

External Borrowing Membership

Whilst the services of the University of Bolton Library are primarily intended for our own staff and students, we are pleased to offer some services to others.

External membership is available to those aged 18 or over at a cost of:

£50 per annum

Membership expires annually but may be renewed, if your account is in good standing, on receipt of a new application form, proof of current address and a new subscription.

Please note: The Library reserves the right to refuse applications for external membership.

The Library will provide access to:

- books and audio-visual material
 - 3 week loans
 - Max. 5 items
 - Renewals and reservations
- print reference material
- print journals
- photocopying facilities
- inter-library loans (additional charge)
- open access and quiet study space

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

How to Apply

1. Complete an application form available from the Library or online at:

<http://www.bolton.ac.uk/library/LibraryPublications/ApplicationForms/ExternalBorrowing.pdf>

The image shows a screenshot of a web-based application form for external borrowing at the University of Bolton. The form is titled "External Borrowing Application Form" and includes the University of Bolton logo in the top right corner. The form is divided into two columns of input fields. The left column contains fields for "Name", "Date of Birth", "Address", "Phone", "Email", "Occupation", and "Signature". The right column contains fields for "non-University of Bolton user", "Address", "Date of Birth", "Signature", and "Date". At the bottom of the form, there is a small text box that reads "Please refer to the rules and regulations of the Library".

2. Return the completed form to the Library Desk with proof of your ID, e.g. full UK driving licence or UK passport, and proof of your current address, e.g. recent utility bill or bank statement.

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

Other Details

- Inter-library loans can be obtained at a charge of £10, payable when the request is made. This charge is non-refundable.
- 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.**
- The Library is not required to provide any training in the use of library services.
- External users 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.

If you need special help at the library you are visiting, please phone for advice and if necessary, book an appointment.

The Peter Marsh Library
University of Bolton
Deane Road
Bolton
BL3 5AB

Tel: (01204) 903094

Minicom: (01204) 903494

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.

<http://www.bolton.ac.uk/library/LibraryEssentials/OpeningTimes.aspx>

For further information on:

- all access agreements offered by the University of Bolton Library, please refer to our web pages at:

<http://www.bolton.ac.uk/library/LibraryEssentials/AccessAgreements/ExternalAccess.aspx>

- the Library, please refer to our Web Pages at:

www.bolton.ac.uk/learning

- 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



The Library

Access to Library Resources for:

External Borrowers

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