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The Library of the Hellenic and Roman Societies and the Library of the Institute of Classical Studies are housed together and complement each other. Their catalogue is available online at:

<http://catalogue.libraries.london.ac.uk/search~S7>

### Opening Hours

Monday to Friday: 9.30 am to 6pm (extended to 8pm on Tuesdays, Wednesdays and Thursdays in term-time only, as staffing permits)

Saturday: 10.00am to 4.30pm

The library is closed for the last two weeks of August, on all Saturdays during August, for several days at Christmas, New Year and Easter, and on public holidays; summer closing dates are printed on the AGM notices of each Society, and also appear on the Library's website.



A **Library Card** will be issued on your first visit to the Library. You must bring your card on all future visits to gain access to the Library and to borrow books. If you forget or lose your card, you are liable to be charged for a replacement. 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.

### Privileges of Members of the Societies

- 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 1<sup>st</sup> 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 many 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 (in person, by telephone or by email).
- 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. It is the user's responsibility to be aware of the due date and to maintain current address and email account details.
- 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. We reserve the right to exclude users who deface 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.

## General regulations

- 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.
- 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 the Common Rooms for any discussions. Users are expected to show consideration for others and should refrain from behaviour that disturbs the legitimate activities of other library users or staff, such as eating, chewing gum, talking in person or on a mobile phone which must either be turned off or on silent (not vibration) mode. Calls must not be made or received within the Library or in the library reception area / lobby, and texting kept to a minimum.
- 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.
- While working in the Library, please make sure that you keep your personal possessions with you at all times. 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 site 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 the cost of the number of copies + postage.

## Computer facilities

- The Library has access to electronic resources and PCs and a networked printer is 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. The computers and printers will be turned off 10 minutes before the library closes.



## Slides

- A leaflet about the Library's slide / filmstrip collection is available. In addition, the Roman Society has created the [Imago database](#) whereby images are freely available for study or lecture purpose.