

68. Borrowing books

- (1) A person must not remove a book from the library unless —
 - (a) it is for use in a hearing in the building in which the library is situated; or
 - (b) the librarian has authorised the removal of the book.
- (2) Subrule (1)(a) does not apply to a book labelled as being not to be removed from the library.
- (3) Before removing a book from the library a person must record on a form provided by the librarian —
 - (a) his or her name;
 - (b) his or her office or the name of the firm, department or other body of which he or she is a member, officer or employee;
 - (c) the title of the book; and
 - (d) the date and time.
- (4) Unless otherwise authorised by the librarian, a person removing a book from the library for the purposes of a hearing —
 - (a) must not remove the book more than one hour before the hearing commences; and
 - (b) must return the book within 30 minutes after the end of the hearing,and if the hearing continues for more than one day, paragraphs (a) and (b) apply separately for each day.