

Annual Library membership fee.

This fee is for membership of the library for one Academic Year. Membership runs from August to July each year.

Past students of FISC, whose courses have finished within 24 months of the membership period.	No fee.
Senior members of the OFM and OFM Conv orders	No fee.
Current students and staff of UKC, CCCU, SEITE, UCreative and Canterbury College.	No fee.
Other Registered Library users – without borrowing privileges	No fee.
Other Registered Library borrowers who require books to be sent by post to them. (Registered postal borrowers)	£20
Other Registered Library borrowers who come to the library in person to borrow books	£10

Deposits

This deposit is payable before any book is borrowed. It is refundable, provided all incurred fees have been paid, when membership is given up or lapses.

Current students and staff of UKC, CCCU, SEITE, UCreative and Canterbury College.	No fee.
Other Registered Library users – without borrowing privileges – not applicable.	
Members of Franciscan 1 st , 2 nd or 3 rd orders in the Catholic and Anglican churches.	No fee.
Other Registered library borrowers.	£20

Special Deposits for borrowing specific books

Where the librarian deems that a special deposit is payable before a specific book is borrowed, the librarian will determine an appropriate sum to be deposited. The deposit will be refundable when the book is returned in a satisfactory condition.

Charges for lost books or for damage to books

The charge to be levied for the repair of a book shall be determined with regard to the scale of fees charged by established library bookbinders. If a book is lost, or is deemed unrepairable, the charge shall be determined with regard to the likely cost of replacement with a new or second-hand copy of at least “VG” condition. These charges shall also be determined with regard to the previous state of the lost or damaged book.

In most cases, the Librarian will determine the fee to be levied for the repair or replacement of a book, although this may be reviewed by the Library Committee. However, in the case of books in respect of which the Librarian determined that a special deposit was payable, the Library Committee shall decide what fee is payable for repair or replacement.

Photocopying

Libraries are required by law to levy for photocopying a charge that covers the full cost of making copies and which also contributes to the cost of buying the library stock.

Photocopies made by library staff and sent out by post (other than at the request of ABTAPL libraries)	A4 15p/sheet + p&p
	A3 20p/sheet + p&p
Copies made by Library staff, and collected from the Library	A4 15p/sheet
	A3 20p/sheet
Copies made by the external user	A4 12p/sheet
	A3 15p/sheet

A Copyright declaration sheet must be completed by the Library user or borrower in respect of all copies made on the user's behalf by Library staff. In the case of photocopies to be sent out by post, an invoice will be sent out together with the copyright declaration form, and the copies will not be made until both payment and the completed declaration form have been received by the Librarian.

Borrowing books

Books may be posted out on request to registered **postal** borrowers. A charge will be levied to cover postage and packing, and this charge must be paid before the book will be dispatched. Borrowers are responsible for any costs incurred in returning the books. The Librarian may determine that volumes must be returned by Compensation Fee post or equivalent, and may determine the level of insurance required.

Charges for overdue books

A charge will be made for all books which are not returned by the due date. The charge is calculated on the basis of 5 days per week.

Per book, up to one week	20p per day
Per book, after the 1 st week overdue	£1 per week or part-week

Reminder: The “due date” is:

- the date until which the book was originally issued; Or
- the date agreed when the loan was renewed (extended); Or
- 5 working days after the book is recalled to the library.

You may renew (extend) a loan by calling in to the library, or by phoning the Librarian (01227 769349) or by emailing the Librarian (library@franciscans.ac.uk). To extend the loan, we need

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| <ul style="list-style-type: none">• the book's Accession number (usually 5 digits, and usually on the rear of the title page)• the author or title• your name |
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If fees and charges are not paid, borrower or user privileges may be suspended.