

## Library conditions of loan

1. As a member of the Institution, you may borrow up to six items at a time, at the discretion of the Library.
2. The lending period is four weeks – and may be extended twice (unless the item has been requested by another member in the interim).
3. You are kindly asked to support the Library's lending service by refunding our outward postage costs of £ \_\_\_\_\_ (BACS details below).
4. Lending is based on the understanding that you will reimburse the Institution for items lost or damaged while in your care (up to the point that the item is received back into the Library). Irrespective of whether you have borrowed the items directly or borrowed via your employer/university library etc.) the responsibility for the items remains with you. All items returned by post should be adequately packaged to protect against damage.
5. At the point an item becomes overdue, you will receive an email reminding you to return the item. A second (final) reminder will be sent shortly after. If the item has not been received by the Library within 21 days of the overdue date, you will be invoiced for the replacement cost of the item, in addition to a £20 administration charge. Interim lending will be suspended, pending payment.
6. Unpaid amounts may be treated as debts to the Institution, under Regulation 10.1.5:  
*If any member shall incur a debt to the Institution, the Chief Executive shall notify the debtor of the same, and if the member shall fail to pay such debt within six months from the date of such notification, the Executive Board may authorise the deletion of the debtor's name from the records at any time thereafter, and the debtor shall thereupon be removed from membership, but without prejudice to the debtor's obligations to pay such debt.*
7. Reasonable attempts to source items not held by the Institution's Library will be made on a member's behalf. In cases where the Library sources material from another library (an "inter-library loan") you will not be charged for this service. An exception to the above is where the Institution is loaned a title by the British Library on your behalf. You will need to reimburse the Institution for the British Library's standard charges (<https://www.bl.uk/on-demand/pricing>).

### If you are a librarian...

Your library may borrow up to ten items at a time. Our charges are in line with current British Library pricing: <https://www.bl.uk/on-demand/pricing> and are payable either via the British Library's claims system or directly to the Institution Library via BACS (details below). Although librarians may request loans on behalf of our members, the loan remains the responsibility of the member. Other loans by proxy are not permitted.

### BACS Details

Sort Code: 20-06-05  
Account No: 00517909  
SWIFTBIC: BARCGB22  
IBAN: GB77 BARC 2006 0500 5179 09

Please use the reference: LIB POST