



**John Kinder Theological Library**  
**Library Regulations 2010**

Registration as a borrower and admission to the library is conditional on complying with these regulations.

## **Borrowing**

### **General**

1. Library members must show a library membership card to borrow items, or use special collections items in the library
2. No borrowed item is to be lent to another person.
3. The borrower is responsible for all items borrowed in their name
4. Borrowers are liable for all damage to or loss of any borrowed items, and may be charged the replacement charge plus a handling fee if applicable
5. Members who retain library items beyond the due are liable for a fine. Fine rates will be determined from time to time and are publicised on the Library website
6. Outstanding library fines may prevent the borrowing of further items or re-enrolment with the library when membership falls due
7. The library is under no obligation to notify borrowers when an item falls due
8. Library staff may at any time recall any material which is on loan. Normally this will not happen until an item has been issued to a borrower for longer than three days
9. Recalled items must be returned within three days of being recalled, or fines may be incurred
10. Borrowed items may be returned through the Returns slot both during and after library opening hours
11. Members must inform the library of any changes in contact details as soon as these take place

### **Renewals**

1. Borrowed items may be renewed once by using the renewal facility on the library catalogue
2. A second renewal for the same item requires the item to be presented at the library desk before being reissued

## **Not for loan materials**

1. Reference or Library only items must be used within the library
2. Special collections items must be used in Te Aho Marama, the quiet study room
3. The Guidelines for using archival material must be followed when using archival or manuscript items

## **Conduct of library users**

1. All library users must respect the rights of other library users. Any talking in the library should be at a low level and not for a sustained time.
2. Te Whariki can be booked for group study or discussion purposes
3. There is no talking, bags, drink or food in Te Aho Marama: this is the quiet study space and for the use of special collections items
4. Lockers near the entrance are for the temporary storage of personal items while in the library. Keys must be returned to the locker at closing time. The library accepts no responsibility for personal belongings left unattended
5. Library property must not be damaged or defaced.
6. Children in the library must be accompanied and appropriately supervised by an adult at all times. Generally, such visits should be brief.
7. All users of copying and printing facilities in the library are required to comply with the provisions of the current Copyright Act
8. Cell phones must be turned off or set on silent while in the library

## **Computer use**

1. Computers are provided for use of all library members
2. The catalogue computers may not be used for email or general use of internet
3. The computers in Akomanga can be use for any appropriate use, but not for the accessing of inappropriate internet sites, or for the downloading of music or video
4. The downloading of software for whatever purpose will result in a restriction of use of library computers
5. Computer users are asked to be mindful of others waiting for a computer
6. Restricted time periods may be imposed if demand exceeds availability of computers