TYNDALE HOUSE
CAMBRIDGE

LIBRARY BOOKING

Terms and Conditions

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1 Definitions

1.1 In these Library Booking Terms and Conditions:

a. 'Accommodation Booking Terms and Conditions' refers to a document, available on the Website and updated from time to time, detailing the terms and conditions relating to the process for booking accommodation on the Tyndale House Site.

b. 'Booking Application' means the application submitted by you via the Booking Form, requesting access to the Tyndale House Library.

c. 'Booking Confirmation' refers to an email sent to you by Tyndale House following your payment of the Library Booking Deposit, confirming a grant to you of access to the Tyndale House Library as detailed in the Library Booking Offer.

d. 'Booking Form' refers to a form on the Website by which Booking Applications may be made.

e. 'Booking Period' means the duration of the Library Booking.

f. 'Fees Document' refers to a document, available on the Website and updated from time to time, detailing the current rates of various fees, including some referred to in these Library Booking Terms and Conditions.

g. 'Library Access' refers to the access to Tyndale House Library and its collection. Library Access also includes access to Tyndale House's electronic resources through OpenAthens and a space to study in the library.

h. 'Library Access Fee' refers to the fee applicable for access to the Tyndale House Library. Additional fees may also apply, as detailed in this document.

i. 'Library Booking Deposit' refers to a sum of money paid by you to Tyndale House in order to secure your Library Booking.

j. 'Library Booking Terms and Conditions' refers to this document, and the terms and conditions detailed therein.

k. 'Library Booking' means a confirmed booking of Library Access, following submission of a Booking Application by you, your receipt of a Library Booking Offer or Accommodation Offer (which will include a cost estimate) from Tyndale House, your payment of the Library Booking Deposit, and your receipt of a Booking Confirmation sent by Tyndale House.

l. 'Library Booking Offer' refers to an email and cost estimate sent to you by Tyndale House, offering you access to the Tyndale House Library based on the details submitted by you in the Booking Application, subject to payment of the Library Booking Deposit.

m. 'Reader' refers to a person with a confirmed Library Booking.

n. 'Tyndale House' means Tyndale House, a company limited by guarantee, registered in England and Wales with company number 9437542, with registered office at 36 Selwyn Gardens, Cambridge, CB3 9BA.

o. ‘Tyndale House Site’ refers to the property owned by Tyndale House at 36 Selwyn Gardens, Cambridge, CB3 9BA, and other surrounding or nearby properties owned or operated by Tyndale House.

p. ‘Tyndale House Library’ refers to the library owned and run by Tyndale House at 36 Selwyn Gardens, Cambridge, CB3 9BA.

q. ‘Website’ refers to Tyndale House’s website at www.tyndalehouse.com.

r. ‘Working Day’ refers to any day which is not a Saturday, Sunday or Bank Holiday in England and Wales.

2 Applying for Library Booking

2.1 All Library booking requests must be submitted via the Booking Form on the Website.

2.2 All Library Bookings are subject to approval and availability.

2.3 Applications from all scholars who would benefit from the use of the Tyndale House library collection and resources are welcome, but priority for Library Bookings is given for research that most closely fits with Tyndale House’s charitable objects.

2.4 Applicants are advised to complete a Booking Application at least five working days (Monday – Friday) prior to the beginning of the requested Booking Period in order to ensure sufficient time to process the application.

3 Library Booking Deposit

3.1 After you have completed a Booking Application, Tyndale House will review your application. If your application is accepted, Tyndale House will send you either:

a. a Library Booking Offer (if you have not requested accommodation), or

b. an Accommodation Offer (if you have requested accommodation), which includes the offer of library access.

The Library Booking Offer or Accommodation Offer will include a cost estimate for your approval. If you would like to accept the Library Booking Offer or Accommodation Offer, you can do so by paying the Library Booking Deposit (and Accommodation Booking Deposit if applicable), using the instructions provided in the Library Booking Offer or Accommodation Offer. Current deposit rates can be found in the Fees Document, which is available on the Website. Your booking is not confirmed until Tyndale House has received the required deposit(s) and sent you a Booking Confirmation. Please note that Booking Confirmations are processed manually, and it may take up to five Working Days from your payment of the Library Booking Deposit for the Booking Confirmation to be sent.

3.2 By paying the Library Booking Deposit, you confirm acceptance of these Library Booking Terms and Conditions.

3.3 Library Booking Deposits are determined according to length of stay, on a weekly basis. A week is counted as running from Monday at 12pm (noon) until Sunday at 10pm and there are no reductions for part-week stays.

