

## ADMISSION

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Membership is open to staff and students of University of Stirling, employees of NHS Highland and Highland Hospice and staff employed by Highland Council Social Work Department.

Private membership is available. The standard subscription charge is currently £30 per year; a reduced membership fee of £15 is available to retired NHS staff and graduates of University of Stirling.

Members of the public may access on a reference-only basis.

Students of other universities may have access under the SCONUL scheme. See [http://www.sconul.ac.uk/using\\_other\\_libraries](http://www.sconul.ac.uk/using_other_libraries) for details.

## BORROWING

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Books and audio-visual materials (hereafter referred to as 'books') are available for loan. Journals and reference material are available for consultation in the Library only.

The borrower is personally responsible for the safe custody of library books borrowed and will be required to pay the cost of replacement or repair.

Loaned items should not be transferred from one borrower to another but should be formally reissued by the Library.

The Librarian may restrict the circulation of materials as deemed appropriate.

## PERIOD OF LOAN

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Most books are available for **four week** loan.

Books in the short loan collection may be available for one day or one week loan (or two weeks for those working outside Inverness\*) or may be temporarily placed on reference.

\*Please note that this extended loan is not applicable to students.

Books not in demand may be renewed. Only **three renewals** per item are permitted.

Books may be recalled after the initial loan period if required by another reader. *Readers are advised to check their email accounts regularly in case a renewed book is recalled.*

## NUMBER OF LOANS

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Students may have on loan up to **ten books** at any time comprising eight from the normal loan section plus two from the short loan section.

Staff of the School of Nursing, Midwifery and Health may have **fifteen books** at any time.

Other borrowers may have up to **ten books** at any time.

In addition, two books may be borrowed on intersite loan from other Stirling University campus libraries.

## RENEWING LOANS

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Books may be renewed online via the 'My library Record' option within the Library catalogue (<http://www.libcat.stir.ac.uk>) This option allows readers to place reservations ('holds'), view outstanding fines, current loans and reading history.

Books may also be renewed over the telephone (01463 255600).

*NOTE: renewed books may be recalled by another user and borrowers will be expected to return the item within a week (or three days in the case of short loan items) of receiving a recall notice.*  
***IT IS YOUR RESPONSIBILITY TO MONITOR YOUR OWN RECORD.***

## OVERDUE AND LOST ITEMS

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The loan period for Highland Health Sciences Library stock is as stated, but external loans may differ and for these loans reminders may not be issued.

We send an advisory email the day before a book is due for return and an email

notice once the book is overdue for return.  
*This is a courtesy service and it is **the reader's responsibility** to be aware when an item is due.*

Overdue books are subject to fines of **20p per item per day**, rising to **50p per day** where a recall notice has been ignored. If charges exceed £5.00, no further borrowing is permitted until the fine is paid.

Two further reminders are issued and if the book is not returned within eight weeks of the due date, an invoice for £50 is issued to cover the cost of its replacement, overdue charges and administration fees. This charge will be reduced to £15 per book if it is then promptly returned.

Stirling University students should ensure that all library material is returned and all outstanding charges settled by the end of their course. Students who fail to do this will not be given clearance to graduate.

#### PHOTOCOPYING

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University staff and students please note there are strict limitations on what and how much you can copy. Please see <http://www.is.stir.ac.uk/libraries/materials/copyright.php> for details.

NHS Scotland users, please see the notices beside the photocopiers or ask library staff for further advice.

#### COMPUTERS

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Please see separate regulations on IT use.

<http://www.is.stir.ac.uk/nhs/IT/index.php>

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# HIGHLAND HEALTH SCIENCES LIBRARY

## Library Regulations



UNIVERSITY OF  
STIRLING



[www.is.stir.ac.uk](http://www.is.stir.ac.uk)

[hhsl-inverness@stir.ac.uk](mailto:hhsl-inverness@stir.ac.uk)