



Borrowing Periods and Charges From April 2026

To be read in conjunction with our "Conditions for Library Use"

Borrowing (KCL's system only accepts KCL Library Cards and not Camden Library cards)

Borrowing limits for books and DVDs: Adults: 6 items total Children: 10 items total

Borrowing periods: Books, Talking/Audio Books: 3 weeks

Language Courses: 1 loan only for 3 weeks; Adult and Children's DVDs: 1 week

Out of hours RETURNS: The External Box in the gate is not secure; items left there are at the customer's risk. NB: Camden does not accept KCL books; nor is KCL able to take Camden books.

RENEWAL POLICY: Borrowers may renew a title on up to 2 occasions (i.e. up to 9 weeks total loan period) unless a reservation has been placed. DVDs may not be renewed.

You can renew on line EXCEPT for items already overdue or blocked by a prior reservation.

<u>Charges:</u>	<u>To Borrow</u>	<u>Overdue charges</u>
Books & audio books	Free	30p per day (Children's Books 10p per day)
Language courses	£2.50	30p per day
DVDs	Free	50p per day
Reservations	Free	
Library Card Issue	£5.00 - one off charge per household to contribute to administration costs.	

- **Items not returned 1 month after the due date may be considered "lost" at our discretion without notice to you.** See replacements charges below.
- **An account may be suspended at the discretion of KCL (e.g. if items are overdue or fines unpaid)**
- **KCL does not send routine reminders for books about to be due or overdue. Check the time-stamp**

Computer use

KCL Library cardholder: First hour per day free Charge of £1 for each subsequent hour

Non-KCL Library cardholder: £1/hour

Computer use is at the discretion of the duty librarian.

Printing and Photocopy charges.

A4 Sized Paper Black & White: 15p per sheet Colour copies: £0.50 per sheet

A3 Sized Paper Black & White: 25p per sheet Colour copies: £1.00 per sheet

KCL is charged for every copy under its rental agreement. Accordingly, KCL charges are per sheet printed including wasted or unwanted pages and double-sided pages count as two sheets

Replacement charges

Lost KCL Library Card: £5 admin fee per claim.

Lost or Damaged Books or DVDs: Recommended Retail Price, plus £1 for admin costs.

- **The replacement charges are in addition to overdue fines already incurred.**
- **The MINIMUM CREDIT CARD PAYMENT is £1 due to servicing costs. Cash is still accepted.**

➤ **These Conditions may change: The latest version is available on request.**

➤ **COMPLAINTS AND SUGGESTIONS: Please use the book at the desk or write to the Email address below.**



Conditions for Library Use From April 2026

To be read in conjunction with our "Borrowing Periods & Charges"

Everyone is welcome to use Keats Community Library ("KCL") but see below on the **KCL Library Card**.
By doing either, you agree to respect these condition for Library use.

If KCL team members consider (in their sole discretion) that you are behaving in a manner unsuitable for a library and its quiet enjoyment by the community, **you may be asked to leave the building.**

Unsuitable behaviour includes *Inappropriate use of computers or Wi-Fi, disruptive behaviour to others, excessive noise, (e.g. use of phones or devices), damage to property, lack of respect for the public or our team.*

Abuse or threats or harassment is never tolerated.

- **If you damage or lose KCL items and equipment either in the Library or while in your care**, then you are liable to repay the costs of putting matters right. This includes paying for printing services you abandon.
- **Never leave any items unattended at any time. KCL is not responsible for loss or damage.**
- **Please do not consume any food brought into the Library; Alcohol consumption is not allowed**
 - **Cups provided are for use by purchasers of drinks only and can be purchased on request**
- **You must always wear shoes & reasonable clothing; no lying on the floor and/or sleeping; chairs, tables or settees are much used and are not places for feet or shoes.**
- **Using electrical outlets and KCL's Wi-Fi for any purpose is entirely at your risk and responsibility.**

ON-LINE ACCESS (PUBLIC COMPUTER & WI-FI) IS SUBJECT TO REASONABLE & APPROPRIATE USE.

- Specific rules, which also apply to Wi-Fi use, are posted by the Public Computers.
- Judgement on "reasonable & appropriate" rests at the discretion of the library volunteers on duty.

A KCL LIBRARY CARD is needed to access certain KCL services including borrowing books, DVDs and free time on the Public Computers. The KCL Library system does not accept Camden Library cards.

- To obtain a **KCL Library Card**, please complete an application form, present evidence of address (e.g. driving licence) and pay the nominal administration fee of £5 (charged only for each household). Note that:
 - **An email and UK telephone number are required to allow KCL to contact you for overdue.**
 - **Borrowers under 18:** A parent /guardian must print their name on and sign each application form.
 - **You should live or work in the NW3, NW6 and NW5 areas.**
- **The **KCL Library Card** should be presented on each occasion to use a service.**
- **Items borrowed must be returned in the Library itself;** The outside box is not secure and may not be used. Regrettably items from other Libraries cannot be accepted as KCL does not share the same system.
- **KCL Borrowing Periods and Charges:** See the current schedule which also shows fines and lost books.
- Your **KCL Library Card** may be withdrawn or suspended at any time and if items are not returned or fines are unpaid. There is no refund of the administration fee paid.
- **You remain liable for charges incurred while you had a **KCL Library Card** including cost of recovery.**
- **Please report lost **KCL Library Cards**.** You always remain responsible for items borrowed.
- **Please advise us of any change in your details** (name, address, telephone number, or email address): or if you no longer want a **KCL Library Card**.
- **If an email to you is rejected,** your account may be suspended until KCL has been able to contact you.

DATA PROTECTION: By completing the **KCL Library Card** application form, you agree that KCL may:
1) Keep your data; 2) Contact you by phone or email about relevant matters in respect of your library use such as overdue items; 3) Inform you about events; and 4) Ask for your support including for donations to the charity. You can only opt out of 3) and 4) above.

If you do not agree with this use of your data, please let us know.