



Bamford Library

Information sheet for post-graduates, part-time students and distance learners

Main contact Librarian: Kath Osborn

Borrowing books

As a post-graduate, part-time student or distance learner all long loan (three week) **and** week loan items will automatically be issued to you for three weeks. This is a special concession to help you. Short loan books may only be borrowed for one day or over the weekend.

Fines are charged according to book type. Although you may keep a week loan book for three weeks, if it is late you will be charged the week loan fine rate which is 50p per day. Long loans are charged at 15p per day overdue.

Overdue and predue reminders are sent by email to the email address you have given us. These are sent as a courtesy only, so please don't rely on them.

Requesting books

Find the item(s) you want on Find it @ Harper. If there are available long or week loan copies of the item(s) you want, send an email to Libhelp@harper-adams.ac.uk giving their details and we will post them to you. The postal service is available to UK and Irish addresses only. We bear the cost of posting the books to you but you do have to pay the return postage. This is normal practice in universities.

Books that are out on loan can be requested online (also known as placing a hold). So if an item on the catalogue says it is not available click on the Request button next to it. Log in using your normal Harper login details and confirm that you want to make a request. An email message is automatically sent when the book becomes available for you.

Books are normally held for you on the Hold Shelves for three days, so when you get the email saying an item is available, if you want it posted to you, or held for one or two extra days until you are at Harper, please reply to the email, marking it for the attention of Kath.

Renewing books

The easiest way to renew books is to log into My Library account which is a link on the library home page. **If you have any problems with this please contact us by telephone or email us.** You will normally find us very happy to help you with managing your books. **We really don't want you to get fines.**

You will be liable for fines if you do not renew or return your books in time. If you build up fines of more than £5 you will not be able to renew your books online until the fine is paid.

What happens if I cannot renew an item online because I have fines over £5?

You can pay fines online by following the quick link from the library home page or go to <https://payments.harper-adams.ac.uk/library>

What happens if I cannot renew an item because it has been requested by another borrower?

Normally you will need to return the item at the end of the loan period. We do not recall books early. However it is worth contacting us to see if another copy may satisfy the request.

What happens if I cannot renew an item because I have already renewed it 10 times?

Ten renewals is normally the maximum allowed but we will make an exception for students who are based off-campus. We will return the item and start a fresh issue record. You would then be able to renew the item 10 more times, but at that point we would expect you to return it.

How to return books

If you are not coming into the Library, please use a padded envelope or a box and post them back to us with a brief covering note. Address them to Kath Osborn. Please use the Royal Mail "signed for service".

Access to other academic libraries

If you want to use another academic library apply via the SCONUL Access scheme <http://www.access.sconul.ac.uk/sconul-access> where you will also find more information about the scheme.

Address: Bamford Library
Harper Adams University
Newport
Shropshire
TF10 8NB

Telephone: 01952 815393

E-mail: libhelp@harper-adams.ac.uk

Website: <http://www.harper-adams.ac.uk/library-services/>

If you have any problems or need any help please ring and ask to speak to **Kath Osborn.**

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