

# Visitor guide to Library services

The University Library has three Libraries:

- Headington - the largest Library covering most academic disciplines;
- Harcourt Hill - specialising in education, theology and human development, communication and sport;
- Wheatley - specialising in business, computing, maths and engineering.

### Reference use of materials on the open shelves

Individual members of the public are welcome to use the University Library, at any of its sites, to consult printed collections for reference purposes, subject to Library regulations. Priority is given to our students and staff.

We reserve the right to refuse applications for reference use of the Library without redress and to withdraw access where users are in breach of the Library regulations. For your information a full list of Library regulations appears at the end of this guide.

We regret that the following services are not available to visitors:

- use of interlibrary loans services;
- use of intersite photocopying services;
- use of scanners;
- borrowing rights;
- use of the University computer network including electronic databases and e-journals;
- access to certain special collections;
- booking individual or group study rooms.

We cannot accept responsibility for visitors' children within the Library. We ask you to supervise your children properly and to ensure that they do not disturb other library users. Please note that unaccompanied children under the age of 16 years will not be admitted. School students will only be admitted as part of pre-arranged group bookings and access is only available during Staffed Service hours. We regret we cannot admit school students during our examination periods or at the beginning of the academic year.

### Opening hours

Information on opening hours and contact addresses for all three University Library sites is available from our Library Web pages at <http://www.brookes.ac.uk/library> or see Library Quick Guide 6.

### Library Catalogue

Information about books and journals held in stock is available on the computerised catalogue. For access via the Internet the URL is <http://catalogue.brookes.ac.uk>

### Enquiry services

Staff at Enquiry Desks will be pleased to provide directional help in finding library materials; Subject Librarians may also be able to offer further specific subject help, but this service depends on their availability and other commitments. A number of printed guides to Library resources and services are freely available.

## Photocopying

Card operated photocopiers are available in the Library. Rechargeable cards may be purchased from vending machines. It is not possible to get receipts for money spent on photocopying cards issued from the card dispensers and rechargers. Refunds for unused credits are not available. You can copy from books and journals subject to copyright law. Visitors to the Library doing research for commercial purposes should consult Library staff before copying anything.

Further information is available at <http://www.brookes.ac.uk/library/photocopyintro.html> or on notices by the photocopiers.

## Borrowing books

Borrowing rights are not generally available to members of the public, but we do offer an External Borrowers Scheme for certain groups of Library user, including Alumni. For details see Library Guide 10: *Guide for external borrowers* which contains the *External borrowers application form*.

## Using the Headington Library

You will need to apply for a pass to enable access to the Headington Library.

Please note that you will be required to provide proof of your identity and address eg. driving licence, passport, cheque guarantee card or credit card. If your current address is not on your means of identification you must provide separate proof eg. utility bill, bank statement, rent book.

A **Day pass** will be available immediately. Please note that day passes cannot be issued during Self Service periods.

If you require access for longer than a day or wish to use the Library during Self Service periods you may apply for a **Reference pass** valid for up to one year – a charge of £10 is made for this facility and applicants must be aged 18 or over. As well as proof of identity, of current address and date of birth we will require a passport sized photograph. This pass will be ready after two normal working days and it will be posted to you. Please keep your pass safe – a charge of £10 is made for issuing replacement passes. Reference pass application forms are available at <http://www.brookes.ac.uk/library/external/externalref.html>

## In an emergency

If you hear the alarm bell ringing you must leave the Library immediately. Follow the green Fire Exit notices to the nearest exit. If the Fire Exit is not already open break the glass bolt or panel with the hammer provided. Go as quickly as possible to the designated assembly point and wait there until you are told it is safe to return.

Designated assembly points	
Headington	Across Gipsy Lane at the corner of Grays Road
Wheatley	Outside Dora Cohen Hall
Harcourt Hill	Visitors car park

### If you find a fire

If you find a fire sound the fire alarm using the nearest fire alarm call point. If at all possible, tell a member of Library staff. Leave the building as above.

### Accident/incident

If you have an accident or are involved/witness to an incident please report it to a member of Library staff who will give you an accident/incident form to fill in.

## **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 due date. 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. Users must produce their 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.

\* This also applies to users with day and reference passes. Holders of day and reference passes may be required to produce proof of identity on demand.

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