

Short Loan Collection – booking and borrowing

Harcourt Hill Campus

What is a Short Loan book?

This is a book kept in the Short Loan Collection (behind the counter in the Harcourt Hill Library). There are two loan categories available – 3 hours or 24 hours. The Library Catalogue will show which category a particular book falls into.

Any Short Loan item can be booked for pre-defined periods using the Catalogue. This leaflet shows you how.

Where and when can I book a Short Loan?

You can book a Short Loan item using the Library Catalogue in the library or from anywhere that you have access to the Internet. You can book an item at any time of the day (as long as the Catalogue is accessible).

The web address for the Catalogue is <http://catalogue.brookes.ac.uk>

How do I book a Short Loan?

- ◆ Find the book you wish to borrow on the Library Catalogue.
- ◆ If the screen does not display the loan type of the book, click on 'Show shelfmark and copies' below the book title.
- ◆ The screen now displays further details about the book, including the loan type and number of copies.
- ◆ Click on 'reserve' (to the right of the book title).
- ◆ Type in your borrower number (the number on your student card) and click on 'Logon'.
- ◆ Click on the circle to the left of 'Make Harcourt Hill Short Loan booking' and select 'Click here to request'.
- ◆ The screen displays the title of the book, the site, loan type (3 or 24 hr) and number of bookable items. Click on 'List booking slots'.
- ◆ You will then be presented with a list of available booking slots. To view further slots, click on 'next'. Click on 'previous' to return to the previous page.
- ◆ Select the slot that best suits you by clicking in the circle to the left of the slot.
- ◆ Click on 'Place Booking'.
- ◆ The screen should now give you a message that you have successfully booked your Short Loan item. If the system says that the booking was unsuccessful, please speak to a member of Library staff who will be able to help you. There is also an option on this screen to cancel your booking. Click on the box to the left of the title(s) you wish to cancel. Click on 'Cancel Booking'.

How many Short Loans can I have?

You can borrow two Short Loan items at any one time. Each item can be booked for only one slot at a time.

Can I borrow Short Loan books overnight or for the weekend?

Yes, but you have to choose the correct time slot for your booking. For example, if you wish to use a 3 hour Short Loan over Monday night, book the item for the 16.00 Monday slot. The book must be returned by 10.00 the following morning. For weekend use, the 3 hour item should be booked for the 16.00 Friday slot. The book must be returned by 10.00 the following Monday. You will see similar slots for 24 hour loan items.

How do I borrow a Short Loan that I have booked?

Come to the Library Counter at the beginning or at any time during the period for which you have booked the item (except for the 16.00 Friday slot – see NB below) and it will be available for you to borrow like any other loan.

NB: if you book a Short Loan item for the 16.00 Friday slot, you must pick it up between 16.00 and 18.00 on that Friday, otherwise the booking will lapse.

How do I renew a Short Loan that I am already using?

You can renew a Short Loan only by coming in person to the site from where you borrowed the book, bringing the book with you. We are not able to renew your Short Loan books for you by telephone, e-mail or fax, and you are not able to renew them over the Library Catalogue in 'borrower information'.

How do I cancel a booked Short Loan if I no longer need it?

Use the 'borrower information' option on the Library Catalogue. Here you can look at 'Short Loan Bookings'. Each book is listed and there is an opportunity to cancel any booking that you no longer require. Also available under 'borrower information' is a list of items you have on loan. Use this to check which Short Loans you currently have issued to your card.

Can I return my Short Loan book to any site?

No – you must return the Short Loan book to the Library from which you borrowed it.

Do remember that fines will be incurred on Short Loans that are not returned on time. Fines are charged at a rate of 50p per half hour (or part of).

Further information

If you require further information on any of the above, please contact a member of Library staff who will be happy to help you.

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