Associate membership of the University Library is available to current supervisors of Stirling students on placement, who are employees of the following NHS trusts:

- Forth Valley Primary Care NHS Trust
- Forth Valley Acute Hospitals NHS Trust
- Other organisations with current supervisors.

JOINING

You will be asked to complete a registration form, available from the Information Centre in the Library. This should be returned to the Information Centre with a standard letter of authorisation from the relevant Trust, or from the Department of Nursing and Midwifery. Letters of authorisation should be returned within three months. (Please note that a letter of authorisation is valid for three months only from the date it is signed). A Library card will be issued, valid for a year at a time.

OPENING HOURS

Library opening hours vary throughout the academic year. Please see http://www.stir.ac.uk/is/student/library/about/hours/ for the most up to date information.

BORROWING

Nursing mentors may borrow 10 books, plus 4 Short loan items.

You can borrow materials from the Highland Campus by asking at the Information Centre.

LIBRARY PENALTIES

It is essential that all Library materials are returned on time. This is to ensure that as far as possible the learning and research needs of all users can be met. Fines will be imposed if items are overdue, at the level indicated below.

<table>
<thead>
<tr>
<th>FINE TARIFF</th>
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<tbody>
<tr>
<td>3-hour loan</td>
<td>50p per hour or part of hour</td>
</tr>
<tr>
<td>24-hour loan</td>
<td>50p per hour or part of hour</td>
</tr>
<tr>
<td>24-hour photocopy loan</td>
<td>10p per hour or part of hour</td>
</tr>
<tr>
<td>Popular Loan and Long loan</td>
<td>5p per day - if required by another user 50p per day or part of day</td>
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FINDING YOUR WAY AROUND THE LIBRARY

The library catalogue lists all the books, reports and journals available to you. The catalogue will tell you: if the library has the item you want, where it is located and whether it is available. You can access the catalogue from http://libcat.stir.ac.uk

The short loan collection of items in heavy demand is located on Level 2. Items from Short Loan can be borrowed for 3 hours (green label) or 24 hours (red label). These items can be booked in advance using the “My Library Record” feature on the Library Catalogue.

Items from the popular collection on levels 3 and 4 can be borrowed for one week. These can be renewed unless they have been requested by someone else.

Items from the long loan collection on levels 3 and 4 can be borrowed for 4 weeks. These items can be recalled by someone else, if this happens you will be notified by email and you must return the item within 7 days.

You can return books using the self-return machines next to the Library Reception. Out with opening hours there is a book drop next to the Library entrance.

Long and Popular loans can be renewed at Lending Desk, Or by logging in to ‘my library record’ (from the library catalogue home page). Select the items you want to renew
Holds can be placed on books which are out on loan.

- Find book in library catalogue
- Click on Request/Hold button
- Login to ‘My Library Record’
- Select copy you wish to place hold on
- You will receive an email when the book is available for collection
- If a long loan collection item is requested the due date will be reduced to one week and the person who has the book will be notified.

**DOCUMENT DELIVERY SERVICE**

Associate members may use this service to request loans and photocopies of items not in the Library’s stock. There is a charge for this service. Please see http://www.stir.ac.uk/is/student/library/dds/ for more details.

**ELECTRONIC INFORMATION SOURCES**

Access to the University network is restricted to registered staff and students only. Associate members who are NHS employees can register for access to the NHS Knowledge Network: http://www.knowledge.scot.nhs.uk/

This gives access to many databases and full-text journals. An NHS Athens account is required to access the site. Please click on “Login/register” on the Knowledge network homepage to register for an account. For further details please contact your local NHS library.

**ENQUIRY SERVICE**

The Information Centre, can provide assistance in locating material in the Library and with any other queries.

In semester the Library enquiry desk at the Information Centre Library desk is open between 10am - 5pm Monday to Friday

The Information Centre can be contacted on 01786 467235.

For enquiries about membership, borrowing, opening hours, please contact the Lending desk at the Information Centre on 01786 466620.

*Information Services. June 2012*

*Available in other formats on request*