3.4 The Library Booking Deposit should be paid within 14 days upon receipt of the invoice, or immediately if the Booking Application is made less than 14 days before the commencement of the Booking Period. Failure to pay the Library Booking Deposit on time will result in expiry of the Library Booking Offer.

3.5 You are responsible for covering the cost of any additional transaction or other bank charges incurred when making deposit payments and Tyndale House reserve the right to charge for any such transaction fees.

3.6 Upon the commencement of the Booking Period, the balance of the Library Booking Deposit will be credited against the first invoice.

3.7 Please note that an additional Accommodation Booking Deposit will apply if you have also requested accommodation on the Tyndale House Site. Please consult the Accommodation Booking Terms and Conditions for further information.

4 Fees and Billing

4.1 With respect to all fees referred to in Section 4 (except in the case of a Day Pass), billing is calculated on a weekly basis. For Library Bookings, a week is counted as running from Monday until Saturday and there are no reductions for part-week stays.

4.2 Current rates for all fees referred to in Section 4 are stated in the Fees Document, which is available on the Website. All fees referred to in Section 4 are reviewed by Tyndale House from time to time and may change. Since rates are subject to change, the rates you pay may be different to those published in the Fees Document at the time you make your booking. While any cost estimates sent to you in the Library Booking Offer will be based on rates current at the time the Library Booking Offer is sent, you will be billed based on rates current at the time of your stay. Please note therefore that any fee estimates included in the Library Booking Offer are estimates only, not guaranteed rates, and that the actual fees you pay may be higher.

4.3 For all Library Bookings, an invoice will be issued for all applicable fees on the first day of the Booking Period and payment is expected upon receipt of the invoice. In order to take advantage of the various discounted rates set out in the Fees Document, payment is expected in full upon receipt of the invoice.

4.3.1 For Library Bookings of up to 12 weeks (inclusive), if full payment has not been received by Tyndale House within the first week of the Booking Period, Library Access will be revoked and the Library Booking Deposit will be forfeited. Tyndale House reserves the right to terminate the Library Booking and any related Accommodation Booking.

4.3.2 For Library Bookings of 13 weeks or more, if full payment has not been received by Tyndale House within the three weeks of the Booking Period, Library Access will be revoked and the Library Booking Deposit will be forfeited. Tyndale House reserves the right to terminate the Library Booking and any related Accommodation Booking.

4.3.3 For Library Bookings of 26 weeks or more, the entirety of the Booking Period must fall within one academic year (1 October – 30 September).

4.4 You are responsible for covering the cost of any additional transaction or other bank charges incurred when making library booking payments and Tyndale House reserves the right to charge for any such transaction fees.

4.5 Library Access Fees are reviewed on a regular basis. Where you have a future Library Booking which would be affected by increased Fees, Tyndale House will notify you of the increase via email to the email address provided in your Booking Application. The email will be taken as received at 9.00am on the next Working Day after sending, from which point you will have 14 days during which you may cancel your Library Booking (by email to bookings@tyndalehouse.com) for a full refund of your Library Booking Deposit, with no administration fee charged. If a request to cancel your Library Booking is not received within 14 days, you will be taken to have accepted the updated Library Access Fees, and the standard cancellation policy (see Section 9) will apply to any subsequent cancellation request.

4.6 If you make an Accommodation Booking alongside your Library Booking, please note that additional fees will apply in relation to your Accommodation Booking. Please consult the Accommodation Booking Terms and Conditions for further information.

5 Using the Tyndale House Library

5.1 A Library Booking gives you access to the Tyndale House Library and its collection, including electronic resources through OpenAthens, during its extended library opening hours, as well as:

a. Library staff available for support during office hours.

b. Study space located in the library, including shelving to store books.

For the most up-to-date library opening hours, please visit the Website.

5.2 Your arrival at Tyndale House at the beginning of your Booking Period must be within office opening hours, Monday – Friday between 9am and 5pm.

5.3 All Library Bookings are offered with an expectation that you comply with the Tyndale House Library Guidelines set out on the Website. Tyndale House reserves the right to terminate your Library Booking and/or Accommodation Booking if you breach these guidelines.

5.4 The Tyndale House Library Collection is reference-only, meaning that books cannot be taken out of the library at any given time.

5.5 Tyndale House endeavours to allocate you the most suitable study space for your needs. Tyndale House reserves the right to assign study space at its discretion.

5.6 Tyndale House reserves the right to allocate different study spaces to you for different portions of the Booking Period.

5.7 Tyndale House reserve the right to move you to a different study space if the need arises.

5.8 All Library Bookings are non-transferrable, meaning that if you have a Library Booking, you must not share access codes with anyone else, or allow anyone else to use your access card or fob. Guests may not be brought onto the Tyndale House Site by non-residents without prior permission from Tyndale House. Where permission is granted, you must accompany your guests at all times.

