

AMI Library Policy

1. Purpose:

The purpose of this document is to set out the guidelines for the use of the library at AMI.

2. Scope:

This scope outlines the parameters and regulations governing student access to the library and its resources, aiming to ensure a conducive and respectful environment for all library users.

3. Library Use Policy:

- 3.1. Students are able to access to the library and its services during open hours.
- 3.2. Students are permitted to utilise the library's collection.
- 3.3. Students must respect the rules of the library such as no food or drink except a sealed bottle of water in the library.
- 3.4. Students must keep noise levels low to avoid disruption.
- 3.5. Students must handle all library books and materials with care. Students are responsible for returning borrowed items in good condition before or on the due date. Failure to do so may result in replacement fees or other charges if the materials are damaged or lost.
- 3.6. Books can only be borrowed with a current library membership.
- 3.7. There will be a £25 membership fee payable annually when signing up as a library member for AMI students to browse the library and borrow books.
 - 3.7.1. There will be a £20 fee payable annually for external members to browse the library.
 - 3.7.2. There will be a £30 membership fee payable annually for external members to browse the library and borrow books.
 - 3.7.3. Membership is free for AMI faculty and members of staff.
- 3.8. The maximum number of books that can be borrowed at any one time is 15 for AMI faculty/staff and students and 5 for external members.
- 3.9. Books, other than reference books, can generally be taken out for 28 days for AMI faculty/staff, and 14 days for external members.
- 3.10. Overdue books will incur fines of 20p per book per day after the due date. It is the responsibility of each member to ensure their books do not become overdue.
- 3.11. Members must not damage or deface library property. Anyone who damages or loses a book would be required to cover the costs of replacing it. The costs comprise the cost of the book in addition to a £10 administration fee.
- 3.12. Readers must not underline, highlight, or write in library books. Any member who does so will be asked to erase such writings and if they cannot be erased the book will consider damaged and the process outlined in point 9 above will be followed.
- 3.13. Mobile phones must be used in silent mode when in the library.
- 3.14. If the fire alarm goes off, visitors to the library must leave immediately through the nearest fire exit and proceed to the nearest fire assembly point and remain there until informed otherwise.
- 3.15. If a member takes book out and the security alarm goes off upon leaving the library, the member must see the librarian before taking the book out. In case the librarian is not present, the member must leave the book in the library and seek advice from reception.
- 3.16. The librarian has the right to recall books at any time or set a limit for borrowing any books.
- 3.17. Library staff reserve the right to ask any members or visitors not following the rules and regulations to leave.
- 3.18. If policies are not abided by repeatedly, memberships can be revoked.
- 3.19. Library members will be provided with a library card which they will require to borrow books. Any lost cards will incur a £10 fee for replacement.

4. Library Fines and Access Restrictions:

- 4.1. Library members who accumulate fines totalling £20.00 or more will have their library access suspended. Access via electronic fobs will be automatically disabled until the outstanding balance is paid in full.
- 4.2. Additional Penalties for Prolonged Non-Payment
 - 4.2.1 For fines exceeding £20.00 that remain unpaid for a period of one calendar month: An additional surcharge of 10% will be applied to the total outstanding balance. This surcharge will be calculated based on the original fine amount.

Policy dated: 03/10/2024

Policy due for review: 01/10/2025