



RCM Library Agreement

Rights and Responsibilities

The RCM Library is one of the most important music libraries in the UK with world-class collections. It aims to provide support for all college work and activities by the loan of materials and the provision of reference and audio-visual facilities. Our ability to respond to college members' needs depends greatly on each member's cooperation. Signing this library registration form is proof that you agree to abide by library regulations. The library will do its best to interpret these fairly. However, should you fail to adhere to them, you will incur financial and other penalties, which will include restricted use of facilities and bans from borrowing. Persistent failure to cooperate may affect the continuation of your course and the award of prizes.

Your Rights

You may...

- use all library material to support your studies including JD online resources
- borrow up to 4 items at any one time for 4 weeks at a time
- use library material in classes, choirs, orchestras and ensembles
- reserve items out on loan
- suggest items for acquisition
- have facilities for quiet study
- use audio-visual materials in the library
- expect advice and assistance at all times

Your Responsibilities

You must...

- have your RCM ID card when borrowing or renewing items
- return or renew all items on or before the due date or upon request
- borrow and return all sets of music complete
- return all library loans at least two weeks before the end of the summer term
- replace all lost or damaged items (additional costs for binding may be incurred)
- pay promptly all fines which accrue
- treat all library materials with care and maintain shelving order
- make only essential markings - lightly, in pencil only - and erase them before return
- not bring bags, food or drink into the library
- silence mobile phones while in the library
- behave appropriately in the library and keep noise in the reading room to a minimum
- treat fellow users and their needs with respect
- adhere to all library regulations

Your signatures below indicate that you accept the terms listed above

Name of student..... (in block letters)

Student SignatureDate

Parent Signature.....Date.....

Please return this form to the library or e-mail it to [sbatchelor @rcm.ac.uk](mailto:sbatchelor@rcm.ac.uk)