

**Harper Adams University College Library
The Bamford Library**

The Short Loan Collection

You may borrow up to **2** short loans at a time.

Short loan books are issued for set periods:

Day	Issued between	Due back by
Monday-Thursday	08.45 – 21.45	09.30 next day
Friday	08.45 – 16.45	09.30 Monday
Saturday	10.00 – 16.45	09.30 Monday
Sunday	10.00 – 16.45	09.30 Monday

To help you plan your work, short loan books may be booked in advance.

Bookings

- Book for Monday to Friday for 10.00
- up to 4 items
- up to 14 days in advance
- Collect the booking by 13.30

You **may not** book an item that you already have out on loan nor the same book for consecutive days.

Renewals

Please take the book to the Welcome Hub.

Short loans may be renewed by phone. If an item cannot be renewed because it has been booked, it must still be returned by the due time. You need to allow yourself adequate time to get it back to the Library from wherever you are ringing.

Short loans cannot be renewed online or by email.

Fines

Late returns are charged at **50p per hour or part hour**.