

Library Helpsheets

All staff and students at Hull College have a right to use the Library facilities and to receive assistance from Library staff.

By joining the library you agree to abide by the Library rules which are as follows.

BEHAVIOUR

Students must behave with consideration for other users. This means:-

- (i) Quiet and silent working areas must be respected
- (ii) Students must not disturb those working near them
- (iii) Food and drinks may not be brought into the library
- (iv) Smoking is not permitted
- (v) Mobile phones, pagers and personal stereos must be switched off before entering the library
- (vi) Library users must comply with directions given by Library staff
- (vii) Library users must produce a valid Library card or another form of identification if requested to do so by Library staff
- (viii) The Library staff have the right to ask anyone found behaving inappropriately to leave the Library and reserve the right to ban them from future use of the Library

BORROWING

- (i) You must enrol in the Library before you can borrow books Students on courses of less than a term must apply to the librarian.
- (ii) You may borrow up to seven books at a time for a period of two weeks, unless a different loan period is indicated inside the book.

Students on some higher education courses may borrow up to ten books.

- (iii) Books may be renewed up to three times if not reserved by other readers
- (iv) All items borrowed from the library must be checked out at the desk
- (v) Books must be either returned or renewed on time. Overdue items will incur a fine

<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.

(vi) All items signed out remain the responsibility of the borrower until they are handed over to a member of the Library staff and returned on the computer

(vii) You will be invoiced for the cost of items lost or damaged

(viii) You are responsible for informing the library if your library card is lost or stolen or if your address or any other personal details change.

Access for reference purposes only may also be granted to staff and students from other educational establishments and to members of the public.

Anyone wishing to access Hull College Libraries who is not a current student or member of staff should contact the Librarian, Emily Armstrong on (01482) 598711 or earmstrong@hull-college.ac.uk.