



Library Borrowing Information – Special Library Loan Facilities

Students registered with the DS may be entitled to special borrowing privileges in the Library. This allows you to borrow extra books, and also to borrow items from some of the non-lending collections. The normal rules regarding fines and overdue items that apply to all students will also apply to you.

Borrowing

You can borrow up to 8 books from the Library. You are restricted to a maximum of 4 books from the Lending collections. (Books with Len/S-Len in front of number i.e. Len 301.2 m63) So for example you can have 4 lending books on loan and the other 4 items have to be from the non-lending collections. (Open shelf Books, Santry or Stack items)

A lending item which has a yellow sticker on the spine of the book, may only be borrowed for one week, lending items without a yellow sticker are for 4 weeks. S-Len books can only be borrowed for one week.

All other non-lending items may be borrowed for up to four weeks. Items may be renewed on-line but can only be out on loan for a maximum of 8 weeks, the book then needs to be returned to the Library but can be borrowed again if it's not required by another reader.

What cannot be borrowed?

All Periodicals/Newspapers

Theses,

Ref & Bib books

Most Official Publications.

EPB materials. (Items that have to be read in the Old Library)

Research Area items

Books from the Irish Archival Section

Lending Rules

- S-Len Books can be borrowed for one week. (Can be renewed up to 7 times online if not on hold)
- Len Books with a yellow dot can be borrowed for one week. (Can be renewed up to 7 times online if not on hold)
- Other Len books can be borrowed for up to 4 weeks. (Can be renewed up to once online if not on hold)
- Open shelf books, Stack books and Santry books can be borrowed for 4 weeks. (Can be renewed once online if not on hold)

Counter reserve items are for 5 hours for use in the Library only
(Exceptions can be made in certain circumstances)

Overdue books

You need to return any overdue books before they can be renewed and before you can borrow any other items. An overdue book on your account will prevent you from ordering online (ASR) items from Stacks and Santry as well.

Fines

Fines of 50c per item per day are charged on all overdue items. This increases to 1.00 per item per day after 2 weeks.

Fines on Counter reserve books are 25c per hour

Total fines owed by a reader must not exceed £15.00 if they wish to borrow a book, or use ASR, or to place a hold on a book that is out on loan.

Reserve books are exempt from this so you may continue borrowing from the Reserve collection with a fine in excess of 15.00, but you will not be allowed borrow other items until the fine is reduced to below 15.00