Notes for External Users of the University Library

1. Access
The Library’s central function is to service the information need of the University’s own staff and students. Services to the wider academic and local community may also be provided where this can be done without prejudice to our primary client group. All users are admitted to our libraries on the understanding that they will abide by the Library Regulations which can be viewed at:
Library Services reserves the right to withdraw membership if an individual breaches Library Regulations.

**Please note:** Access to the Main Library is restricted during the revision and exam period due to pressure on study spaces for our students. From Monday 29th April to Friday 7th June 2019 inclusive, reference members will be unable to access the Main Library.

2. Print and electronic resources

**Please note:** Access to electronic resources is available in an extremely limited form via FindIt@Bham’s guest access facility. Guest access is the same whether you are based on campus or using FindIt@Bham from home.

If you need access to specific print resources, please check that these are available before you apply for membership. You should also note that membership does not give you access to the internet or printing facilities, although self service photocopying is available.

3. Fees
You may apply for either borrowing or reference membership. Alumni may apply for 12 months free reference access within the first year after graduation with concessionary rates applicable thereafter. Other members may apply for a year or 6 months membership.

<table>
<thead>
<tr>
<th></th>
<th>Borrowing</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Birmingham Alumni</td>
<td>12 months</td>
<td>£37.50</td>
</tr>
<tr>
<td>Other personal members</td>
<td>12 months</td>
<td>£75.00</td>
</tr>
<tr>
<td></td>
<td>6 months*</td>
<td>£50.00</td>
</tr>
</tbody>
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*non-renewable
All prices are inclusive of VAT

4. Library card
On registering you will be given a library card. You will need to bring this with you whenever you visit the library. Most of our libraries have a card operated access control system. You should notify Library Services if you lose your card so that we can prevent anyone else using it. A replacement fee of £10 is charged.

5. Loan periods and borrowing quotas
Most books are available to be borrowed for one week and will renew automatically on the library system each night, if not required by another borrower. The due date for an item will be either stamped in the book or printed on a receipt from the self service machines. You can check your library account via the External Borrowers link and Library Account option on the library catalogue. Items held in our short loan collections may only be borrowed by external users during the vacations. They cannot be renewed over the telephone.

6. Recalled items
Items may be recalled from you for use by other borrowers. It is important that you return any such recalled item by the due date given in the message requesting its return. If you have given us an email address, we will contact you electronically. Otherwise we will write to you.

7. Fines
Fines will be charged on all items which have not been returned or renewed by the date they are due. Current fines are displayed in our libraries and on our web site.

8. Site libraries
Your membership fee provides you with some access to our more specialised site libraries. Please enquire at the appropriate library for further information about facilities available.

https://intranet.birmingham.ac.uk/as/libraryservices/library/index.aspx