



# TRINITY COLLEGE LIBRARY

Procedure No: 40

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## 1. *PURPOSE*

To provide information on the categories of staff who may apply for borrowing rights from the Trinity College Library.

## 2. *SCOPE*

Library borrowing rights are extended automatically to full-time permanent College staff in the academic and senior administrative grades (Category A, attached).

Library borrowing rights are extended to certain other categories of staff at the absolute discretion of the Librarian. (Category B, attached).

## 3. *PROCEDURE*

- 3.1 Entry to the Library is permitted only on production of a current College Identity Card.
  - 3.2 It is important that, before obtaining an Identity Card, staff should establish their rights as library borrowers.
  - 3.3 Temporary academic staff and all other staff not automatically entitled to borrowing rights (Category B) must obtain the signature of their Head of Department on the indemnity form entitled "Staff Loans" (sample attached). This form may be obtained from the Library or from the Staff Office.
  - 3.4 To establish their Library borrowing rights staff should go to  
**Entrance Hall Counter,  
Berkeley Library  
between the hours 9.30 a.m. - 4.45 p.m., Monday-Friday**
  - 3.5 When the eligibility as a borrower of a member of staff has been established then s/he will be asked to sign the Library Bond.
4. A pilot scheme for the extension of Library borrowing rights to weekly-paid staff has been approved by the Library Committee and is currently in operation. The pilot scheme will be reviewed by the Library Committee in due course.

# **Staff Borrowers**

## **Category A Grades- Green Stripe**

Library borrowing rights are extended *automatically* to:

- The Chancellor
- The Pro-Chancellors
- The Visitor
- The Provost
- The Honorary Fellows

and to full-time, permanent College staff in the following grades:

- Professor
- Associate Professor
- Senior Lecturer
- Lecturer
- Senior Administrative Grade I
- Senior Administrative Grade II
- Senior Administrative Grade III

and to the spouse of the Provost.

### **Staff Borrowers –**

## **Category B Grades – Red Stripe**

Library borrowing rights are extended to temporary and part-time staff in the grades identified above, and to other College staff, at the discretion of the Librarian. Where there is no automatic right to borrowing entitlement, the Staff Book Loan indemnity form (copy attached) must be completed by the applicant and signed by the Head of the Department. The applicant should then bring the completed form to the Entrance Hall Counter at the Berkeley Library.

Application forms for Staff Book Loans may be obtained from the Library or from the Staff Office.



## TRINITY COLLEGE LIBRARY DUBLIN

### Borrowing Regulations for College Staff

1. The borrowing privilege is a personal one. No book may be borrowed on behalf of another person, or transferred to another person.
2. To borrow a book from the open shelves, take it to the counter in the reading room where it will be issued to you on production of your ID card. To borrow a book that is not on open access in a reading room, fill in a two-part call slip as usual at one of the reading room counters and when the book arrives tell the counter assistant that you wish to borrow it. You will be given a bookmark stamped with the date the book is due for return. It is important that you keep this bookmark with the book; borrowed books may only be taken in and out of the Library if the bookmarks are in them.
3. Books must be returned to the staff at the reading room counter from which they were borrowed. The staff will discharge the books while you wait.
4. No more than 20 volumes may be on loan at any one time.
5. Books are lent for 12 weeks but must then be brought into the appropriate reading room either for re-issue or return. If while they are on loan, items are required by another member of staff or research student, a recall notice will be sent to you four weeks after the initial loan period has passed. **Fines of €1.25 per day will be charged if you fail to return a recalled book within one week of the date of the recall notice.** Staff will not be allowed to continue borrowing until all outstanding fines have been paid.  
Failure to return an overdue book by the Library's closed fortnight (July) will result in a replacement copy being ordered by Accessions Department and the cost, inclusive of a processing charge, passed on to you for payment.
6. If a book is required by an undergraduate you will be notified and the book should be returned within two days. Fines of €1.25 per day will be charged if you fail to return a recalled book within one week of the date of the recall notice.
7. Books cannot be issued when the system is down.
8. **Restricted material**  
Certain categories of material may not be borrowed:
  - Books printed before 1850, and certain rare or valuable material.
  - Official publications, including Parliamentary Papers.
  - Law reports, Statutes
  - Periodicals and newspapers.
  - Theses.
  - Books in reading rooms with prefixes REF, BIB, 0L, MS, CAT, Research Floor.
  - Books in the reserve collections behind reading room counters.
  - Banned books, except with the permission of the Librarian.
  - Uncatalogued books.
  - Books in the student science lending collection (prefixed S-LEN) and short-loan copies in the arts and social sciences lending collection (prefixed LEN). Other LEN titles may be borrowed if there is no other copy available for loan
9. More information about the library is available at <http://www.tcd.ie/Library>

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