



Homerton College Library Student Contract

When students join the Library it is understood that they agree to abide by the following terms and conditions:

- Users can borrow up to 15 items at a time, and the usual loan period is two weeks. Any variation of this will be noted on the individual item, or advertised by email (e.g. vacation borrowing).
- All items taken from the Library must be checked out using the self-issue kiosk, or via a member of staff. No items should be removed without being checked out.
- Items must be renewed and returned on time, and charges may be incurred for items that remain overdue.
- Students must return items reserved by other users by the due date at the latest. Items returned late will incur a fine.
- Covered drinks are allowed in the Library, but other food and drink will be confiscated, and students will be asked to leave to consume food and drink.
- Any damage to items must be reported to staff (in person/by phone/email). This includes but is not limited to: faulty DVDs, torn books, underlining or highlighting within books. If items are returned in a damaged condition and have not been reported, a charge may be made against the last borrower regardless of whether they caused the damage.
- Lost items should be reported promptly to library staff to allow replacement.
- The Library is not a silent study space, but all users are expected to remain quiet and respectful of others using the space.
- Mobile phones should be on silent and calls must be taken outside.
- Any user who triggers the security alarm as they exit the Library must go back to see a member of staff, or fill in the alarm book if no staff member is present.
- Other conditions may be added at any time, and users will be notified by email of any change. These will automatically then form part of the terms and conditions.

Breach of any of these conditions may result in referral to the Dean and/or penalty charges.