

The Library environment

- Everyone using the library is expected to behave in a courteous and considerate manner towards the library staff and other users. Anyone behaving in an unacceptable manner will be asked to leave.
- We ask that mobile phones be turned off when entering the library. At the very least phones should be switched to silent mode so that incoming calls do not disturb other users. If you need to talk at length on the phone, please take the call outside.
- Food and drink in general should not be consumed in the library. It can cause damage to our stock and the computers, and the consumption of food can cause annoyance to other users. You may bring in bottles of water.
- Smoking is not permitted anywhere in the Taunton Place building, including the library.
- The use of laptop computers or personal stereos is permitted unless complaints are received from other customers.
- No responsibility for customers' possessions can be accepted.
- Customers who trigger the security system, may be asked to show the contents of any bags to library or security staff.

Access to the Library

- Admittance to the library is at the discretion of the Director, Information Systems Division, and identification must be shown if requested by library staff.
- Library members' rights are not transferable.

Borrowing Rules

- To borrow items from our library a valid library card must be shown.
- London Business School students may borrow up to 15 books at one time, London Business School faculty, staff and PhD students may borrow up to 25 books at one time.
- London Business School Alumni may borrow up to 5 books at one time
- Corporate partners may borrow up to 5 books per ticket at one time.
- External users do not have borrowing rights. The exceptions to this rule are London Business School Library's Corporate Partners, and Staff and Postgraduate research students who are members of either the Sconul Research Extra (SRX) scheme or the M25 Libraries borrowing scheme.
- Members of the SRX or M25 scheme must register in advance of wishing to borrow any books. People registering to borrow under either of these schemes are entitled to borrow up to 3 books at one time.
- Copies of books from our Short Loan collection will only be issued to London Business School students, staff or faculty.
- Items from our multimedia collection may only be borrowed by London Business School faculty.
- Journals, annual reports and other reference material may not be taken out of the library.
- Books from our long loan collection and working papers may be renewed up to 6 times providing that no other user has placed a reservation on them. Short loan books cannot be renewed.
- Fines are charged to all users on items not returned by the due date. Current fine rates are 20p per item per day for long loan books, and £2.00 per item per day on items from our short loan collection.

- Anyone owing £10.00 or more in fines will not be allowed to borrow until the debt has been cleared.
- Users will be invoiced for any items that have not been returned four months after the due date. The standard invoice charge is £50.00 per book and £10.00 per working paper. However, items are invoiced at the actual cost if it is higher than £50.00.
- If an item is returned after an invoice has been sent, the invoice will be cancelled, but the outstanding £10.00 fine must be paid.
- Lost books must be paid for.

Use of electronic resources, computers, printers and photocopiers.

- Computers are for the use of library members only. Visitors (including those using the library under the SRX or M25 schemes) may only use our library catalogue.
- Use of provided electronic databases must at all times comply with the database copyright holders' terms and conditions. Unauthorised use such as redistribution or the selling on of data is strictly prohibited.
- Library staff will begin switching off photocopiers, computers and fiche readers 10 minutes before the library is due to close.
- Material must be photocopied within the rules of copyright which are displayed next to every photocopier. Anyone wishing to make copies for commercial use, must ask at the desk for a copyright clearance sticker, which must be paid for.

Users who persistently break or ignore any of these library rules may have their borrowing and / or access rights suspended.