

RULES OF ACCESS TO VWML

1. Current members of EFDSS are entitled to free, unrestricted access to VWML within the Library's opening hours. Out-of-hours access may be granted by prior agreement. Non-members must pay a daily fee at each visit.
2. On entering the library, members must show their current membership cards and non-members pay their daily fees. All visitors must sign the visitors' book and register their research requirements. They may from time to time be asked to fill in user surveys.
3. Unless otherwise agreed with library staff, access to materials shall only be allowed during published opening hours.
4. Access to materials will at all times be subject to the control of library staff.
5. For guidance on copyright issues and the copying and reproduction of materials held by VWML, please see:
 - *A Guide to Copyright Law and the Copying Materials Held by VWML*
 - *Acquiring Copies of Materials Held by the Vaughan Williams Memorial Library*
6. All visitors must abide by the following rules:
 - 6.1 Personal property not essential to research must be placed in designated areas.
 - 6.2 Notes must be taken with soft-lead pencils, which will be available for purchase from staff (i.e. ink is forbidden).
 - 6.3 Personal computers may be used as long as they do not disturb other researchers or staff.
 - 6.4 Smoking is strictly forbidden in all library areas.
 - 6.5 The consumption of food and drink is strictly forbidden in all library areas.
 - 6.6 The use of mobile telephones is forbidden in all library areas except in emergencies.
 - 6.7 Animals are not allowed in any of the library areas, with the exception of guide dogs, which may accompany their owners.
 - 6.8 Materials consulted should not be written on, marked, altered, leaned on, folded anew, traced, or handled in any way likely to damage them. Immediately notify staff of any damage noticed. If you have a correction or additional information on an item, please notify the staff.
 - 6.9 Unless otherwise stated, items must be kept in the original order in which they are found. If you feel that materials are arranged incorrectly, alert staff to the problem.
 - 6.10 VWML reserves the right to restrict the use of materials which are not processed, are being processed, or are exceptionally valuable or fragile. Researchers may be required to use surrogates where such copies are available.

- 6.11 If use of a collection or item is restricted by a deed of gift or contract, the researcher must have written permission from the donor and/or depositor for access. If permission is obtained from the donor, the original copy of the letter shall be given to library staff for its permanent records. Permission to reproduce restricted material must be specifically obtained.
- 6.12 Researchers are not allowed in the archives or storage areas except by arrangement with library staff or under strict supervision.
- 6.13 Library staff will retrieve all archival materials from the archives and be responsible for its return.
- 6.14 All materials accessed should be left at the readers' desks or returned to library staff.
- 6.15 No cards should be removed from the card catalogues and indexes.
- 6.16 White gloves must be worn when handling certain materials. Library staff will specify which materials are covered by this rule.
- 6.17 Children must be accompanied at all times. Users bringing children into the library are responsible for their safety and for ensuring that they cause no disturbance or damage.
- 6.18 Library staff reserve the right to restrict the number of users in the library areas to avoid overcrowding and to maintain the quality of the research environment.
- 6.19 Groups of five or more persons should book research space in advance.
- 6.20 Library staff reserve the right to refuse access to any individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials in the collections, or whose behaviour is considered inappropriate, or who has failed to comply with the above stated rules.

Borrowing Library Materials

7. Only the following may borrow selected materials from VWML:
- current members of the EFDSS
 - EFDSS staff
 - designated persons within the library's institutional subscription scheme
 - individuals and organisations by special arrangement with library staff
8. As a general rule, only items of literature on the open shelves are available for loan and only then where duplicate copies exist and are present.
9. Membership borrowing rights are not transferable.
10. General rules for borrowing:
- 10.1 Members may borrow up to 3 items of literature at any given time.
- 10.2 The institutional subscription allows for a total of 12 books to be loaned to designated persons at any one time.
- 10.3 The loan period is six weeks. Items may be renewed if not requested by other members or designated persons. If items are on request they must be returned on or before the loan period expires.
- 10.4 All items loaned must be returned on or before membership expiry date, irrespective of loan period.
- 10.5 Items will be loaned to UK members only and items should not be taken abroad in any circumstances.

- 10.6 In special circumstances extra volumes may be borrowed, or the period of loan extended, provided that the Librarian's permission has first been obtained.
- 10.7 Loans can be made by post, the borrower paying all costs of postage and packaging. Items should be sent by register mail.
- 10.8 No items may be removed from the library unless properly issued.
- 10.9 Borrowers will be held responsible for the loss of, or damage to, books issued in their names and must pay the cost of repair or replacement.
- 10.10 Library users, particularly those who borrow materials, must inform library staff immediately of every change of residence address, whether permanent or temporary, so that their records may be amended.
- 10.11 A borrower who fails to return a library book or other library material by the date or time due will incur a fine on a scale recommended by the Library Advisory Committee and duly publicised.
- 10.12 If any fine imposed under rule 10.11 is not paid, the Librarian shall withdraw the right to borrow.
- 10.13 Fines imposed under rule 10.11 above shall be deemed to be penalties imposed under summary procedure. If a person charged wishes to challenge such a penalty, application must be made to the Chief Officer of the EFDSS.
- 10.14 Persistent defaulters will have their membership rights reviewed and, with the agreement of the Chief Officer of the EFDSS, withdrawn if deemed necessary.
- 10.15 Non-return of library materials will result in legal action being taken.