

## LIBRARY REGULATIONS

### **Loan period**

Printed items are loaned for **4 weeks**. They may be renewed for a further 4 weeks if they have not been placed on reserve by another user. CDs and DVDs are loaned for **one week**.

### **Chamber music loan collections**

***If you borrow chamber music, you are responsible for returning all the parts.***

If parts borrowed in your name go missing or are damaged while out on loan, you may be liable for full costs of replacement of the whole set.

### **Overdue items**

Items not returned or renewed after the loan period are be subject to immediate recall, and will continue to accumulate fines until they are returned.

If you fail to renew/return items after 3 consecutive overdue reminders, you will be billed for replacement costs. Borrowing rights will be suspended until all such fines/bills are cleared.

Students are charged €0.30 per week per overdue item. ***There are fines of €0.50 per item per day on overdue CDs and DVDs.***

### **Using the library**

Users are requested to work quietly and not cause any disturbance that is likely to distract or inconvenience others. The use of mobile phones and the consumption of food and drink are not permitted in the library. Any user who loses, damages or defaces library fittings or stock will be required to make good such loss or damage.

### **Care of music on loan**

If you mark music or books so they are permanently defaced, you will be charged for the replacement costs.

### **Copyright**

Users must respect copyright law when using library facilities (photocopiers, recording equipment, etc.) and should familiarise themselves with current laws. Any user found using library facilities to breach copyright law may be barred from further use of those facilities. In all cases of doubt, please ask the library staff. Take a moment to check our [copyright guide](#).

## LIBRARY STAFF: CONTACT DETAILS

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