WHO MAY BORROW?
All staff and students of the university are entitled to borrow any books that are available for loan, excluding reference items. The conditions under which local residents may borrow from the library are set out in the leaflet for external readers.

WHAT CAN I BORROW?
There is no restriction on the number of Long Loan books you can borrow or ebooks you can use. But Popular Loan is restricted to ten items and Short Loan to four.

Academic journals are for reference only.

HOW LONG MAY BOOKS BE KEPT?
Items from the Short Loan collection can be borrowed for 3 hours (green label) or 24 hours (red label).

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

The shorter loan periods are extended for students whose personal circumstances require this. Any student may ask for flexibility in loan allocations to satisfy particular requirements.

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.

HOW TO BORROW
To borrow items please take them to the self-issue machines. You will be given a receipt which gives you the dates for returning the books. Fines may be charged on overdue items.

You will not be entitled to borrow if:
- You are trying to take out too many books in any category (but speak to staff at the Lending Desk – they may be able to help)
- If you have overdue books
- If you have reached £10 in total for any item or items overdue.
- If you have outstanding admin charges

RETURNING BOOKS
Return books using the self-return machines next to the Library reception. Outwith opening hours there is a book drop to the right of the Library entrance.

RENEWING BOOKS
- Long and Popular Loans can be renewed at Lending Desk
- Or by logging in to ‘My Record’ (from the library catalogue home page). Select the items you want to renew.

HOW TO RESERVE A BOOK
- Holds can be placed on books which are out on loan.
- Find book in library catalogue
- Click on Request/Hold button
- Login to ‘My 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.

INTER-CAMPUS LOANS
- You can visit the HHS Library in person or request that a HHS item be sent down for you
- You can borrow 2 books which count as part of your total allocation
- Books can be returned to Stirling or HHSL
- Not all stock at HHSL will be available for loan please check with staff at the Information Centre, Lending desk who can confirm availability of items

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. To that end fines will be imposed if items are overdue, at the level indicated in this leaflet.

It should be stressed that our primary interest is in keeping Library stock available, so we make every effort to avoid users incurring fines.

- Courtesy notices are emailed to every borrower the day before an item (other than 24 hour loan or shorter) is due for return, asking for the item to be returned or renewed
- Renewal is possible on a 24/7 basis by web access
- Books can be returned via the book drop to the right of the Library entrance.
- The fines for long-loan items which are not required by another user are set at a minimal amount.

### FINE TARIFF

<table>
<thead>
<tr>
<th>Type</th>
<th>Fine Per Hour</th>
</tr>
</thead>
<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</td>
<td>5p per day</td>
</tr>
<tr>
<td>- if required by another user</td>
<td>50p per day or part of day</td>
</tr>
<tr>
<td>Long Loan</td>
<td>5p per day</td>
</tr>
<tr>
<td>- If required by another user</td>
<td>50p per day or part of day</td>
</tr>
</tbody>
</table>

There is a limit of £10 set for each item. Users will be blocked from borrowing when they reached £10 in total for any item or items overdue. Borrowers may be charged the replacement cost of any items lost or damaged while in their possession.

You can pay your fines in person in the Library. Students and staff can also pay online on the Portal for fines of £5 and over by clicking on the Resources tab and then clicking on “pay library fines”

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Available in other formats on request*