

# Using Short Loan Collections

2010/11 edition

## What are Short Loan Collections?

The Short Loan Collections (SLC) contain books, photocopies, AV and other high demand material. These items can be borrowed for a limited period to ensure that they are available to as many people as possible.

## How do I find the short loan 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](http://www.nottingham.ac.uk/unloc) to find out where your book is located and if it is available.

## How do I borrow and return short loan items?

**Libraries with self service:**

- Follow the onscreen instructions
- Ask staff if you need help
- Always check the date and time on your receipt
- You can borrow up to two short loan items

If the library is closed post your returned items in the book box outside.

**Libraries without self service:**

- Go to the lending desk

## How long can I borrow a short loan item for?

Short loan periods are different depending on which library you are using.

Hallward Library during term time:

Monday to Thursday: 10am-4pm; 4pm-10am next day

Friday: 10am-4pm; Friday/Weekend: 4pm-10am following Monday

Business, George Green, Greenfield Medical, James Cameron-Gifford, University of Nottingham at Derby Libraries, Djanogly Learning Resource Centre. Also Hallward Library during vacations:

Monday to Thursday: 10am-10am next day

Friday/Weekend: 10am Friday-10am following Monday

Visit: [www.nottingham.ac.uk/is/libraries/using/borrow.aspx](http://www.nottingham.ac.uk/is/libraries/using/borrow.aspx)



# Using Short Loan Collections

2010/11 edition

## Can I keep items for longer than the due date?

Items may be returned and re-issued where there is no current booking, but this must be done at the library from which they were originally borrowed.

Libraries without self service:

- Go to the lending desk

## What happens if I return an item late?

Fines are payable on all items returned late and are charged at an hourly rate. Please return them on time as they are in high demand and may be booked for a subsequent session. Log in to **UNLOC** and select **User** for details of your account, including any unpaid fines. Invoices are issued for non-return of items.

Visit: [www.nottingham.ac.uk/is/libraries/using/borrow.aspx](http://www.nottingham.ac.uk/is/libraries/using/borrow.aspx) for more information.

## How do I book a short-loan item?

You can reserve an item for a specific loan period up to three weeks in advance. Find the item in **UNLOC**, go to **Availability** and then **Booking**. Using the calendar displayed, click on **Requests** next to your chosen date and time. Bookings can be collected up to 90 minutes before the start of the short loan period, if available, and are held for 90 minutes after the start of the period.

## 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 other users issuing items to your account.

**You are responsible for all items issued to your card.**

