

In these rules, “External user” means all users and potential users other than staff, former staff, and current students of the Franciscan International Study Centre, and Senior members of the OFM and OFM Conv orders. These rules apply ***only*** to external users.

In these rules, “the FISC” or “FISC” means the Franciscan International Study Centre.

Registering as a user of the Library at the FISC

Registering as a library user

Anyone may apply to register to be a ***user*** of the library. A user has no borrowing privileges.

Registering as a library borrower

Anyone may apply to be registered as a Library ***borrower*** but the Librarian may require proof of identification, of address and of need, and a registration / membership fee may be due.

Staff and students at UKC may register as a borrower by application to the Enquiry Desk at the Templeman Library.

Staff and students of *theology and related disciplines* at CCCU may apply to register as a borrower by means of the registration form available from the Library at CCCU.

Staff and students at SEITE, UCreative and other institutions with which FISC has joint arrangements will need to complete a registration form obtainable from the Librarian at FISC and ask their own librarian to countersign the application

All external users are required to furnish at least one reference, which may be a senior academic, an academic librarian, or a parish priest or other clergyman, as indicated on the application form.

Registration as a user or borrower of the Library may be suspended due to contravention of these rules. The Librarian may make an initial decision on suspension, but any decision will be referred to the Library Committee for review. Suspension may comprise the removal of borrowing privileges, or exclusion from the library.

An annual membership fee may be payable; a supplementary fee is payable by borrowers who wish to have books posted to them, and this is in addition to charges made to cover postage and packing. A deposit may be payable before borrowing commences. Please ask for details.

Using the Library at the FISC

When arriving at the FISC, external users and borrowers should sign in at Reception. Please sign out again when you leave.

To help everyone work productively and in peace, **THOU SHALT NOT:**

- eat, drink, smoke, use matches or lighters, use mobile phones, talk loudly or behave in any unruly fashion likely to cause damage or to disturb other people in the library.
- mark, deface or damage any book, periodical, volume or other item belonging to the library. But please inform the Librarian if you find any damaged items.
- bring large bags into the library. If you have no choice, leave them by the library desk.

Please keep your conversations quiet. In particular the First Floor is a place for silence.

Study carrels may be used by any library user. If you use a study carrel, you are responsible for keeping it tidy so that others may use it while you are not there. Do not keep books in “your” carrel – either borrow them or return them to the shelves in proper order so that others may use both the carrel and the books.

Using books and journals

Please treat all our books and periodicals gently. When you have finished using them in the library, replace them on the shelves if you are certain you know where they should go. If you are not sure, please place them in the **RETURNED BOOKS** trolley.

Borrowing

- Books shown as Reference or with shelfmarks beginning **Ref** may not be borrowed.
- Reserved Books have been set aside to support FISC courses and may not be borrowed by external users. They may be used in the library for periods of up to 2 hours during the day upon request to the Librarian. If a FISC staff-member or student has need of a book from the Reserve Shelf, an external borrower is required to relinquish it immediately.
- The Librarian may deem any book unsuitable for borrowing on account of current demand, monetary or intellectual value, or physical condition.
- Periodicals may not be removed from the Library.
- Other books may be borrowed as follows:

Students from recognised institutions*	up to 6 books	28 days
Staff from recognised institutions*	up to 12 books	3 months
Registered external borrowers	normally 6 books for up to 28 days	

* "Recognised institutions" means (departments of) institutions with which specific agreements are in place.

- In exceptional circumstances, borrowers may apply for extended loan periods.
- Renewals: Books which are not required by other users may be renewed by phoning the Librarian on Canterbury (01227) 769349, by emailing library@franciscans.ac.uk or by bringing the books to the library. Book loans will not be renewed more than twice. Please quote the Book number (usually 5 digits) stamped or written on the back of the title page.
- If a book is on loan but is required for use in the library, it may be recalled at any time and, regardless of the date of issue, will then be due for return to the library within 5 working days. A recalled book cannot be renewed. Recalls will be posted on noticeboards in FISC, or sent by post or by email, or telephoned, as appropriate.
- Once registered to borrow books, you are responsible for all items issued in your name. A charge will be levied for books not returned by the due date. A charge may also be levied for replacement or repair of lost or damaged books. Borrowing privileges may be suspended until all charges have been paid.
- In certain circumstances, books may be sent by post to registered **postal** borrowers. A charge is made to cover the cost of postage and packing, and an invoice for this will be sent out before the books are dispatched. Borrowers are responsible for any costs incurred in returning books borrowed, and are reminded that all books, including those sent by post, should be returned to the library by the due date. The librarian may determine that books must be sent by Compensation Fee post or equivalent, and may fix the value of the insurance cover required. Borrowers are required to comply with this.
- A deposit is payable by external borrowers in accordance with the tariff on the list of Fees and Charges before any book is borrowed. This deposit is refundable when membership lapses.
- A separate deposit may also be required, at the discretion of the Librarian, before certain books are borrowed, which deposit will be refunded when the book is returned in a satisfactory condition.

Photocopying

All photocopying must be done in compliance with UK copyright law, and with consideration for the condition of the book or journal being copied. Fragile and damaged items must not be

photocopied, since it could further damage them. A fee is payable for all photocopying done, in fulfilment of the requirements of UK Copyright legislation.

Opening hours

External library users may have access to the library between 9am and 5pm, Mondays to Fridays, *when the Librarian or other designated member of staff is present.*

However from time to time, and especially during vacations, the Librarian may be away from the library, so access will not be permitted. Therefore it is recommended that users should phone before making a special trip, to check that access will be possible. Where possible, advanced notice of closure will be posted on the Library door.

Exceptionally, the Principal or other manager at the FISC may close the Library to all users by reason of emergency or for the sake of health and safety. If the Library is to be closed to allow maintenance work to be carried out, advanced notice will be posted whenever possible.

The Research Collection

Materials in the Research Collection are available for use in the library only by FISC academic staff and by recognised doctoral or post-doctoral researchers. Those wishing to apply to use this material should provide evidence of familiarity with using old and fragile printed books and manuscripts, and will be asked to demonstrate why access to the original documents rather than to modern editions and surrogates is necessary. Researchers from other academic institutions will be asked for a letter of introduction or of recommendation from their home institution – normally from their department or from their institutional library. Non-affiliated researchers may be asked to provide evidence of previous research done.

Interlibrary lending

There is no interlibrary lending facility available to external users.

Deposits

The Library Committee will decide whether the entirety of a member's deposit is to be refunded when membership lapses.

The Librarian will decide whether a deposit is payable before borrowing specific volumes, and will assess the sum to be deposited. When the books are returned, the Librarian shall also decide whether the books are in a satisfactory condition. If, in any case, the books are not returned, or their condition is not deemed satisfactory, the Library Committee shall decide what part, if any, of the deposit is refundable, and shall also determine if any extra fee is chargeable for replacement or repair of the volume.

Common Room facilities

All registered external library users and borrowers are welcome to use the Common Room facilities to make drinks (tea / coffee) for themselves, making a donation towards the cost of providing these facilities – all donations to be given into the care of the Librarian.

Fees

Fees may be levied for various services, and will be revised from time to time by the Library Committee. Charges for lost or damaged books and periodicals will be assessed by the Librarian in each case, and may be reviewed by the Library Committee. A list of current fees and charges is available.