

User policies

We provide a welcoming, flexible working environment for staff and students of Cambridge Judge Business School and the wider University of Cambridge community.

To ensure access to our space and resources is equitably maintained for all eligible members we have drawn together these policies for those using our services.

We reserve the right to remove access to any of our services from anyone who is in serious breach of these policies.

- You must be registered to use the Information Centre before using the space or any of our resources.
- The Information Centre is one of the few quiet spaces in the School. Please help to maintain that by keeping talking to a minimum and taking voice calls outside.
- Food and drink are welcome in the Information Centre, be sensible about food choices - noisy or strong-smelling snacks may annoy others. Report any spillages to staff.
- Return any items you borrow on time. If an item has been requested by another library user, you will receive an email informing you of the due date and will have 3 working days to return the item. There are no automatic fines, but we may charge for behaviour that negatively impacts other users, for example:
 - Failure to return items at the end of your course
 - Persistent late return of high use items
 - Damage to stock
 - Antisocial behaviour

Charges in these cases are likely to comprise the full replacement fee of the item in question and staff processing time – [contact us](#) for help.

- Databases may only be used for academic study whilst you are a student here in Cambridge. Some databases may be used by members of Cambridge University Finance & Investment Society (CUFIS), please ask staff for details. All other societies or groups should contact staff before using any databases. Most of our databases cannot be used with third party software to automate searching processes or to mine data. If in doubt, ask staff.
- Most databases will require you to delete digitally stored reports before graduation.
- Some database providers impose limits on the number of reports allowed to be downloaded as pdf documents in a single session/login/from an IP address. You will be warned if you are about to breach this condition, but a rule of thumb is 20 reports in one 24-hour session. You will be able to read as many reports as you like online.

- A satellite Eikon (Datastream) terminal is available at the Marshall Library of Economics which also hosts a satellite Bloomberg terminal. University members not affiliated with Cambridge Judge Business School are usually welcome to use the Eikon terminals located in the Information Centre during staffed hours provided they first speak to a member of staff about their data requirements and as long as their use does not impede study or research by members of the School. We are not able to offer access to our Bloomberg terminals to University members who are not affiliated with Cambridge Judge Business School.
- Use of the databases implies acceptance of the terms and conditions you signed when joining the library.