

Using library lending services

2010/11 edition

How do I find the books I need?

You can use The University of Nottingham Library Online Catalogue (UNLOC), either in the library or from any PC.

Visit: www.nottingham.ac.uk/unloc to find out where your book is located and if it is available.

How do I borrow an item?

Libraries with self service:

- Follow the onscreen instructions
- Ask staff if you need help
- Always check the date and time on your receipt

Libraries without self service:

- Go to the lending desk

Visit: www.nottingham.ac.uk/is/libraries/using/borrow.aspx for more information about how many items you can borrow.

With the exception of short loan, periodicals/journals, inter-library loan and reserved items, you can renew via:

- Telephone: 0115 82 **32777**
- UNLOC. Log in and click on the **User** link at the top of the screen
- A self service machine by re-issuing the book to your card

How do I check my loans and other activity on my account?

Log in to UNLOC and click on the **User** link at the top of the screen. Alternatively use the **Account Info** button on the self service machine.

How do I keep my user account secure?

Do not lend your card to anyone or allow anyone access to it. **Change your Library PIN** from the default and keep it secure. 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 others issuing items to your account.

You are responsible for all items issued to your card.



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How do I return items?

You can return books at any library, with the exception of short loan, overnight loan, one hour loan, periodicals/journals and inter-library loan items, which must be returned to the library from which they were borrowed. You should use self service machines (where available) or the lending desk. Or, if the library is closed, use the book box outside. Fines are payable on all items returned or renewed late and invoices are issued for the non-return of items.

How do I reserve an item on loan?

Find the item on UNLOC, go to **Availability** and then **Request**. Select your preferred pickup library from the drop-down menu. You will be notified when the item is available for collection from the lending desk, where it will be held for you for seven days.

How do I book a short loan item?

Find the item on UNLOC. Go to **Availability** and then **Booking**. Using the calendar displayed, click on **Requests** next to your chosen date and time.

What if one of my loans is requested?

We will send you a message giving you a new return date and you must return the item by that date. This also applies during most vacations. Please check your University emails regularly. If you are away from the University please post your requested item back to the appropriate library.

For further information, please ask library staff or visit:
www.nottingham.ac.uk/is/libraries

