

SVHG Libraries borrowing regulations – a summary

(A full copy of our Circulations Policy is available on request).

Please Note: All books **must be borrowed** before being removed from the Library. Any unauthorised removal of books by SVHG staff will be dealt with through the agreed disciplinary procedures for the health services. Students infringing this policy will be reported to their university or college and this may lead to the initiation of disciplinary procedures against them by their institution.

- 1) The **standard book loan** is 3 books at a time for 2 weeks.
- 2) Books can be **renewed** twice unless they have been reserved by another user.
- 3) **Reservations** can be made in person, by phone, email, or using Heritage Online.
- 4) **Overdue books** are fined at **20c per book per day**, to a maximum fine of €10 per book (subject to the books being returned).
- 5) Books which have been **reserved** by other users and then become overdue are subject to a fine of **€1 per day**. Borrowers are informed before this additional charge is levied.
- 6) **Lost or damaged books** must be replaced by the user – costs to be determined by the Librarian. Please talk to us before replacing a book as we may be able to get it much cheaper.
- 7) Books borrowed in your name **must not** be handed on to any third parties. They remain your responsibility until they are returned to us.