

# MKNHS Library: Borrowing Guidelines for Members

Our Society library holds a collection of books on natural history topics, available for members to borrow. To ensure fair access and smooth circulation, please follow these simple guidelines:

## How to Borrow a Book

- **Browse the Collection:** A full list of titles is available on our website.
- **Request a Loan:** Email [librarian@mknhs.org.uk](mailto:librarian@mknhs.org.uk) with the title(s) you'd like to borrow.
- **Confirmation & Collection:** The librarian will check availability, confirm your loan, and arrange a convenient collection time and location.

## Loan Period

- **Standard Loan:** Up to 4 books may be borrowed at one time, for a loan period of up to 4 weeks.
- A maximum of 4 books can be borrowed at one time
- **Renewals:** If no one else is waiting, you may request a one-time renewal for an additional 4 weeks by emailing the librarian.

## Returns

- **Timely Return:** Please return books by the agreed date so others can enjoy them too.
- **Return Options:** Contact the librarian to arrange.

## Care for the Books

- **Handle with Care:** Many books are irreplaceable. Please keep them clean, dry, and safe from damage.
- **Report Issues:** If a book is damaged or lost, let the librarian know at once. Any loss or significant damage will need to be recompensed in accordance with current values.

## Waiting Lists

- **Popular Titles:** If a book is already on loan, the librarian can add you to a waiting list and notify you when it becomes available.

## Who Can Borrow

- **Members Only:** The library is a benefit for current MKNHS members. If you're not yet a member, we'd love to welcome you—just ask!