

RADZINOWICZ LIBRARY REGULATIONS

- 1 All current students and staff of the University of Cambridge are entitled to use the Radzinowicz Library, subject to these regulations. They must first register with the library using their university card.
- 2 All readers must re-register with the library at the beginning of each Michaelmas Term.
- 3 Borrowing is available to current students and staff of the University only.
- 4 MPhil and MSt students of the Institute of Criminology may have on loan from the library up to fifteen items at any one time (including up to three items from the Reserve collection).

PhD students of the Institute of Criminology may have on loan from the library up to twenty items at any one time (including up to three items from the Reserve collection).

Visiting fellows and scholars to the Institute may borrow up to fifteen items.

Members of staff of the Institute of Criminology may have on loan up to forty items at any one time.

- 5 Members of staff and postgraduate students of other departments of the University may borrow up to five items for four weeks.

Undergraduate students of other departments of the University may borrow up to five books for one week. They may borrow five items during the vacation, which must be returned on the first day of the next term.

- 6 Some books that are heavily in demand or are on selected reading lists are held on reserve at the Library desk. They may be borrowed for a period of three hours during the working day, and overnight after 4.00pm. Reserve books borrowed overnight must be returned by 10.30am on the next working day.
Reserve books must be returned to the library issue desk for renewal.
- 7 Books may be renewed unless required by another reader. There is no maximum number of renewals.
- 8 All books are subject to recall if required by other readers and, if not returned before the amended due date, will accrue fines at the appropriate rate.

Members of the Institute who travel overseas during vacation must ensure that they can return recalled books within seven days. Where this is not possible, borrowers must return all books to the library before leaving Cambridge. Returned books that are lost or damaged in transit will incur full replacement costs on the borrower.

Borrowers from other departments in the University must return their books to the library before travelling overseas.

- 9 Fines must be paid promptly upon the late return of books. No further borrowing will be permitted until fines have been paid.
- 10 Periodicals and reference books may not be borrowed.
- 11 Visitors may be admitted to read in the library at the discretion of the Librarian.

- 12 All readers are responsible for the books they are using and are asked to treat them with care, not to mark them and to protect them from any damage.
- 13 Readers must not lend any library item to any other person.
- 14 Mobile phones and computers must be switched to silent settings in the library.
- 15 Food and drink must not be brought into the library, except plain water in clear plastic bottles.
- 16 The Librarian of the Institute will:
 - (a) require any person who
 - (i) removes a book or other item from the library without permission or in an unauthorised manner; or
 - (ii) fails to return a book or other item by the end of the period for borrowing permitted by the rules of the library, or when required to return the book or other item by the library staff at any other time; or
 - (iii) damages any book or other property in the library; or
 - (iv) returns any book or other item in a damaged condition,
to pay the cost of either replacing or repairing the book or other item, at the discretion of the Librarian.
 - (b) exclude any person either temporarily until a charge imposed under Regulation 16(a) has been paid, or indefinitely if his/her admission is considered prejudicial to the interests of the library or its users.

Stuart Stone, Librarian
1 August 2013