

Borrowing and reservations

Borrowing

Who can borrow from the library?

The main categories of borrower are:

- members of academic and academic related staff
- students registered for higher research degrees (PhD and MPhil)
- students registered for other higher degrees or for those diplomas and certificates awarded by the Board for Postgraduate Studies
- students registered for first degrees or for other degrees, diplomas and certificates awarded by the Board for Undergraduate Studies
- members of the clerical, technical and manual staff of the University.

Individuals who have a formal association with the University but who are not on the payroll may be entitled to a University Card or library card.

Others, who are not currently members of staff or students of the University, may normally join the library as external borrowers on payment of the appropriate annual fee.

Formal access and borrowing agreements have also been made with other UK universities as part of the SCONUL Access scheme and with some NHS Trusts for their staff.

How many items can you borrow?

User Type	Number
Academic staff	60
Research postgraduates	40
Taught postgraduates	20
Undergraduates	15
Clerical, technical and manual staff	12
External borrowers, SCONUL Access scheme members	6
NUH Trust staff; Notts. Healthcare NHS Trust staff; Nottingham Primary Care Trusts and EMAS 12 Derby Hospitals NHS Foundation Trust	12
With the exception of SCONUL Access, all loan allocations include a maximum of two short loan items	

How to borrow

Self service machines allow you to self-issue, self-return and self-renew library items in the larger libraries. You will need your University Card or library card and your library PIN to use the machines. **Please check the date and time on screen or on your receipt.**

In the other libraries please take your items and University Card or library card to staff at the lending desk. **Please note:** without your University Card or library card you will not be able to borrow or renew items.

Laptops are also available for loan in the larger libraries.

Books Direct

BooksDirect is a service for academic staff where ordinary loan items can be requested on The University of Nottingham Library Online Catalogue (UNLOC) and delivered directly to your School. Items can also be returned using this service.

Please contact the Books Direct Team on 0115 95 **14582**, email: UI-LS-booksdirect@nottingham.ac.uk for further information or if you are interested in using this service.

Reservations

Ordinary loan books may be recalled (requested) by other users at any time. You will be informed if one of your books has been requested and you will be given a revised due back date (seven days from the date on the recall notice) so please return the item promptly.

Reserving items

You can reserve most items using UNLOC, selecting your preferred pickup library from the drop-down menu. A reservation for an item on loan will take at least seven days to become available to you. You will be informed when the book is available and you will be required to collect it within seven days from the library lending desk. See the UNLOC guide for further information.

Vacations

The recall/reservation system continues to operate during the vacation so you will need to check your email account while you are away from the University, or inform the library if you are unable to do so. If your books are requested you will need to make arrangements to post them back, if necessary.

Keeping up to date

You are advised to check your library account on UNLOC regularly to see:

- whether items you have on loan have been requested
- due dates for items on loan so you can ensure they are returned or renewed promptly

- reservations awaiting collection.

You can also cancel your reservations if they are no longer required.

Cards may be filled in at the lending desk for items which are missing from the shelf, and you will be notified when the item is available.

It is possible to book Short Loan Collection (SLC) items for specific periods. Further information is published on the Information Services website.

Please note: fines are payable **in full** on all items returned or renewed late

How will the library contact me?

Our policy is to send notices about requested items, inter-library loans, overdue items or imminently due items to your University email address. Please check your email regularly if you have books on loan, including during vacations. Notices will be sent by post to groups such as some nursing students, Continuing Education students and NHS staff, where we cannot extract an email address automatically from the University databases. **Please inform us promptly of any changes to your contact details.**

How to keep your account secure

It is very important that you do not lend your card to anyone or allow anyone access to it. You must also keep your Library PIN secure, which is the four digit number that identifies you as the owner of your card. You are advised to change your default Library PIN to a secure number of your choice via UNLOC www.nottingham.ac.uk/unloc

Your PIN must consist of **four numeric digits**.

Always make sure you have closed your account before walking away from a self service machine to prevent other users issuing items to your account. You are responsible for all items issued to your card.

Further details:

- Using the library www.nottingham.ac.uk/IS/libraries/using/index.aspx
- Borrowing www.nottingham.ac.uk/IS/libraries/using/borrow.aspx
- Laptop loans www.nottingham.ac.uk/is/it/laptop-loans.aspx
- Joining the library www.nottingham.ac.uk/IS/libraries/using/joining.aspx
- UNLOC guide www.nottingham.ac.uk/is/documents/about/inductionguides/unloc.pdf
- Library Helpline www.nottingham.ac.uk/IS/help/index.aspx.