



Library agreement for EYE students

The Mallinson Library is a quiet study environment that must be respected by all students and members of staff. Library sessions take place during scheduled sessions as indicated in the timetable on the front door. Please be sure to check the times relating to your group and feel free to consult the Librarian during these times.

Terms and Conditions:

- Students must follow the procedure to use the library as displayed on the Library Notice Board.
- A maximum of 2 books may be borrowed at any time, for a period of one week.
- Compulsory texts can only be renewed once (i.e. maximum 2 week loan). Compulsory texts are indicated in your book list must be purchased either online from our bookstore <http://shop.montessori.org.uk/> or directly from reception.
- A penalty of £1 per week, per book will be charged, if books are not returned by the due date. Students must sign the Overdue Fees Register upon paying the fee.
- Further books will not be lent until overdue books are returned, and fines paid.
- Students will have to pay the full price of any books that they lose or damage.
- FDA, Diploma (part-time and full-time) and Houses students (P/T) are allowed to take 2 non-compulsory titles during half term and semester breaks, but not during the Summer break.
- Non attending students, such as Distance Learners and those on Professional Placement, have open access to the Library on Wednesdays from 10am - 4pm, for reference only and are not allowed to borrow books.
- All books must be returned to the library on the final day of your final term, to be eligible to complete your course.

Please print your name: _____

Your course and start date: _____

Acceptance of terms and conditions

I have read and agree to comply with the conditions set above for the use of the Mallinson Library.

Signature _____