Kings Norton Library
rules and regulations for
SCONUL Access users

1. You will need a Cranfield SCONUL Access membership card to use our Library. To be issued with a card, come to the Welcome Desk on the first floor on your first visit and show us:
   - your photographic ID card for your own university
   - a copy of the approval email you were sent confirming your membership of the scheme.

2. You will need to bring your Cranfield SCONUL Access membership card with you whenever you visit. Come to the Welcome Desk when you arrive to show us your card and sign in.

3. All stock must be issued before it can be taken from the Library.

4. You are responsible for all items you borrow from us and are required to respect the loan period. You may borrow up to three standard loan items on a six week basis.

5. In the event of loss, or failure to return an item, you will be charged the cost of replacement, together with a handling charge.

6. When an item is recalled, the loan period may be shortened and the customer will be notified. **It is the customer's responsibility to return such items immediately.** Failure to comply with this rule will result in a suspension of borrowing rights until the recalled item is returned.

7. SCONUL membership does not include access to Library databases due to academic licensing agreements, or general use of our computers.

8. You are welcome to use your own laptop in the Library and can use the Eduroam network to access the Internet.

9. Mobile phone calls may only be made outside the building so other customers are not disturbed.
10. Owing to health and safety concerns, children under the age of five are not permitted to enter the upper floors of the Library. All children under the age of 16 must be supervised by an adult.

11. Smoking is not allowed anywhere in the building.

12. Except for seeing and hearing dogs, animals are not allowed in the Library.

13. Please do not eat hot food anywhere in the Library building. Cold food, and hot and cold drinks, are allowed.

14. We cannot take responsibility for any property lost by customers within the Library building.

Contacting us

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