



LIBRARY REGULATIONS

- Students are allowed to hold up to 4 books at a time. Books borrowed must be returned to the library within a week from the day borrowed.
- Students are liable for a library penalty fee for every day a book is overdue. The library penalty fee is €0.50 per calendar day. The number of days overdue is considered to be the number of days from the due date of the book until the date the library penalty fee is settled. Any overdue books that were borrowed 2 weeks before the commencement of the final examinations through to the end of the final examinations of a semester/session will bear a fine of €2.50 per calendar day. If a book is lost the student who borrowed the book is liable for the book replacement fee equal to the book's value.
- The library penalty fee and the book replacement fee are independent. Students who lose a book are advised to inform the librarian and pay the book replacement fee as soon as possible. Students reporting a book loss after its due date are liable for both the library penalty fee and the book replacement fee. In this case, the number of days overdue is considered to be the number of days from the due date of the book till the date the book replacement fee is settled.
- Reference books cannot be taken out of the library. Dictionaries, student projects, some of the main textbooks, journals and periodicals are for reference purposes and must be used only in the library.
- To make a reservation for a book, students must write on the Book Reservation form at the issue Desk their student number, name and date of reservation. If the book is not collected on the due date, then the book will be given to another student.
- Students are not allowed to take into the library large items such as bags, box files etc. These may be left in one of the lockers outside the library. Lockers may be hired for €2 and the student ID card from the librarian. The key must be returned on leaving the library, when the deposit will also be refunded. If the key is not returned when the student leaves the library, then the deposit will be lost.
- Damage of Library materials by marking, erasure or mutilation is strictly forbidden.
- Students who owe to the College library a penalty fee and/or book replacement cannot borrow any books from the library.
- Books must not be re-shelved after use by the students. They must be left on desks or given to the person in charge.
- It Students are not allowed to drink, eat or smoke in the library. Mobile phones must be switched off.
- Quiet must be observed in the library. Students who are behaving inconsiderably will be asked to be quiet or to leave the library.