5.9 There is no car parking available at Tyndale House.

6 Day Pass

A Day Pass is a special type of booking which:

a. Is made on a daily rather than weekly basis.

b. Is subject to limited opening hours; 9am – 5pm, Monday – Friday.

c. Is not available during Bank Holidays for England and Wales.

d. Is subject to special rates. Please consult the Fees Document.

e. Does not include access to Tyndale House electronic resources through Open Athens.

f. Is not confirmed until payment in full has been received.

Day Passes can be requested through the Booking Form. Applications must be submitted by noon the day prior to arrival to allow sufficient time to process the request.

7 Library Booking Add-on

As an add-on to your Library Booking, you may request a more spacious study space for an additional fee, subject to availability, which must be paid at the same time as the Library Booking. Please consult the Fees Document for details of current pricing.

8 Amendment of Library Booking – Prior to Commencement of Booking Period

8.1 You may request a change to your Library Booking by email to bookings@tyndalehouse.com. The grant of any such request will be subject to availability.

8.2 A Library Booking may be amended up to one time free of charge. A £30 administration charge will apply for any further amendments to the Library Booking. Where you also hold an Accommodation Booking, only one £30 administration charge will apply for amending both bookings.

9 Cancellation of Library Bookings – Prior to Commencement of Booking Period

9.1 A Library Booking may be cancelled prior to commencement of the Booking Period, but there will be no refund of the Library Booking Deposit.

9.2 To request a cancellation, please email the Bookings team (bookings@tyndalehouse.com).

9.3 No administration charge will apply for cancelling a Library Booking prior to the commencement of the Booking Period.

9.4 For information regarding the effect of a cancellation upon any additional deposit paid in relation to an Accommodation Booking, please consult the Accommodation Booking Terms and Conditions.

10 Amendment of Library Booking – During Booking Period

10.1 You may request a change to your Library Booking by email to bookings@tyndalehouse.com. The grant of any such request will be subject to availability and approval.

10.2 A £30 administration charge will apply for any amendments made to a Library Booking during the Booking Period. Where you also hold an Accommodation Booking, only one £30 administration charge will apply for amending the whole booking.

10.3 A request to extend a Library Booking during the Booking Period will be treated as a new booking as per Sections 3 and 4, and will be subject to Tyndale House's standard pricing (i.e. if you request to extend your 26-week Library Booking by three weeks, the rate for a stay of 1-4 weeks will apply for the extended period). Please bear in mind that any extension, if granted, may require you to move to a

different study space. No administration charge will apply but a new Library Booking Deposit will be required.

10.3.1 At the discretion of the Bookings team, an extension may be treated as a continuation to your current Library Booking and be subject to the same rate as the rest of the booking. A £30 administration charge will apply as per Clause 10.2.

11 Shortening of Library Booking – During Booking Period

11.1 A minimum of four full weeks' (Monday – Sunday) notice (by email to bookings@tyndalehouse.com) is required for shortening of the Booking Period.

11.2 No refund of fees will be given for parts of a week or for Library Bookings of less than 4 weeks' duration.

11.3 Refunds will be calculated based on the difference between

a. the original cost paid in relation to the Library Booking, and

b. the cost which you would have paid if you had originally booked for the new amended (shorter) total duration of the Booking Period.

This may mean that your stay no longer qualifies for a discounted weekly rate from which you originally benefited. For example, if a Library Booking was originally made for 52 weeks but is shortened to 26 weeks, the whole stay will now be charged at the rate (per week) applicable to stays of 26 weeks, and no longer at the rate (per week) applicable to stays of 52 weeks. The refund will be calculated based on the difference between the previous total cost and the updated total cost.

11.3.1 In exceptional circumstances, Tyndale House may calculate the refund based on a weekly percentage of the Booking Period.

11.4 A £30 administration charge will apply when shortening a Library Booking during the Booking Period.

11.5 For information regarding the effect of a shortened Booking Period upon any additional deposit paid in relation to an Accommodation Booking, please consult the Accommodation Booking Terms and Conditions.

12 Travel Insurance

For all Library Bookings, Tyndale House strongly recommends that you take out travel insurance. If a booking is cancelled for a reason beyond Tyndale House's control, Tyndale House would expect the booker to claim on their travel insurance.

13 Contents Insurance

You are advised to insure your own possessions with a reputable insurer. Tyndale House's insurance does not cover individuals' possessions, so any personal possessions left unattended at Tyndale House by a Reader or resident are left at their own risk.

14 Breach of Terms and Conditions

Tyndale House reserves the right to terminate your Library Booking and/or Accommodation Booking if you breach these Terms and Conditions.