1. Purpose
This policy establishes rules and terms for borrowing books, media, and equipment from the James Hardiman Library. This policy also sets forth the fines imposed for books, media and equipment that are not returned by the due date, or are deemed lost or stolen.

2. Scope
This policy applies to all patrons of the James Hardiman Library with borrowing privileges.

3. Terms of Borrowing

3.1 Restrictions

A. Restricted Access to Protected Collections

The James Hardiman Library prides itself on having a wide range of titles and media available for its staff and students. In an effort to protect our rarer, historical, or fragile items, some books or resources are classified with restricted access.

3.2 Loan Quantities

The number of standard loan books and media items that can be borrowed depends on the classification category of the borrower (staff, student, alumni, visitor, etc.). A standard loan is any book or media item that does not specify a 1 Day or 3 Day Loan Due Date Period during the course of check out.

3.3 Loan Periods

A. Standard Loan Period

The loan period for standard loan books, media items, resources, DVDs, Audio CDs, Software (CD-Rom), Audio Cassettes, VHS Tapes, and all other loanable literary media resources (excluding equipment) depends on the classification category of the borrower (staff, student, alumni, visitor, etc.). The table below details the loan limits policy based on library account classification. These loan limits apply to any combination of media. Loan periods may automatically extend a number of times if the item(s) are not recalled, and if the borrower does not have an outstanding fine or overdue loan. Items may be recalled for a variety of reasons, including but not limited to a hold request placed on the item(s) by another patron.

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Quantity of Resources Permitted for Loan</th>
<th>Number of Days – Standard Loan</th>
<th>Number of Renewals – Excluding Recall</th>
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<tr>
<th>Category</th>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>Staff</th>
<th>Assistive Technology Service Users</th>
<th>SCONUL Band A, B, C and R</th>
<th>External User Having Paid for Borrowing Rights</th>
<th>Summer School Students</th>
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B. Restricted Loan Period – One Day Loans

Books and materials marked as One Day Loans and/or showing a 1 Day due date period at the time of check out are only available to check out for 1 day at a time. One Day Loans are not eligible for automatic renewals.

C. Restricted Loan Period – Three Day Loans

Books and materials marked as Three Day Loans and/or showing a 3 day due date period at the time of check out are only available to check out for 3 days at a time. Three Day Loans that have not been recalled will automatically renew up to 3 times if the borrower does not have any fines, overdue books, or restrictions on their account.

D. Restricted Loan Period – High Use Machine

Books borrowed from the James Hardiman Library’s High Use Machine carry a maximum check out period of 3 hours. These books must stay within the library and are not permitted to leave through the library secure access gates.

E. Restricted Loan Access – Library Use Only

Books and resources marked as Library Use Only cannot be loaned and must be reviewed / consulted within the library only.

F. Restricted Loan Access – Journals, Microfilm, Microfiche, Newspapers, Theses

Journals, Microfilm, Microfiche, Newspapers, and Theses cannot be loaned and must be reviewed / consulted within the library only.
4. Restrictions

A. Restricted Access to Protected Collections

The James Hardiman Library prides itself on having a large range of materials available for its staff and students. In an effort to protect some of the rarer, more delicate, or valuable items, some books or resources are classified with restricted access. These items are permitted for viewing and consulting under the supervision of the Special Collections team in the Archives and Special Collections Reading Room.

B. Limited Access to High Demand Resources

Some of the books in the James Hardiman Library are in high demand due to course requirements. The library keeps one or more copies of these highly sought after books in a High Use Machine on the ground floor. Members of the library with borrowing privileges are permitted to check these books out of the machine for up to 3 hours, but they are not permitted to leave the library with these books.

5. Application of Fines

The James Hardiman Library is committed to providing convenient and comprehensive literature materials to all users. To ensure the prompt return of all books, audiotapes, and electronic media items, the library charges fines for the late return of materials.

The fine policy is as follows:

Books from the Main Library without additional loan term stipulations are charged at a rate of €0.50 per day.

Books from the Main Library under 3 Day Loan restrictions are charged at a rate of €2.00 per day.

Books from the Main Library under 1 Day Loan restrictions are charged at a rate of €4.00 per day.

DVDs, CDs, Software (CD-Rom), Audio CDs, Audio Cassette Tapes, and VHS Tapes are charged at a rate of €0.50 per day.

All other equipment, electronics, and library materials will be assessed on a case-by-case basis as regards the terms of borrowing and fines in the event of late return or lost or stolen items.

Borrowing of materials from the library will be prohibited if a user has €5.00 or more in fines on their account.

Materials that are not returned within 6 months of their due date will be deemed lost or stolen, and the full value of the item will be applied as a fine on the borrower's account.

6. Impact of Fines on Student Accounts

All students must return all borrowed items and pay all outstanding fines prior to the end of term. Failure to return all borrowed items and pay all outstanding fines will result in the revocation of online access to student exam results.

Students whose exam results have been blocked as result of overdue items or fines will be subject to a waiting period of up to 48 business hours for their online access to be restored after they have resolved their accounts with the library.
7. Fines Payment

Fines are paid through a patron’s Print Credit Account (https://printcredit.nuigalway.ie). If individual does not have enough credit on their print account to cover the cost of their fines, they must add credit online or on the kiosks within the library.

The steps to pay a fine are as follows:

1. Patron must log in to their Print Credit Account at (https://printcredit.nuigalway.ie)
2. Select the Library Fines link from the menu on the left-hand side of the screen.
3. Review the fines and select the fines the patron wishes to pay before clicking on Pay Now.
4. The amount previously selected will now be deducted from the patron’s Print Credit Account and the selected fines will now marked as paid on the patron’s library account.

It will take up to 48 business hours for online access to student exam results to be restored following payments applied to fines.