



Library Usage Policy

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Amendment History

Version	Revision Summary	Date Approved	Author
021/23	Substantial re-write and amendment of both borrowing rights and access times.	19/2/26	



Library usage policy

Introduction

1. Spurgeon's College library began with C H Spurgeon. Over the years it has built up into a first-class academic theological library containing over 70,000 volumes covering all aspects of Christian theology and the Scriptures.
2. Most students and staff of Spurgeon's College have free access to the physical library; however the level of access varies according to the nature of employment and the programme being studied.
3. Access to the physical library needs to be controlled to ensure that it is fair for all users and that they have a high-quality learning experience.
4. For this reason, there are prescribed access times and limits on the number of books that can be borrowed, the time that access can be gained and whether the access is charged for.

Loans

5. The following table details the borrowing rights for each category of user and lists the number of books, the loan period and number of permitted renewals.

User category	Media Type	Max number of books allowed	Period (days)	Renewals
Associate Lecturer	Any media	20	70	5
Associate Research Fellow	Any media	30	70	5
MPhil or PhD student	Any media	30	70	5
Doctor of Ministry Student	Any media	30	70	5
Master's Dissertation Student	Any media	25	70	5

Master's student	Any media	15	70	5
Newly Accredited Ministerial Student (NAMS)	Any media	3	28	5
Staff	Any media	30	365	5
Former Staff	Any media	3	Decided on a case-by-case basis ¹	None
Senior Research Fellows	Any media	3	Decided on a case-by-case basis ²	None
Undergraduate Student	Any media	12	14	5
Students on CPCAB accredited Counselling Courses	Any media	12	14	5
Visiting students and Auditing students, as authorised	Any media	3	28	5

6. Other categories of user may have access to the library for reference use but have no borrowing rights (see table below).
7. Students can renew books remotely by logging into the online library catalogue using their library number and PIN.
8. Books borrowed are subject to reservation by other students. If a book currently on loan is reserved by someone it cannot be renewed and must be returned as soon as possible.

Library Access

9. The following table details the access days, times and cost for each category of user.

User category	Access days	Access times	Cost
Staff	Monday – Saturday	7am - 11pm	None

¹ The Librarian will seek advice from the HR department to confirm the status of any enquirer.

² The Librarian will seek advice from the HR department to confirm the status of any enquirer.

Taught Undergraduate Students (Attending College regularly for taught courses; Includes Counselling Students on CPCAB accredited courses)	Monday – Saturday	7am - 11pm	None
Postgraduate Students (Including research students)	Monday – Saturday	7am - 11pm	None
Newly Accredited Ministerial Students (NAMs)	Wednesday-Saturday	7am - 11pm Saturdays by appointment	None
Equipped to Minister Students (ETM) (Reference use only, no loan rights)	Normally Thursday & Friday	7am - 11pm By appointment	£45 per year
Distance Learning Students	Thursday & Friday	By appointment	None
Students Auditing Units	Day(s) of attendance	7am – 11pm	None
Visitors (Reference use only, no loan rights)	Thursday & Friday	By appointment	£10 per visit
Former Staff & Senior Research Fellows	Thursday & Friday	By appointment	None
Former Students (Reference use only, no loan rights)	Thursday & Friday	By appointment	Donation Requested

10. Please note there is no administrative support available to students on a Saturday. Students who do not have an access card for the library will need to obtain a visitor's badge from reception. If you plan to visit on a Saturday, please contact reception at least one week in advance to arrange this.
11. Any other categories of user may be granted access to the library, but this is at the discretion of the librarian and will be decided on a case-by-case basis.
12. Access to the library is subject to change. Notice will be given regarding any changes.
13. Students on an Interruption of Studies have all library rights suspended.

Overdue library books

14. All library books must be returned by the due date. For every book not returned by its due date, a fine of 10p per day up to a maximum of £1.50 per book will be imposed. Total fines on any one occasion are capped at £10.00. In addition, users will not be able to borrow any further books until all overdue books are returned and any fines are paid. A reminder letter will be sent to anyone with outstanding fines. If these are not subsequently paid, the finance department will send an invoice for the amount owing.
15. Students must return any books borrowed from the library before withdrawing from study and before they graduate. Reminder letters will be sent to any student with overdue books. The College will invoice students for the full cost of replacing any books not subsequently returned. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or return books.
16. Staff must return any books borrowed from the library before their leaving date. The College reserves the right to invoice former staff for the full cost of replacing any books not returned.
17. Those who are unable to return a book in person will need to post it back to the library using a "signed for" service at their own expense. This also applies to any books that are reserved by other students and cannot be returned in person within the time required.

Lost books

18. Any users who lose or misplace books, or fail to return books after being reminded, will be invoiced for the current purchase price of the same book, so that the book can be replaced for other users. The College reserves the right to take legal action against users who fail to pay such invoices.