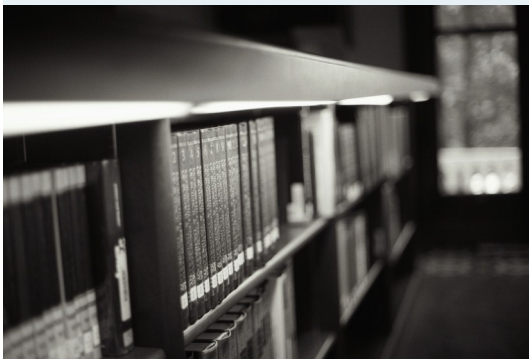


This guide aims to answer your basic questions about the library

If you need more help please come and see us in the library.

What other services are available in the library?

- Photocopying and printing
- Access to computers
- The welcome hub sells items such as CDs, pen drives and binding combs



Rules

We have very few rules in the library.

All we ask is:

- Keep noise to a minimum—the library is a place for studying.
- Switch your mobile to silent.
- Tidy up rubbish
- Reshelve any unissued books

The library is a shared space, please respect other library users.

Harper Adams University College
Edgmond, Newport,
Shropshire, TF10 8NB
Tel: 01952 815393

E-mail: libhelp@harper-adams.ac.uk
[//library.harper-adams.ac.uk](http://library.harper-adams.ac.uk)

At a glance

A guide to the Bamford Library



© Technal

here to help you



When is the library open?

Library opening hours change to reflect student demand.

See the library homepage at [//library.harper-adams.ac.uk](http://library.harper-adams.ac.uk) for current opening hours.

Finding books

Use the online library catalogue (OPAC) to find a list of books held in the library:

- Type in the details (author, title, keyword)
- Make a note of the shelf mark (numbers and letters)

Books are shelved numerically by shelf mark number.

Borrowing

Issue items at the self-service machines using your student card.

How many books can I borrow?

- Undergraduates can borrow up to 14 items
- 2 of which can be short loans
- Postgraduates can borrow up to 22 items
- 2 of which can be short loans.

How long can I keep a book?

- Long loan items can be kept for 3 weeks
- Week loan items can be kept for 1 week
- Short loan items are due back at 09:30 am on the next working day

Renewing

If you want to keep your books longer, renew them by:

- logging into 'My Account' on OPAC, **or**
- using the self-service machines, **or**
- telephoning the library on 01952 815393

Items can be renewed up to 10 times.

Returning

Return items at the self-service machines. Put them in the book bin in the library foyer when we are closed.

Reserving items out on loan

(so that they are held for you when they are returned).

- Click the 'reserve this item' button on OPAC and login using your ID number and PIN.
- You will get an e-mail when they are ready to collect .

Fines

If you are late in returning or renewing your books, you will be charged a fine. Rates are:

- 15p per day for long (3 week) loans
- 50p per day for week (1 week) loans
- 50p **PER HOUR** for short loans

Lost, damaged or stolen library books

If an item is lost or damaged whilst you have it on loan, you will be billed for the cost of a replacement copy plus an administration charge.