

7. VISITORS TO THE LIBRARY

Non-Fellows wishing to use the Library must make an appointment, unless accompanied/introduced by a Fellow. Visitors must sign the register and pay a daily fee. Borrowing is not permitted. Visitors will not of right be able to use the Library or access its services. Admission to the Library will be at the Librarian's discretion.

The following exemptions to these charges apply:

- Guests accompanying Fellows who wish to use the Fellows' Room only.
- Members of the 'Courtyard Societies' by arrangement with their Librarians: Linnean Society; Royal Academy of Arts; Royal Astronomical Society; Royal Society of Chemistry; Society of Antiquaries .
- Members of the following organisations (on production of proof of membership): AAPG; Geological Society of America; Institute of Geologists of Ireland; Institution of Materials, Minerals & Mining.



8. ENFORCEMENT OF LIBRARY REGULATIONS

All members of the Library staff are empowered to enforce the Library Regulations. Any infringement of them will be reported to the Librarian immediately.

Source:

<http://www.geolsoc.org.uk/gsl/info/use/page267.html>



The Library, Geological Society

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Opening Hours: Monday-Friday 9.30a.m.-5.30.p.m.

Society Website: www.geolsoc.org.uk
The Geological Society is a registered charity No 210161



The
Geological
Society

-serving science and profession

Library regulations – summary

July 2010

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1. OPENING HOURS

The Library is open from 9.30 a.m. to 5.30 p.m. Monday to Friday. It is closed on Public Holidays and occasionally at other times with prior notice being given in **Geoscientist** and on the Society's website.

2. CONDITIONS OF ADMISSION AND USE

Fellows, Candidate Fellows and Corporate Affiliate company employees may use the Library.



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Non-Fellows may be admitted under certain conditions (see section 7).

Fellows who have not paid their annual subscription by 1st January will be suspended from using the Library's services.

Access to rare or special material is at the Librarian's discretion.

Library books and maps must not be defaced or damaged in any way.

3. LOANS

Only Fellows/Corporate Affiliates **based in the United Kingdom and Republic of Ireland** may borrow Library material.

Material borrowed from the Library must not be taken abroad.

The privilege of borrowing is a personal one and **Fellows should not lend items to others.**



The following categories of material may **not** be borrowed: 'Rare Books' and archive material; 'flat' maps (except by special arrangement) and current issues of journals.

Material published prior to 1919 may be borrowed at the Librarian's discretion. The Librarian may insist that such items be collected and returned to the Library in person, rather than by post.

Loans of books & maps are limited to the following :

- Fellows – up to 6 books/periodicals & 6 maps;
- Candidate Fellows – up to 3 of each category;
- Corporate Affiliate Companies – up to 12 of each category.

The loan period is four weeks. The loan may be extended for a further four weeks, provided it has not been requested by another reader. After this time the item must be returned to the Library and may not be borrowed again by the same person until four weeks have elapsed.

Borrowers will be invoiced for overdue/lost items and will have their right to use the Library withdrawn until the items are returned or paid for. Persistent offenders will be referred to the Library Advisory Committee and may have their borrowing rights withdrawn.

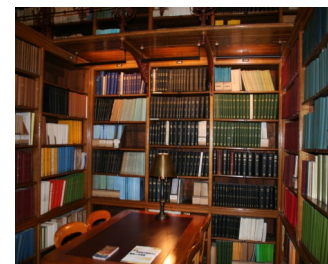
4. LIABILITY

The borrower is responsible for any item from the moment of receipt until it is received back into the Library. Borrowers will be liable for damage to or loss of items while in their charge or while in transit by return post.

Items being returned by post should be packed securely and sent by **Special Delivery** or by an insured Courier Service.

5. PHOTOCOPYING AND FAX SERVICE

Visitors may use the self-service photocopying machine by purchasing prepaid copycards.



The Library staff will undertake photocopying on behalf of Fellows / employees of Corporate Affiliate

companies worldwide, subject to copyright restrictions.

6. PAYMENT FOR LIBRARY SERVICES

Receipts are issued for all self-service copying and other services provided for readers visiting the Library. Invoices will be enclosed with photocopies and loans sent by post. It is possible to deposit money with the Library to set up a Library Account from which Library charges will be deducted.

Failure to pay for Library services will result in the right to use the Library being withdrawn.