The University of Stirling Library appreciates that off campus (part time and distance learning) students often find it inconvenient to visit the Library. To help you access information and resources the Library has a range of services which are described below.

**Services for Off Campus Students**

**Postal loan of library materials** – library books can be posted to your home address. When you return a book to us we advise you to obtain a certificate of posting. Please note that you will be required to refund all postal costs.

**Photocopying service** – if you can identify a particular book chapter or journal article we will photocopy it, subject to copyright, and post it to you. These items do not need to be returned to the Library. Please note there is a charge for this service.

**Designate a ‘proxy’ borrower** – if you can’t get to the library, you can designate a friend to borrow books for you.

**Book to be put aside for future use** – books can be kept aside for you between 2 and 10 days in advance.

**Document Delivery Service** - this service can be used to get books or articles which are not in the Library. All postgraduates and 3rd & 4th year students can use this service.

**Placing a hold** – if the book you want is on loan, place a hold using the “Request / Hold” option on the library catalogue. The Library will send you an email when the book is available.

**Advanced booking of a Short Loan item** – you can place a booking on a Short Loan item for a date and time convenient to you. (See our leaflet ‘Short Loan’ for full details).

**How to use these services**

**Online**: full details about all these services including request forms are on the library website: [http://www.stir.ac.uk/is/student/library](http://www.stir.ac.uk/is/student/library)

**By phone** – to request one of the services please call 01786 466620.

**Library Enquiries** – fill in the web form to ask us a question. We will contact you within 24 hours (excluding weekends and university holidays). [http://www.stir.ac.uk/is/student/help](http://www.stir.ac.uk/is/student/help).

Alternatively you can call in person at the Information Centre in the Library or email us on library@stir.ac.uk.

Library enquiries can also be made to 01786 467235 and IT related enquiries to 01786 467250.

**Finding books and journals**

The library catalogue contains details of the Library’s holdings. The catalogue can be accessed on or off campus [http://libcat.stir.ac.uk](http://libcat.stir.ac.uk). See our leaflet ‘Library catalogue’ for more details.

**Borrowing Books**

There is no restriction on the number of Long Loan books which can be borrowed. You can borrow up to 10 items at a time from the Popular Loan collection, plus 4 items from the Short Loan collection.

**Library Opening Hours**

The Library is open throughout the week and weekends and evenings, opening hours vary during the year. The most up to date information can be found on the Library website: [http://www.stir.ac.uk/is/student/library/about/hours](http://www.stir.ac.uk/is/student/library/about/hours).

**Renewing books**

Books may be renewed either in person in the Library, by telephone during opening hours (01786 466620) or by using the self-renewal option on the library catalogue. Select ‘My Library Record’ from the library catalogue. Click on “items currently checked out” to see a list of what you have borrowed. You can renew all items or selected items. The new due date will be displayed next to the title.

**Electronic resources**

Stirling University Library purchases a wide range of electronic resources to support you in your study and research. Electronic books and journals are listed in the Library catalogue and a list of databases with details about access can be found here: [http://libguides.stir.ac.uk/az](http://libguides.stir.ac.uk/az)

**Access to Other Libraries**

If you cannot come onto campus as often as you would like, it is worth investigating other library facilities closer to your home.

**Other university libraries – the Sconul Access Scheme**

The Sconul Access scheme allows **part-time, placement and distance-learning students** from Stirling University to obtain borrowing rights at other university libraries in the UK and Ireland. More information and an application form is available on the SCONUL Access website: [http://www.access.sconul.ac.uk/](http://www.access.sconul.ac.uk/)
Public Libraries
Your local public library can provide you with resources, study space and access to the internet.

Further information
The Information Services website has a wide range of useful information including links to electronic resources and research guides for different subjects: http://www.stir.ac.uk/is

Off campus access to Library services

Information Services, June 2012
Available in other formats on request

Stirling University Library