

REGULATIONS
of the
THE BURN LAW LIBRARY, CHRIST CHURCH

1. Authorised users

- a. The Burn Law Library is for the use of:
 - 1. members of the House reading for any degree or diploma (undergraduate or graduate) in Law; and
 - 2. members of the House reading other subjects who require books shelved in the law library.
- b. Members of the House must not invite any persons who are not members of the House to use the law library.

2. Access to the Law Library

- a. Entrance to, and exit from, the law library is through the large oak door on Tom Quad. The west door, which opens into the passageway leading from Tom Quad to the Schools Quad, must not be used except in emergencies. It is alarmed.
- b. Except when it is required for teaching purposes, the study room to the east of the entrance lobby is for the use of those reading for graduate degrees, or who have particular use of the books kept in that room.
- c. Access to the law library from the entrance lobby (to either the graduate study room or the main library rooms) is controlled by security cards which are issued by the staff in the main College Library to:
 - 1. all members of the House reading for any degree or diploma in Law; and
 - 2. (on the authority of the Librarian or the Law Tutors) other members of the House who need regular access to the law library.
- d. Security cards are individually identifiable, and a computerised record is kept of all access to the library. Every person holding a security card must return it before going down at the end of his or her course, and may be required to return it earlier. In addition, £10 is charged to any member for a lost or damaged security card which requires to be replaced (either during his or her residence or after going down), and fines may be levied on any user for failure to return a security cards when required to do so.

3. Care of the Law Library

- a. Since no member of the Library staff is on permanent duty in the law library, users are relied upon to ensure its orderly running. In particular:
 1. all books must be treated with care, and should be re-shelved after use. Anyone found to have damaged any book (whether by writing in it or otherwise) will be required to pay for a new, replacement copy and may be disciplined further by the Censors;
 2. members of the House are asked to be vigilant to ensure that only authorised users gain access to the law library. In no circumstances must a user lend his or her security entrance card to any other person;
 3. smoking, eating, drinking and the playing of radios, tape recorders, etc, are NOT allowed in any part of the law library;
 4. users are asked to be as economical as possible in the use of heat and lighting. Lights should be turned off, and windows should be closed, whenever the law library is unattended. The heating thermostat should not be interfered with;
 5. all equipment installed in the library (such as the fixed computers and the printer) must be treated with care, and the installations must not be interfered with. All library working places are equipped with ethernet sockets and power points for users to plug in their own portable computers. The use of all computers (both the fixed computers and users' own portable computers) is subject always to compliance with the College and University rules for computer use.

4. Junior Librarians

- a. The Law Tutors appoint Junior Librarians, usually from the second and third years, to oversee the running of the law library. In 2006/7 the Junior Librarians are Tom Evans and Harry Smith.

5. Borrowings

- a. The law library is not a lending library. Books are often required by many readers, and it would not be fair to allow any book to be

monopolized by a single reader. The general rule, therefore, is that no book should be removed from the law library.

- b. It may however occasionally be possible to make arrangements for textbooks (but not any other books) to be borrowed during the vacations. Such arrangements must however be made ad hoc with the Law Tutors.

6. Fire

- a. Fire alarms and extinguishers are situated inside the oak door on Tom Quad, and next to the west door which opens into the passageway leading from Tom Quad to the Schools Quad.
- b. In case of fire, leave immediately by the nearest safe exit. The exits which may be used in case of fire are the oak door onto Tom Quad, and the west door which opens into the passageway leading from Tom Quad to the Schools Quad.
- c. In case of fire or other emergency, alert the Porter at Tom Gate as quickly as possible.