

## 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 and present their university card at each visit.

2 Borrowing is available to current students and staff of the University only, including Visiting Scholars and Visiting Students.

3 Undergraduate students may borrow up to ten books for one week, including up to three items from the Reserve collection.

PhD and MPhil students may have on loan from the library up to twenty items at any one time, including up to three items from the Reserve collection. These loans will be for four weeks (28 days).

MSt students may have on loan from the library up to twenty-five items at any one time, including up to three items from the Reserve collection. These loans will be for eight weeks (56 days).

Visiting fellows and scholars may have on loan from the library up to twenty items at any one time, including up to three items from the Reserve collection. These loans will be for four weeks (28 days).

Members of university staff may have on loan up to forty items at any one time, including up to three items from the Reserve collection. These loans will be for four weeks (28 days).

4 Some books that are on selected reading lists are held in the Reserve collection at the Library desk. They may be borrowed until 10.30am on the following day (until Monday when issued on Friday or Saturday).

A maximum of three Reserve books may be borrowed by any patron at any one time. Reserve books on loan are included in the borrowing totals set out in regulation 3, above.

Reserve books must be returned to the library issue desk for renewal, which is at the discretion of library staff. At periods of heavy demand for particular Reserve items, staff may decline to renew them.

5 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 three 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.

6 Fines must be paid promptly upon the late return of books. No borrowing of Reserve items will be permitted until fines owing to this library have been paid.

7 Periodicals and reference books may not be borrowed.

- 8 Visitors may be admitted to read in the library at the discretion of the Librarian.
- 9 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.
- 10 Readers must not lend any library item to any other person.
- 11 Mobile phones, computers, and other devices must be switched to silent settings in the library.
- 12 Food and drink must not be brought into the library, except plain water in clear bottles. Flasks and opaque drinks containers are not allowed in the library.
- 13 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 13(a) has been paid, or indefinitely if his/her admission is considered prejudicial to the interests of the library, its staff, or its users.

Stuart Stone,  
Librarian  
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