

# Lending, returns and renewals

---

## Returns

You can return your University of Nottingham items to any library at The University of Nottingham (UK) in the following ways:

- **at a self service machine**
- **at a lending desk**
- **in a book return box** (when the library is closed).

Self service machines are available in the larger libraries.

## Exceptions

The following items must be returned to the library from which they were borrowed:

- short loan collection items
- overnight and one hour loans
- periodicals/journals
- inter-library loans.

When using a self service machine, please select the **RETURN** option and follow the instructions on the screen. Note carefully whether you are asked to place the returned item on a trolley (regular return item) or in a returns box (reserved or exceptional item). When you return items at a lending desk, please wait for the loan to be cancelled.

You are personally responsible for any items you have borrowed until the loan is cancelled. **Fines are payable in full on all items returned or renewed late and invoices are issued for the non-return of items.**

## Renewals

Items can be renewed in any of four ways:

- on The University of Nottingham Library Online Catalogue (UNLOC )
- by telephone via our Library Information Line
- at a self service machine
- in person at a lending desk.

**Please Note:** You may not renew any item if it has been reserved by another reader or if you have an outstanding fine or an overdue item.

## On UNLOC

Connect to UNLOC via the **Library** tab within the Intranet Portal or via the Information Services website. See the UNLOC guide for full details on how to renew.

## By telephone

Call 0115 82 **32777**. You will be asked for your University Card or library card number and your PIN. There is an option to speak to a member of staff if you have any difficulties.

## At a self service machine

You may self-renew items that you currently have on loan using the self service machine. Please note the following important exceptions:

- overnight loans
- manually issued items
- inter-library loans
- items reserved by another reader.
- Short Loan items must be returned and re-issued.

## In person at a lending desk

Take the book or periodical/journal with your University Card or library card to the lending desk and ask staff to renew it for you. This will normally be possible unless the item has been reserved by another reader or if you have another overdue item. You must pay **in full** clear any outstanding fines on your account.

## Keeping 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 using UNLOC [www.nottingham.ac.uk/unloc](http://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.**

## 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.**

Further Details:

- Libraries [www.nottingham.ac.uk/IS/libraries](http://www.nottingham.ac.uk/IS/libraries)
- Borrowing [www.nottingham.ac.uk/IS/libraries/using/borrow.aspx](http://www.nottingham.ac.uk/IS/libraries/using/borrow.aspx)
- UNLOC guide  
[www.nottingham.ac.uk/is/documents/about/inductionguides/unloc.pdf](http://www.nottingham.ac.uk/is/documents/about/inductionguides/unloc.pdf)
- Library Helpline - [www.nottingham.ac.uk/IS/help](http://www.nottingham.ac.uk/IS/help).