

# **The Spicer Library**

## **New users**

University of Essex graduate students and final year undergraduates who are either in the Department of Language and Linguistics, or on teachers' courses in the International Academy, are eligible to register to use the Spicer Library. They must show a valid University of Essex ID card, read the General guidelines and sign a registration slip when registering.

Each new user will be issued five library tickets which they can use to borrow up to five books at any one time. These tickets then become the responsibility of the library member.

## **Using the library**

All library procedures must be done at The Spicer Library during its regular opening times. The opening hours are posted on the door to the library and on departmental notice boards.

## **Borrowing a book**

Take the book and your library ticket to the librarian. The slip in the book will be removed from the book and placed in your library ticket, which will be retained in the library and filed by date.

Books are issued for 14 days. It is possible to extend the loan for a further 14 days unless another user has reserved the book.

Books may be borrowed over the holidays, usually from two weeks before the end of term. They are usually due back on the first week of the following term. During the summer vacation, books may still be reserved by other users, so you may find you have to return books earlier than the end of the vacation. Look out for emails from the Library.

## **Returning a book**

All items should be returned to The Spicer Library. The librarian will check the date and return your library ticket. A charge will be incurred if the book has not been returned to the library by closing time on the due date.

## **Renewing a book**

If a user wishes to renew an item, they should take it back to the library. The librarian will check that no other user has reserved the book. If it has not been reserved, the renewed due date will be stamped on it. Renewal is not available by email, telephone, etc. nor when the item is overdue and the fine has not been paid.

## **Fines**

Fines are charged at the rate of 30p per item per working day (Monday to Friday, or £1 per item per day, if the book has been reserved by another user.

All fines should be paid to a member of office staff in the Departmental Office the no latter than one day after it was issued. There you will be given a receipt as proof of payment which students must return as soon as possible to the Spicer library in order to be given back their ticket(s).

Students who have not returned one or more books or not paid one or more fines by the end of their course will be considered to be in debt to the University of Essex.

### **Reserving a book**

Complete a reserve slip with the date, the author and title of the book, and your own family name and email address. Once the book has been returned to the library, a librarian will email you. Books will be kept on the "reserved" shelf for five working days only.

### **Replacement of a reader's ticket**

If you lose a reader's ticket, please notify a librarian at the Spicer Library. A new ticket will be issued for 50 pence.

### **Library rules**

- The Spicer Library is a place to work and study, so noise should be kept at a minimum.
- Borrowed books may not be passed on or lent to other students.
- The borrower is responsible for a library book until he or she has returned it and had the ticket for it returned.
- The committee has the right to withdraw use of the library from any user who it determines has abused the library or the arrangements for its smooth running.
- Bags should be deposited with the librarian when entering the library and collected when leaving it.