



The Council of Christians and Jews

Policies and Rules for CCJ Library: Formal Codes

Membership Conditions of Use

Definitions

The following definitions shall be understood in the body of this agreement:

'Subscriber' shall mean a person who has subscribed to the CCJ library

'The Library', 'The Irene Rachel Lass Memorial Library', 'The CCJ library' shall mean the library facilities at the central office of the Council of Christians and Jews

'Guest' shall mean a person who is using the library, with or without subscription

All above definitions shall be taken to include the plural, and any reference to the masculine shall be taken to include the feminine, and vice versa.

Terms and Conditions

By using the library, the Guest agrees to abide by the following terms and conditions:

1. General terms and conditions.

The Subscriber and Guest shall:

1.1 not borrow items from the Library. All copies of all books shall remain in the Library;

1.2 not bring food, drinks or pets into the Library, unless permitted to by a member of CCJ staff;

1.3 behave in a proper manner which does not disturb or otherwise interfere with other library guests;

The Subscriber shall notify the Library in the event that the Subscriber changes all or part of the address or telephone number given to the Libraries as the permanent street address of the Subscriber.

2. Subscriber and Guest Rights

2.1 Subscriber Rights

2.1.1 Subscribers to the Library are those who have paid subscription fees.



2.1.2 Subscription fees shall be £10 for individuals and £50 for institutions, unless declared otherwise.

2.1.3 Members of CCJ shall automatically be subscribed to the Library with full rights.

2.1.4 Subscribers are allowed the following services:

2.1.5 Permission to use the Library database, BookDB

2.1.6 Permission to use the Library for study purposes.

2.1.7 A photocopying allowance of **20 A4 sheets grayscale** a year.

2.1.8 Subscribers will receive two copies of *Common Ground* a year

2.1.9 Internet access is free, provided that Subscribers abide by the usage policy set out in Point 3 below.

2.2 Guest Rights

2.2.1 Guest who have not paid Subscription fees are permitted to use the library and library database.

2.2.2 Guests are not permitted to use photocopying, the internet and will not receive *Common Ground*.

3. Internet and Online Services Terms and Conditions

When access to the Internet is available in a library facility the Guest shall:

3.1 abide by a 'fair use' criteria when using the internet: the Guest shall not download illegal material or download substantial amounts of data or transmit objectionable material;

3.2 understanding that the Internet access is unfiltered, but that Guests should not access sites which might be considered either illegal or immoral;

3.3 understand that the Library is not responsible for the content of external websites.

4. Care of Library Materials

4.1 Library resources such as books, journals, and electronic materials are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library materials. Tracing or copying of any is prohibited by copyright policy and users shall be solely responsible for any violations.

