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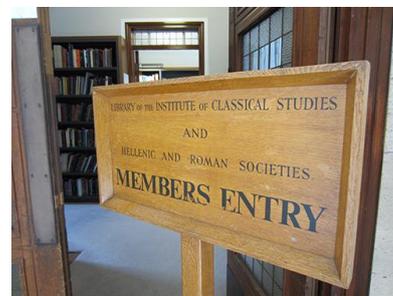
Email: [iclass.enquiries@london.ac.uk](mailto:iclass.enquiries@london.ac.uk)

For details of access and opening hours please see the Library website: <http://library.ics.sas.ac.uk/>

## Library regulations

The right to use the library is subject to compliance with the library regulations.

- A **library card** will be issued on your first visit to the library. You must bring your card on all future visits to the library.
- If you forget your library card, library staff will be able to issue you with a temporary card for the day. There is a charge of £1 for this and you will need to produce identification.
- You must inform the library immediately if your card is lost or stolen, or if there is any change to your contact details. There is a £5 charge to replace a lost card.
- Applicants for library membership must agree to the recording of personal details in the computerised circulation system which has been registered under the 1984 Data Protection Act.
- If you are a reader who may need special assistance to use the library, please speak to a member of staff.



## General regulations

- Treat staff, other readers and visitors with courtesy and respect at all times.
- Cases and bags larger than 20cm x 25cm x 5cm/ 8"x 10"x 2" may not be taken into the library, but should be left in the lockers provided. Clear plastic bags may be taken into the library.
- Do not leave items in the lockers overnight.
- Readers may not take food or drink into the library, apart from bottled still water.
- The library is for silent study only and readers are requested to use other areas for any discussions. Users should refrain from behaviour that disturbs the legitimate activities of other library users or staff, such as chewing gum, talking in person or on a mobile phone.
- Ensure that any personal equipment used does not disturb others. For example, phones or computers should be on silent, and headphones should not be audible to others.
- Demonstrate care and respect for the library collections at all times. If readers see anyone marking or damaging a volume in any way or find evidence of a volume already marked or damaged, this should be reported to a member of library staff immediately.
- Library material and equipment is your responsibility at all times when you are using it, or until you have returned any issued items in accordance with library procedures. Readers will be liable for the cost of replacement or repair to any library property.
- While working in the library, please make sure that you keep your personal possessions with you at all times. The library cannot be held responsible for readers' property left unattended in the library.
- A security system is in operation at the exit gate to safeguard library property and any users found removing library property may be suspended or excluded at the librarian's discretion.
- Books may not be left on desks overnight. Instead, a maximum of 6 volumes may be placed on the reserve shelves for up to 5 days (renewable), using reservation slips. These books, however, may still be liable to loan, subject to the discretion of the library staff.
- Readers are requested to return books no longer in use, to the shelving trolley in the correct reading room.
- All emergency procedures must be followed, including the evacuation of the building in the event of a fire, or fire drill.

## Scanning/copying

- All copying is at the Librarian's discretion and is subject to (1) the Copyright Acts, (2) the conditions of the material to be copied. Users are responsible for the consequence of any breach of copyright. Guidelines on Copyright are displayed beside the scanner. Please note that whole (or substantial parts of) books cannot be scanned unless the material is out of copyright. There is a limit of 75 copies per person per week.
- Members visiting the library in person may make their own copies on the library's scanner and will need to buy a re-chargeable card at the desk for £1.00 to which credit may be added.
- The scanner is turned off 10 minutes before the library closes.
- Paper copies or scans (sent as attachments or via Dropbox) may be supplied by post or electronically to members outside London at cost price, plus postage, if relevant, to members outside London or readers unable to make their own copies.

## Computers

- Electronic resources, PCs and a networked printer are provided solely for the purposes of academic research.
- Users are not allowed to download or install software, nor save personal files on any library computer, nor view websites or images which violate the JANET Acceptable Use Policy (<https://community.jisc.ac.uk/library/acceptable-use-policy>).
- The computers and printers will be turned off 10 minutes before the Library closes.
- Readers must familiarise themselves with and abide by all licence conditions when using electronic material.



## Privileges of Members of the Societies

Membership enables you to read in the library, and to borrow books and periodicals personally or by post. You are not entitled to use the library when your subscription is overdue. Annual subscriptions are due on the 1st of January of each year.

## Loan of books and periodicals

- Only members of the Societies resident in or visiting the UK may borrow books from the library of the Societies. Books which are the property of the Institute of Classical Studies may be consulted and, in most cases, scanned, but may not be borrowed. All library books/periodicals available for loan must be issued to you before you take them out of the library.
- Items on loan should be returned or renewed by the due date. Books or periodicals may be kept for a period of 30 days and are NOT liable for recall during this period. They may be renewed for one further period of 30 days on application to the library or online.
- New books and current periodicals may be kept for one week only and may not be renewed.
- If books are retained after their return has been requested, members are liable to a fine of 20p per day. Books requested by other members may not be renewed.
- Users are responsible for the safety and condition of items used for reference or borrowed from the library and must not mark books or periodicals in any way. Repair or replacement costs will be charged for lost, stolen or damaged items.
- Members of one Society may borrow up to four volumes at a time (members of both Societies, up to eight). Books returned by post must be adequately packaged. Members pay postage both ways. Books may not in any circumstances be taken overseas.
- You must not pass items issued to you to another person. Neither should you use items issued to another reader.

