Access to the University of Bolton Library

Students studying on the Access to HE courses at Bolton College are entitled to use the facilities available in the Library at the University of Bolton.

The Library will provide access to:
- books, DVDs and videos
  - 3 week loans
  - max. 5 items
  - renewals and reservations
- print reference material
- print journals
- photocopying facilities
- quiet and open access study space

Access to computing software and group study rooms is not permitted.

Prospective users should apply to the Bolton College library. As the home library is ultimately responsible for any losses caused by their users, application forms will only be issued to users who are registered and in good standing with their home library.

Students under 18 must have the approval of a parent/guardian.

Membership expires annually, but can be extended if your course is longer than a year.

How to Apply

1. Complete a registration form available from your home library or online at:
   [http://www.bolton.ac.uk/library/LibraryPublications/ApplicationForms/BoltonCollege.pdf](http://www.bolton.ac.uk/library/LibraryPublications/ApplicationForms/BoltonCollege.pdf)

2. Get your form signed by a parent/guardian, if necessary, then stamped by your home library.

3. Take the form and your home ID card/library card to the Library Desk at the University of Bolton.

Please note. The University of Bolton cannot process applications at certain times, particularly the beginning of semesters.

Other Details

- Membership of the scheme expires at the end of July each year but can be renewed, if you are in good standing, with proof of continuance of your course.
- Library notifications are sent by email, apart from third overdue notification.
- The Library operates a self-service issue/return system. YOU MUST HAVE YOUR LIBRARY CARD WITH YOU WHEN YOU VISIT.
- Please ask at your home library if you need training to use our services.
- Members will be expected to observe relevant regulations that apply to studying in the Library and are responsible for any fines or replacement costs incurred. Your card can be withdrawn if you infringe the rules of either your home library or the University of Bolton Library.
If you have specific needs and will require assistance when you are visiting, please phone or email for advice.

Email: Learning-IssueDesk@bolton.ac.uk
Tel: (01204) 903094

Staffed opening hours

Term-time
Monday - Thursday 8.45 - 21.00
Friday 8.45 - 17.00
Saturday 9.30 - 12.30

Vacation
Normal vacation opening hours are:
Monday-Friday 9.00 – 17.00

Always check opening hours and facilities before visiting the Library.


Access to the Library outside of staffed hours is not available to Bolton College users at the present time.

For further information on:

- this access agreement, please refer to our web pages at:
  http://www.bolton.ac.uk/library/Borrowing/Access-Bolton-College.aspx

- the Library, please refer to our web pages at:
  www.bolton.ac.uk/library

- courses at the University of Bolton, please refer to our web pages at:
  www.bolton.ac.uk

- services at Bolton Libraries, please refer to:
  http://www.bolton.gov.uk/website/Pages/Libraries.aspx

or contact: 01204 333173

Bolton Libraries Access Group

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