileges may be withdrawn on infringement of these borrowing regulations.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 ordinary loans.