

# LIBRARIES FOR LIFE

**Hackney  
Libraries  
and Archives**  
Opening Times

**Terms and  
Conditions**  
of Library  
Membership

**Libraries**  
Fees and Charges

## **Hackney Libraries and Archives Opening Times**

### **Hackney Archives Dalston CLR James Library and Hackney Archives Dalston Square E8 3BQ 020 8356 3000**

Tuesday to Thursday:  
9.30am - 5.30pm  
Friday: 9.30am - 1pm  
Saturday: 10am - 5pm  
Monday and Sunday:  
Closed

### **Clapton Library Northwold Road E5 8RA 020 8356 3000**

Monday, Tuesday,  
Thursday: 10am - 8pm  
Wednesday: 1pm - 6pm  
Friday: 10am - 6pm  
Saturday: 10am - 5pm  
Sunday: Closed

### **Dalston CLR James Library Dalston Square E8 3BQ 020 8356 3000**

Monday to Friday:  
9am - 8pm  
Saturday: 9am - 5pm  
Sunday: 1pm - 5pm

### **Hackney Central Library Technology and Learning Centre, 1 Reading Lane E8 1GQ 020 8356 3000**

Monday to Thursday:  
9am - 8pm  
Friday: 9am - 6pm  
Saturday: 9am - 5pm  
Sunday: Closed

### **Homerton Library Homerton High Street E9 6AS 020 8356 3000**

Monday, Tuesday,  
Thursday: 10am - 8pm  
Wednesday: 1pm - 6pm  
Friday: 10am - 6pm  
Saturday: 10am - 5pm  
Sunday: Closed

### **Shoreditch Library 80 Hoxton Street N1 6LP 020 8356 3000**

Monday to Thursday:  
10am - 8pm  
Friday: 10am - 6pm  
Saturday: 10am - 5pm  
Sunday: Closed

### **Stamford Hill Library Portland Avenue N16 6SB 020 8356 3000**

Monday to Thursday:  
9am - 8pm  
Friday: 9am - 6pm

Saturday: 9am - 5pm  
Sunday: 1pm - 5pm

### **Stoke Newington Library Stoke Newington Church Street N16 0JS 020 8356 3000**

Monday to Thursday:  
10am - 8pm  
Friday: 10am - 6pm  
Saturday: 10am - 5pm  
Sunday: 1pm - 5pm

### **Woodberry Down Community Library Redmond Community Centre, Kayani Avenue, Woodberry Down N4 2HF 020 8356 3000**

Monday and Tuesday:  
9.30am - 7pm  
Wednesday, Thursday and  
Friday: 9.30am - 5pm  
Saturday and Sunday:  
Closed

## Terms and conditions of Library Membership

### Becoming a library member

- Library membership is free – you just have to provide proof of your name and address. The proof needs to be current and can include a bank statement, utility bill, driving licence. If you have no proof of address at the time of joining you can become an introductory member and borrow up to 2 items of stock
- If you are under 18, you will need your parent or guardian to act as a guarantor
- You will receive a library card with a membership number and be given a

separate PIN (personal identification number)

- You will need your membership card each time you borrow books, CDs or DVDs from the library or use the computers or WiFi
- You are responsible for your library membership card and PIN. Please notify the library if your card is lost or stolen
- Membership cards cannot be transferred to anyone else
- You must notify the library of any change of address or name so that your record can be amended

### What you can borrow

- Full library members can borrow up to 20 items of any type of stock.

- If you have no proof of address at the time of joining you can become an introductory member and borrow up to 2 items of stock
- Items may be borrowed from and returned to any Hackney Library. They can also be returned to some other library services within London – please ask for details
- You are liable for all fines/fees on any card issued to you or your child. You will be required to clear all debts before items can be borrowed.
- Hackney Libraries accept no liability for damage caused to any audio equipment as a result of playing audio-visual recordings borrowed from Hackney Libraries

### How long you can keep borrowed items

- Books, language courses, spoken word items and CDs are issued for 3 weeks
- DVDs are issued for 1 week except for box sets of DVDs (3 or more) which are issued for 3 weeks
- Items can be renewed in person, online at [www.hackney.gov.uk/loans\\_renewing\\_extending](http://www.hackney.gov.uk/loans_renewing_extending) or by calling the renewals line on **020 8356 2539**.
- Borrowers can make up to 6 renewals for Hackney Libraries stock after which the item/s must be returned. Chargeable DVDs and CDs may not be renewed

- British Library loans are non-renewable and items from other Library Authorities may be subject to restricted loan periods.
- Any item reserved by another library user will not be renewed

### How much it will cost to borrow items from the library

- Books, language courses and spoken word items are free to borrow
- DVDs and CDs which have been in stock for over a year are also free to borrow
- Please see the Fees and Charges section or check with your local library for information on charges relating to chargeable DVDs and CDs

