

# Lindley Library – Lending Service

## Borrowing books – terms and conditions

RHS members may borrow books and videos from the Lindley Library, London and Wisley Garden Library. Before borrowing for the first time, you will need to register with Library staff in order to receive your Library Card.

Your Library Card allows you to borrow up to three items (books, videos, DVDs) across sites, for 4 weeks. You may renew these items for a maximum of two further periods of four weeks, provided that no other members, or RHS staff have requested them. Some study items at Wisley have been bought specifically for RHS staff and trainees. Members are welcome to borrow them, but these can only be borrowed for one week at a time. They are clearly marked on the spine.

RHS members are entitled to use the loan service provided by the Library during normal opening hours.

Please fill in your details on the Borrower Registration Form overleaf, and pass to a member of Library staff, or to the Volunteer Assistant, before you wish to borrow for the first time. We will also need to see your RHS Membership card.

You should be able to borrow books on the day you register but we may not be able to issue you with a Library Card immediately. It will usually take around 15 minutes for us to register you on the system.

### Conditions of Use of the Library Lending Service

1. You are responsible for the safe return of your books to the Library. Staff elsewhere - e.g. in RHS Halls in London or at Wisley garden, plant centre or shop - are unable to accept responsibility for returning books on your behalf.
2. You agree to show your RHS Library Card whenever you wish to borrow, and to identify yourself as a member of the RHS when asked.
3. You agree to return or renew promptly any library materials borrowed, to take care of them, and to keep them safely.
4. You agree to pay promptly the replacement cost of any library materials damaged or lost by you, together with any reasonable administration charges.
5. Your library card is not transferable and remains the property of the RHS.

The Library reserves the right to suspend or cancel use of the library in cases of serious breach of these conditions and to apply to RHS Council to have your RHS membership cancelled.

Wisley Library, RHS Garden Wisley, Woking, Surrey GU23 6QB  
Open 11am-4pm daily. Tel: 01483 212428. E-mail: [library.wisley@rhs.org.uk](mailto:library.wisley@rhs.org.uk)

Lindley Library, London, 80 Vincent Square, London SW1P 2PE  
Open 10am-5pm Monday to Friday, Tuesday until 7pm. Tel: 020 7821 3050.  
E-mail: [library.london@rhs.org.uk](mailto:library.london@rhs.org.uk)     [www.rhs.org.uk/libraries](http://www.rhs.org.uk/libraries)