



Barnardos' Library & Information Service

Loans Policy for the Physical Collection

Members are entitled to:

- Borrow up to 4 items at one time for a three-week period.
- Renew* items up to 5 times.
- Reserve* items that are either available in the Library or on loan to another member (up to 4 item reservations allowed at any one time).
- Request the acquisition of an item – each item request will be decided upon by the Barnardos' Library and Information Service, in line with the Collection Development policy of the service.

*Items can be renewed or reserved (placed on 'hold') via the [online catalogue](#), using member's personal login, or via phone (01-4549699) or email (resources@barnardos.ie).

Members are responsible for:

- All materials checked out on his/her library account.
- Providing Barnardos' Library and Information Service with up-to-date contact details.
- Returning or renewing* items on or before the due date.
- The safekeeping of all items that they have borrowed up until they have been returned and cleared from their account.
- When returning items via post/courier, items must be securely packaged and clearly addressed. Items are still the responsibility of the member until the item has been received by a Barnardos' Library and Information Service staff member.

Borrowing rights may be withdrawn if this loans policy is infringed.

Renewals and Reservations

- Members may renew* materials up to 5 times.
- Items cannot be renewed if a reservation has been placed on the item by another member.

Replacement of Lost / Damaged Items

- Members are responsible for the safekeeping of Library materials.
- If an item is lost/not returned then a notice will be issued to the borrower requesting the full reimbursement to cover the cost of replacing the item.
- Variable charges for damages to items such as writing, drawing or scribbling in a book, torn or otherwise damaged materials. Charges are determined by the Barnardos' Library and Information Service staff, based on condition of the item.