

## Books

We hold an extensive collection of printed publications on health policy, healthcare management, organisational development and research methodologies in the social sciences. You can obtain details on our holdings by searching our online [library catalogue \(https://cssfs8.bham.ac.uk/HeritageScripts/Hapi.dll/search1\)](https://cssfs8.bham.ac.uk/HeritageScripts/Hapi.dll/search1).

In addition to this, an ever increasing number of items are available in electronic format - access is via the main [UoB catalogue \(http://www.findit.bham.ac.uk\)](http://www.findit.bham.ac.uk) for current students and staff only.



### Postal loans

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All our users are entitled to postal loans. To request books to be posted out to you, please complete the appropriate [online form \(/forms/college-soc-sci/hsmc/Postal-load-request.frm\)](#).

**Cost:** We post out books free of charge, but you will be expected to bear the cost of return postage. When returning books through the post, please ensure that they are safely packed and send them by registered post. You will be required to pay for the replacement of damaged or lost items.

### How many books can I borrow?

You can borrow up to **six items** at any one time.

### How long can I borrow books for?

You can borrow items for a period of **three weeks**. Unless your books are reserved by another library user, you can renew them twice.

## Renewals and reservations

### Renewals

You can renew your items twice, provided they are not requested by another user. You can do this either yourself by logging on to our online library catalogue, or you can contact us directly and we do this for you.

Please note that if you want to renew the books yourself you will need to enter your full HSMC borrower code (e.g. 00001234).

### Reservations

If you would like to reserve an item currently on loan, click the "reserve" button – you will then be required to enter your borrower code, and once you have done this your reservation is placed.

Reserving an item does not alter the original due date. Once the book is back in the library we will notify you by email of its availability and ask you if you would like to pick it up or have it posted out to you. We keep reserved books aside for seven days.

Do please note that you cannot reserve items available on the shelf.

### Late returns

Whilst we do not charge for overdue items at present, we do expect books to be returned by their due date, for the consideration of all our users. Please keep your items renewed and let us know if you are unable to return them by the specified date.

### Lost books

Get in touch with us straight away. It might have been returned to us and be in the library on the shelf.

If the book is lost then you can either pay for its replacement or provide us with a new copy.

## Books held at other University of Birmingham libraries

