



## Univ Library rules & regulations

The Library supports undergraduate and graduate courses taught at University College. It comprises the Old Library, the New Library, the Law Library, and Group Study Rooms 1 and 2 in 10 Merton Street. It is open 24 hours a day during term-time with reduced hours in operation during the Michaelmas and Long Vacations.

1. The Library may only be used by members of University College with an accredited Bodleian card. Readers must not admit non-members without the Librarian's permission.
2. Univ's Old and New Libraries are to be used for independent study only. Readers are asked not to disturb others when entering, leaving or studying in these libraries.
3. Mobile phones, laptops and other electronic equipment should be switched to silent and all conversations and phone calls held outside the Library
4. Readers wishing to work as a group in the Law Library or in one of the Group Study Rooms in 10 Merton Street, must do so quietly without disturbing others.
5. **Food and drink are not permitted in the Library with the exception of water in a bottle and hot drinks in reusable resealable cups.** Readers seen bringing food and other drinks into the library may be fined.
6. Theft is not uncommon in libraries and the College does not accept responsibility for belongings left unattended in the Library. Personal belongings may be stored in Library lockers in 10 Merton Street or College lockers in 90 High Street or the Master's Lodgings.
7. Desks may not be "reserved" by readers and must be left sufficiently tidy for others to use. At busy times of the year, desks may be cleared of all personal belongings.
8. Library books must not be highlighted, annotated or marked in any way. If readers do so, they will be charged for replacements.
9. Items must be issued on the self-issue system, by a member of staff, or using a yellow card, before being removed from the Library. Readers borrowing items without authorisation may be fined.
10. Items borrowed by a reader remain their responsibility until they are returned on the library system. Readers will be charged the full replacement cost of any items lost whilst on loan.