### How to reserve items

- All lending stock in Hackney Libraries and the London Libraries Consortium (LLC) can be reserved free of charge
- You can reserve stock at your library branch, online at [www.londonlibraries.gov.uk/hackney](http://www.londonlibraries.gov.uk/hackney) or over the telephone at **020 8356 2539**
- Please see the Fees and Charges section or check with your local library for information on charges relating to other reserves

### What happens if items are not brought back on time?

- Items not returned on time will be charged a fee for each day that it is late. The current rates are shown in the Fees and Charges section

### What happens if items are not brought back at all or returned damaged?

- Borrowers are responsible for the care and safe return of all items in the same condition as they were in when borrowed and for this purpose they shall be judged to have been examined at the time of borrowing
- Borrowers and guarantors are responsible for the return of all items and will be charged for the replacement or repair of any stock that is lost or damaged. Borrowers who fail to return items will have their membership withdrawn

### What happens if a membership card is lost?

- You can get a

replacement card which is chargeable at the current rate stated in the Fees and Charges section

### Use of library computers

- Access to the Internet and Microsoft Office applications is free for all users
- Libraries operate a booking system and computers may be booked by the hour using the Netloan PC booking system. You will need your library membership card and PIN to access the system. You can book online at [pcbooking.hackney.gov.uk/Netloan/login.aspx](http://pcbooking.hackney.gov.uk/Netloan/login.aspx) by telephone or in person at your local library
- Accessing, viewing, downloading and/or

transmission of any material in violation of any laws is prohibited. This includes but is not limited to, copyright material, threatening, racist or obscene material, pornographic material or material protected by trade secret.

- You will be prevented from any further use of public access computers if you access any site which, in the opinion of council officers, including library staff, is considered to be illegal, threatening, obscene, racist, pornographic or likely to be of concern to the police or other regulatory organisation
- Notwithstanding the above any further

restriction of a child's access to the internet is the responsibility of the child's parent or legal guardian

- Other than its own web pages the London Borough of Hackney has no control over the information accessed and cannot be held responsible for the content or quality of information obtained from Internet sites
- We make every effort to offer a secure service on our public computers. However, computer users are advised not to make any online financial transactions which require credit/debit card details

### Use of photocopiers and printers

- Photocopying and printing may be produced in accordance with copyright laws and payment of the relevant fee

### Use of Children's libraries

- Parents/carers/guardians must not leave children unsupervised in a library. Hackney Libraries are not responsible for children left unaccompanied in a library
- Adults unaccompanied by children may only visit and use the facilities of the Children's library with the agreement of the library staff

### Behaviour in Libraries

Library staff may refuse to loan items and may deny

the use of a library to anyone who:

- Refuses to comply with the Libraries Terms and Conditions
- Behaves in a manner which is anti-social or which may disturb other library users
- Is racist, homophobic, sexist or aggressive to staff or other library users

### Use of mobile phones

- While in the library please set your mobile phone to silent
- You may use your mobile phone within designated areas in the library

### Eating and drinking

- No eating or drinking is allowed except in designated areas. The only exception to this is

you may drink bottled water anywhere in the library

## Data Protection

- We may share your personal details with certain other local authority library services within London and other organisations contracted to provide information technology services to Hackney Libraries
- Your personal details will not be passed to any other third party or used except for the administration of a library service and only where it is lawful under the terms of the Data Protection Act 1998

## Library Fees and Charges and Halls for Hire

### Overdue Fees

- For books, language courses, spoken word and selected free CD's and DVDs: **20p** per day per item.
- No charge for under 18's, senior citizens and people with disabilities

### Reservation Charges

- Reserves on items in stock in Hackney Libraries and the London Libraries Consortium are free.
- Reserves on items not stocked by Hackney Libraries and the London Libraries Consortium are charged at the rate of **£2** per item and reserves for items from the British

Library are charged at **£10** per item.

- No charge for under 18's, senior citizens and people with disabilities

### Replacement Membership Card Fees

- Adults: **£1**
- Under 18's, senior citizens and people with disabilities: **50p**

### Lost or Damaged Stock

- Charged at replacement cost

### DVD Charges

- DVDs that we have had in stock for over one year are free.

### Chargeable DVD's

- DVDs that we have had in stock for less than a year, incur a loan charge of **£2** per DVD for a 7 day

loan with no exemptions. This includes all stock that is not from Hackney Libraries.

### Music and Audio Charges

- Hackney CD's that we have had in stock for over one year are free.
- Music CD's that we have had in stock for less than a year, incur a loan charge of **£1**.
- Language Courses are free
- No charge for under 18's, senior citizens and people with disabilities

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## Computer use, Printouts and Photocopying

### Computer use

- Computer use is free for all Hackney Library members.

### Computer Printouts

- A4 Black and White: **10p**
- A4 Colour: **50p**

### Photocopies

- A4 Black and White: **10p**
- A4 Colour: **50p**
  
- A3 Black and White: **20p**
- A3 Colour: **£1**

### Halls for Hire

Some of our libraries have halls and meeting rooms available for hire.

For further details please contact your local library.