

London School of Theology

Library Use Policy

Group responsible	Library Committee, Academic Board
Exec Member / Governor responsible	Academic Dean
Individual responsible	Librarian
Date last approved by Exec	September 2025
To be reviewed	Every 24 months
Date of next review	September 2027

1. Introduction

- a. It is a long-standing policy to welcome all who want to use the library who want to use the materials available there.
- b. As an irreplaceable resource, it is most important to preserve it for all future and current users, especially those who are following courses of study and academics involved in teaching and research at the London School of Theology.
- c. The librarian is the immediate custodian of the library and all that is in and goes on there, as such, he or she takes responsibility for achieving points 1 and 2 above by all reasonable means in collaboration with the college executive team via the academic dean and with regard to existing college policies in order to be in harmony with current practice and the overall ethos of the college.

2. Ethos and expectations

- a. In our college community we expect deliberate acts of kindness as this is what Jesus taught (Matthew 7:12). Here are three verses which will help to promote these attitudes if well considered: Philippians 2:3-4, Romans 14:10-12, Psalms 24:1.
- b. Here are four overarching principles to guide conduct in the library with illustrative concrete examples :
 - i. Help others concentrate
 1. Silence
 2. No eating
 3. Phones C IT on silent
 4. Covered drinks only (stops aromas and spills)
 - ii. Help others find things
 1. While using books today, keep in a neat pile with spines towards gangway so people can see what you have.
 2. Put unattended, un-borrowed books, that you still want to use today, on the bottom shelf of the nearest library trolley, don't leave them on a desk, or hidden from view, where people find them difficult to find. Not finding them implies that they have been taken away without permission. There is another way to describe that.
 3. Books returned to the library after having been borrowed go on the entrance trolley only not on those in the library. This allows the librarian to locate reserved books among other things.
 4. Don't re-shelve books. Leave it to the Librarian or designated volunteers.

- iii. Account for yourself
 - 1. Printer paper is not free stationery. It is paid for when you copy.
 - 2. Large bags stay outside the library. Use the lockers in the toilet areas.
 - 3. Check out all books you take away.
 - 4. Pay the fines you owe. Or better still, avoid getting them, by tracking your loans online.
 - 5. No marking of library materials. That would be treated as vandalism.
- c. Maintain an orderly space
 - i. Rubbish into bins
 - ii. Tidy the furniture
 - iii. No 'camping' – which means not piling library books and own belongings around you and leaving them there to claim a space that other people cannot use when you are not present
- d. Library staff reserve the right to take considered corrective measures if low regard is paid to the principles above, and without necessarily giving a warning.

3. User access

Access to the library is permitted to current and past institutional members, and members of the public. For visitors see the separate 'Library Visitor Policy'.

a. Access to the physical library

This is permitted to all current staff and students who have an access card for the building. Alumni and distance learning students who do not have an ID card have office hours on weekdays access when reception is staffed and no charge is made for this.

Former staff members who have left the employment of the college with good standing also have access when reception is open and staffed, and are permitted some borrowing rights (see point 6 below).

There is no access to the library during the Christmas closure, and limited access for students during the summer break (9am to 9pm on weekdays with the requirement to leave the building before 10pm). Full access to students is permitted all through the Easter term break.

- b. Membership of the library is automatically permitted while employed or studying at the college.
- c. Children and family of staff and students are not ordinarily permitted entry unless prior permission has been granted by the estates manager or executive team and with the librarian's permission. Staff or students giving a brief tour to visitors is permitted.
- d. No-one who is known to present a safeguarding risk to other library users are allowed entry.
- e. Animals are not permitted entry to the library except under exceptional circumstances and with the librarian's agreement.

4. User support

- a. Library staff are available during office hours (weekdays 9am-5pm excluding lunch break) to help library users.
- b. Users with mobility issues or other impairment that would prevent them from ready access to books on tall shelves or on the upper levels can expect library staff to retrieve items for them.

- c. The librarian has access to confidential special educational learning support information given to faculty members and is willing to make any reasonable adjustment to help any library user.
- d. Seating can be selected and configured to cater for individual physical needs and conditions.
- e. Training and support are provided to all users to enable them use online library resources according to their level of institutional involvement and for this there are a range of tailored online training materials.
- f. A range of different seating and worksurfaces are provided to suit a range of learning styles throughout the library.
- g. There are two open access computers provided for visitors and users who currently do not have access to the use of a computer.
- h. Conversations with remote tutors can be held online only in the library printing room

5. Use of resources

- a. Online resources
 - i. The online portal through which all LST library provided online resources can be found is <https://librarysearch.lst.ac.uk>
 - ii. Shibboleth authentication allows users to access a large range of online resources provided through the library wherever they are in the world.
 - iii. Online resource access is legally allowed to visitors as long as they are on campus, either through the dedicated open access computers in the library or via their own devices through the college wifi.
 - iv. No access is permitted to anyone who is not currently a member of the institution for copyright reasons when they are off campus.
 - v. Borrowing rules - Overdue, lost and damaged items
- b. Borrowing physical resources
 - i. These are the borrowing rights for physical resources

Borrower type	Number of items	Loan period	Renewals	Fines	Reference materials
Staff	100	6 months	4	None	As other loans
Former staff and research fellows	5	4 weeks	None	None	no
Research students	30	4 weeks	8	20 pence per item per day	One week without renewal
Taught masters (not including MABS)	12	4 weeks	8	20 pence per item per day	One week without renewal
Taught masters (MABS)	0	-	-	-	

Undergraduates level 6	12	1 week	8	20 pence per item per day	No
Undergraduates levels 4 C 5	8	1 week	8	20 pence per item per day	no
Undergraduates with learning support needs	8	2 weeks	8	20 pence per item per day	negotiable
Visitors	0	-	-	-	no

- ii. Periodicals are never to leave the library unless agreed in person by an academic with the librarian
- iii. Borrowing is by self-service via the kiosk in the foyer in the library 24 hours of every day
- iv. Renewals are possible via the kiosk or online via signing into the library catalogue.
- v. Reminders of loans to be renewed are sent on the day to the borrower's college email address, one week later and a week later after that.
- vi. Weekends and term breaks do not generate fines.
- vii. Fines are waived at the discretion of the librarian and usually for sickness or other matters that cause non-return or failure to renew.
- viii. Items not returned prior to graduation will be charged to the user and as this invoice constitutes an outstanding fee to the college, may delay graduation.
- ix. Lost items must be paid for at the price determined by the librarian and not by providing a replacement volume.

6. Scanning, copying and printing facilities

- a. Scanning, copying, and printing facilities are available in the library but are administered by LST IT department.
- b. Visitors cannot use this as it is enabled by a college email account.
- c. The cost is A4 black 5p, colour 10p, A3 black 10p, colour 20p