Library and Surgical Information Services: Library regulations

Access to the library and use of its services is at the discretion of the Director of Library and Surgical Information Services. By joining the library, you agree to abide by the regulations.

Book loan service

A book loan service is available, subject to member status. To enable us to provide the best possible service for all users, please observe the following guidelines:

- When you first take a book out, the member of staff on duty will let you know when the book is due back.
- Books can be reserved at any time by other users, particularly during busy periods such as examinations. Please bear this in mind when taking books out and be prepared to return material by its due date.
- Books can be renewed online or by phone, if no-one else has reserved them. Please ask the member of staff on duty for more details.
- Wherever possible, please return your books when the library is open. If this is not possible, books may be left at the College reception desk, which is open 24 hours a day.
- As a last resort, you may post your books back to us. If you do, please use **registered or recorded** delivery methods such as the Royal Mail's Recorded Sign For service.
- If you choose to leave books at reception or post them, you remain responsible for them until they are returned to us.
- Fines may be payable for overdue items.
- If you lose a book, we will charge you the **full replacement cost.** This will be waived if you posted the book and can provide appropriate proof of postage.

Computers, printing and photocopying

Computing and printing facilities are available. Please refer to our Acceptable Use Policy on display in the reading rooms. Wireless Internet access is available – please speak to the member of staff at the enquiry desk. A self-service photocopier is available. Please abide by the terms of the copyright legislation when copying – guidance is posted by the photocopier.

Use of the reading rooms

Please maintain an acceptable level of noise in the Library – if you wish to carry out group work, please speak to the member of staff on duty who can direct you to an appropriate place.

Please treat members of library staff with courtesy and respect. In particular, any language or action that may be deemed to be abusive will result in immediate withdrawal of library services.

Please turn your mobile phone onto silent and do not use personal music devices.

Please do not consume food or drink in the Library.