

# Guidelines for New Borrowers



 @OxPoetryLibrary

 Oxford Poetry Library

Thank you for becoming a member of Oxford Poetry Library!

We hope you'll enjoy exploring our collection. We want to keep access to our books as open and easy as possible so have very few rules. However, to ensure that as many people as possible can make the most of our resource, we do ask the following.

## Borrowing Books

Registering is free and can be done in person at the library, or online. Once registered as a borrower, you will be able to browse our full collection on our online catalogue at <http://opl.librarika.com> You can also reserve or request books by emailing [oxfordpoetrylibrary@gmail.com](mailto:oxfordpoetrylibrary@gmail.com), or by going to the book's entry on the catalogue and clicking "Request" and noting when/where you would like to pick the book up. We will then make sure to bring that book along to that venue at the time specified for you to collect it.

To borrow from the library, come see us at any of our venues and browse the collection! There is no limit to the number of books you can borrow at any time, so when you've chosen some book(s) to borrow, show them to the librarian on duty and they will check them out for you. If you have a specific query or request for a particular book, email us at [oxfordpoetrylibrary@gmail.com](mailto:oxfordpoetrylibrary@gmail.com) and we will do our best to accommodate.

## Returning Books

Please return books **within 2 weeks** of checking them out. You can drop books off at any of our venues. To find out where the library will be and when, please follow us on Twitter, Facebook, or join our mailing list through our website <http://oxfordpoetrylibrary.co.uk> You can also drop books off in:

**Central Oxford:** in the black postbox in [The Community Works](#) (21 Park End St) whenever the building is open

**East Oxford:** between 8.30am-5.30pm in the purple and black postbox on the wall of [Flo's Place in the Park](#)

**South Oxford:** in the purple and black postbox at any South Oxford market

**North Oxford:** anytime in the purple and black postbox at Makespace (Aristotle Lane, on the wall closest to you as you enter the car park, next to the right-hand door).

If you are unable to return a book within 2 weeks, please email [oxfordpoetrylibrary@gmail.com](mailto:oxfordpoetrylibrary@gmail.com) to let us know so we can renew the book for you. If a book is not renewed within two weeks and is returned late, we don't charge late fines or fees, but do ask that you consider making a donation (however small!) to the library to help us keep our wheels turning!

## Losing Books

If you lose a book, we do ask a fee of £7 as a replacement charge. This will go towards replacing the book and/or the general upkeep of the library.

For more information, to join our mailing list, and find out when and where you can find us, please visit our website at <http://oxfordpoetrylibrary.co.uk> or email us at [oxfordpoetrylibrary@gmail.com](mailto:oxfordpoetrylibrary@gmail.com)

We look forward to sharing our library with you!