THE COLLECTIONS

Books and photocopies recommended by your lecturers and expected to be in constant demand are held in Short Loan. There are two different loan categories within Short Loan:

24 hour loan BOOKS AND PHOTOCOPIES (red band on spine)

These items are due back 24 hours after you have borrowed them, except if they are already booked by someone else in that period. 24 hour loan books or photocopies borrowed or renewed on Friday, Saturday or Sunday are due back by 10am the following Monday. Please check receipt for due time.

3 hour loan (green band on spine)

These items are issued for 3 hours. Please check receipt for due time.

HOW MANY ITEMS CAN I BORROW?

Students may have up to 4 items from Short Loan at any time, in addition to other loan allowances.

FINES

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 the items are overdue, at the levels indicated in this leaflet.

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Fine Tarriff</th>
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<tbody>
<tr>
<td>3 - hour loan</td>
<td>50p per hour or part of</td>
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<tr>
<td></td>
<td>hour</td>
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<tr>
<td>24 - hour loan</td>
<td>50p per hour or part of</td>
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<tr>
<td></td>
<td>hour</td>
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<tr>
<td>24 - hour photocopy loan</td>
<td>10p per hour or part of</td>
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<td></td>
<td>hour</td>
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<tr>
<td>Popular loan and Long loan</td>
<td>5p per day - if required</td>
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<td></td>
<td>by another user</td>
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<td></td>
<td>50p per day or part of</td>
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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 either pay your fines in person in the Library, students can also pay online on the portal by clicking on the resources tab and then clicking on “pay library fines”. Anyone who persistently misuses the collection will be charged under the Code of Student Discipline (see University Calendar).

You can check to see if you have incurred any fines by logging in to My Record from the Library Catalogue home page.

FINDING SHORT LOAN BOOKS

All items are located in Short Loan on Level 2 of the Library.

When you search the catalogue, it is easy to tell whether a book or photocopy is in Short Loan as it is clearly labelled Short Loan in the Location column of the catalogue entry. 24 hour Loan books can be identified on the shelves by red labels on the spines.

3 hour loan items have 3 hour in the Loan type column on the catalogue. 3 hour loan items can be identified on the shelves by green tape on the spines.

BOOKING Short Loan items

You can book 24 and 3 hour Loan items for a specific date and time so that you can plan your work in advance.

HOW TO MAKE A BOOKING

Once you have found a particular Short Loan book on the catalogue, click on the Book this material button. Please note that because you are booking for a future date/time you may do so even if the item has the status "Available".

Log in to My Record and use the calendar to check the item is available on the date you require. Select the date and time of your
booking and click on Submit. Check the details are correct and click OK.

COLLECTING YOUR SHORT LOAN BOOKINGS

Find the item on the shelf. If it is not on the shelf, check the trolleys for recent returns, or ask at the Information Centre. To borrow items please take them to the self-issue machine (located inside Short Loan). You will be given a receipt which gives you the dates for returning the books. Fines may be charged on overdue items.

Please remember that you will not be notified of your booking.

You can view the bookings you have made in My Record; click on the link to Items booked for future use to see a list of bookings.

You must collect your booking within half an hour or the booking will lapse. You may collect your booking early, if it is available.

CANCELLING A BOOKING

If you no longer need an item you have booked, please cancel your booking, as this allows others to borrow or book the item. To cancel a booking log in to My Library Record and click on the link to Items booked for future use. You can either cancel all your bookings by selecting Cancel All, or cancel individual bookings by selecting Cancel Selected.

DVDs

Most of the Library’s DVD collection are shelved within Short Loan, Loan periods vary – please check the individual item.