

## LOAN RULES

Any publication designated as 'loan' on the online database may be borrowed by members of the IMechE, and members of organizations with which the Information and Library Service has an agreement for reciprocal borrowing.

- 1) Up to six loan items may be borrowed for three weeks.
- 2) Provided that the loan item has not been reserved by another person, a renewal for a further three weeks may be made, provided that the library has been contacted at or before the expiry date.
- 3) Four such renewals may be made, provided that the borrower has contacted us at or before each expiry date, subject to a maximum loan period of 15 weeks.
- 4) After four loan renewals, one calendar month must expire before the user may borrow the same item(s).
- 5) Failure to return an item after the maximum loan period of 15 weeks will lead to the borrower being charged the cost of replacement, or £75, whichever is greater. Library facilities will be withdrawn until this is paid.
- 6) The library reserves the right to deny the loaning of books to borrowers who have not complied with the above rules, for the benefit of other library users.