

Borrowing Periods and Charges From May 2023



To be read in conjunction with our "Conditions for Library Use"

Borrowing (KCL's system only accepts KCL Library Cards and not Camden Library cards)

Books, Talking/Audio Books	6 loans, each for 3 weeks
Children's Books/Audio Books	10 loans, each for 3 weeks
Language Courses	1 loan only for 3 weeks
Adult and Children's DVDs	6 loans for 1 week

RETURNS: The External Box is not secure; books left there are at the customer's risk.

NB: Camden does not accept KCL books; nor is KCL able to take Camden books.

RENEWAL POLICY: Borrowers may renew a title on up to 2 occasions (i.e. up to 9 weeks total loan period) unless a reservation has been placed. DVDs may not be renewed but can be re-borrowed. You can renew on line EXCEPT for items already overdue or blocked by a prior reservation.

<u>Charges</u>	<u>To Borrow</u>	<u>Overdue</u>
Books & audio books	Free	30p per day
Language courses	£2.50	30p per day
DVDs	Free in 2020	50p per day
Reservations	Free	
Library Card Issue	£5.00 - one off charge per household to contribute to administration costs	

From May 2023, Children under of 16 will be charged for overdue items after a 2 week grace and also for all lost items – anything not returned 1 month after the due date. Please renew or return in time.

- **Items not returned 1 month after the due date may be considered "lost" at our discretion.** The charge for lost items– see Replacement Charges below – may be charged to your account at any time .
- **An account may be suspended if items are overdue or fines unpaid**

NB: KCL does not send routine reminders for books about to be due or overdue. We stamp instead!

Computer use

KCL Library cardholder: First hour free Charge of £1 for each subsequent hour

Non-library cardholder: £1/hour

Computer use is at the discretion of the duty librarian and always subject to availability.

Printing and Photocopy charges**

A4 Sized Paper	Black & White: 15p per sheet	Colour copies: £0.50 per sheet
A3 Sized Paper	Black & White: 25p per sheet	Colour copies: £1.00 per sheet

****KCL is charged for each copy under its rental agreement. Accordingly KCL charges are per sheet printed including wasted or unwanted pages and double sided pages count as two sheets**

Replacement charges

Lost or stolen KCL Library Card: **£5 admin fee per claim.**

Lost or Damaged Books or DVDs: **Charge of Recommended Retail Price, plus £1 to re-cover.**

- **Late/lost Items: Items need to be replaced to allow other readers to enjoy them.**
- **Items may be deemed as lost and replaced when 1 month late.**
- **The replacement charge is in addition to overdue fines already incurred.**

PLEASE REMEMBER THAT THIS LIBRARY IS A COMMUNITY SERVICE



Conditions for Library Use From May 2023

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Everyone is welcome to use Keats Community Library ("KCL") and/or to apply for a **KCL Library Card**. **By doing either, you agree to respect these condition for Library use.**

If you fail to respect them, or KCL team members consider (in their sole discretion) that you are behaving in a manner unsuitable for a library, in order to protect the amenities and quiet enjoyment of KCL by the community, **you may be asked to leave the building and/or return items.**

Unsuitable behaviour includes: *Inappropriate use of computers or WiFi, disruptive behaviour to others, excessive noise, (e.g. use of mobile phones or other devices), damage to property or lack of respect for the public, or our team.*

Abuse or threats to anyone in the Library is not tolerated under any circumstances.

- **If you damage or lose KCL items and equipment either in the Library or while in your care**, then you are liable to repay the costs of putting matters right again. This includes paying for printing services you abandon and you may need to contribute to other related costs as well.
- **Please do not consume any food and drink brought into the Library**; KCL has hot drinks available.
- **Please wear shoes & reasonable clothing at all times:**
- **NO Lying on the floor and/or sleeping in; NO Feet on chairs, tables or settees**
- **Using electrical outlets for any purpose or KCL's WiFi isentirely at your risk and responsibility.**

PUBLIC COMPUTER AND WI-FI USE IS SUBJECT TO REASONABLE AND APPROPRIATE USE.

- Specific rules, which also apply to Wi-Fi use, are posted by the Public Computers.
- Judgement on "reasonable & appropriate" rests at the discretion of the library volunteers on duty.

A KCL LIBRARY CARD is needed to access certain KCL services including borrowing books, DVDs and free time on the Public Computers. KCL Library system does not accept Camden Library cards

- To obtain a **KCL Library Card**, please complete an application form, present evidence of address (e.g. driving licence) and pay the nominal administration fee of £5 (charged only for each household). Note that:
 - **An email and telephone number are required to allow KCL to contact you for overdue books.**
 - **Borrowers under 18:** A parent /guardian must print their name on and sign each application form.
- **Please present your KCL Library Card on each occasion to use a service.**
- **Items borrowed can only be returned in the Library itself**; the outside box is not secure and may not be used. Regrettably items from other Libraries cannot be accepted as KCL does not share the same system.
- **KCL Borrowing Periods and Charges:** See the current schedule which also shows fines and lost books..
- Your **KCL Library Card** may be withdrawn at any time or suspended if items are not returned or fines are unpaid.
- **You remain liable for charges incurred while you had a KCL Library Card including cost of recovery.**
- **Please report lost KCL Library Cards.** You remain responsibly for items borrowed at all times.
- **Change of details** (name, address, telephone number, or email address):
 - Please advise us of all changes or if you no longer want a **KCL Library Card**.
- **If an email to you is rejected**, your KCL account may be suspended until we have been able to contact you.
- **These Conditions may change: The latest version is available on request.**

COMPLAINTS AND SUGGESTIONS: Please use the book at the desk or write to the Email address below.

DATA PROTECTION: By completing the **KCL Library Card** application form, you agree that KCL may 1) keep your data; 2) contact you by phone or email about relevant matters in respect of your library use such as overdue items; 3) inform you about events; and 4) ask for your support including for donations to the charity. You can opt out of 3) and 4) only.

If you do not agree with this use of your data, please let us know.