

# External Borrowers Scheme

The prime responsibility of Oxford Brookes University Library is to provide library and information services to meet the needs of current University staff and students. Borrowing rights are not generally available to members of the public, but we do offer an External Borrower Scheme for certain groups of Library user including Oxford Brookes Alumni. Journals and newspapers cannot be borrowed, but are available for reference use. The Library Catalogue is available to use but there is no access to electronic resources (eg. journals or databases) or to the University computer network.

## How the scheme works

Free membership is available to:

- Staff and research students, part-time and distance learning students and full time postgraduate students from higher education institutions participating in the **SCONUL Access** scheme;
- students from other UK higher education institutions on **work placement** in the local area;
- **retired staff** who have joined the **Brookes Society**;
- **Access students** from Oxfordshire colleges

**Entitlement:** one borrower card allowing up to 5 one or two week loan books at a time.

Our External Borrower Scheme also provides membership, on payment of a fee, to:

- **UK students following programmes of higher education at other institutions**

Annual subscription	£90
6 month subscription	£45

**Entitlement:** one borrower card allowing up to 5 one or two week loan books at a time.

- **Oxford Brookes Alumni**

Annual subscription	£50
---------------------	-----

**Entitlement:** one borrower card allowing up to 5 one or two week loan books at a time.

- **Brookes Society (former staff)**

Annual subscription	£50 (free for retired staff)
---------------------	------------------------------

**Entitlement:** one borrower card allowing up to 5 one or two week loan books at a time.

To qualify to join the Scheme you must be able to provide your Oxford Brookes University Alumni ID number/Brookes Society membership card. These can be obtained by contacting the Alumni Office – for further details see <https://www.brookesalumni.co.uk/Page.aspx?pid=194> or email: [alumni@brookes.ac.uk](mailto:alumni@brookes.ac.uk)

Borrower cards are ready for use after two normal working days and will be posted to you.

## How to join the External Borrowers Scheme

- SCONUL Access applicants should complete a **SCONUL Access application form** available at <http://www.brookes.ac.uk/library/external/externalborrow.html>
- Individual applicants should complete an **External Borrowers application form** available at <http://www.brookes.ac.uk/library/external/externalborrow.html>

### **Please note - free or paid membership of the External Borrower Scheme does not include:**

- any entitlement to borrow from Short Loan, other special collections or the School Experience Collection at Harcourt Hill.
- The Library Catalogue is available to use but there is **no access to electronic resources (eg. e-journals, databases, e-books) or to the University network.**
- The scheme does not include use of Interlibrary Loan services, booking group or individual study rooms and use of photocopying or scanning services provided for our staff and students.

### **Important**

Please carry your card with you whenever you visit the Library. The Headington Library operates an access control system and you will not be able to enter the Library without a valid card. You will not be able to borrow items without your card. Please keep your card safe – we charge a £10 fee for a replacement card to be produced.

All members of the External Borrowers Scheme are subject to Library regulations. Membership is discretionary and we reserve the right to refuse applications for membership without redress and to withdraw services where members are in breach of Library regulations.

Fines are payable for items returned late. You can continue to borrow throughout a semester if your fines are £5 or less. Fines of over £5 will prevent borrowing and must be paid in full. At the beginning of each semester the fines of £5 or less incurred during the previous semester must be paid or borrowing may be suspended. If items are kept overdue for more than 21 days we send you an invoice for the replacement cost. You must pay this if the item is lost, or return the item and pay the fines. We charge a non-refundable £10 administration fee for having to send this invoice.

### **Library regulations**

1. Books and other library materials (apart from journals and items designated for reference use only) may be borrowed from the Library by registered borrowers.
2. A borrower card may only be used by the person named on the card.
3. Anyone borrowing materials from the Library is responsible for their care and safe return on or before the date due. Fines are charged when materials are returned late.
4. Borrowers are personally responsible for all materials borrowed on their cards and will be required to pay the cost of replacement or repair of material which is lost, damaged or not returned.
5. The unauthorised removal of library materials will be treated as theft.
6. Library materials must not be mutilated nor library equipment misused.
7. Users must not eat, drink or smoke in the Library nor by their conduct disturb others.
8. Registered borrowers must produce their borrower cards for examination on request by library staff.
9. The University cannot accept responsibility for any damage to or theft of library users' property.
10. Contravention of these regulations may result in suspension from further use of the Library, and in disciplinary action.

Note: Users of the Library are subject to the University Regulations and these are a part of them.