Access to the University of Bolton Library

All Health and Social Care workers who live in Bolton are entitled to use the facilities available in the Library at the University of Bolton during staffed hours.

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
- quiet and open access study space

**Services are offered to HELP users only during staffed hours. Access to computing software, online resources and group study rooms is not permitted.**

Members may apply at their local NHS library. As the home library is ultimately responsible for any losses caused by their users, membership will only be issued to users who are in good standing with their home library. If you do not have access to an NHS library, you may still apply for membership, but your application may be delayed whilst eligibility checks are made.

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

Membership expires annually, but can be extended, if you are in the same employment, with proof of current address.

**How to Apply**

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

2. Return the completed form to your home library for approval.

3. Take the stamped application form and your work ID card/library card to the Help 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 your account is in good standing, with proof of current address and continuing entitlement.
- 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. If you do need help, please ask at your home library.
- 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 Your card can be withdrawn if you infringe the rules.
If you have specific needs and require special help at the library you are visiting, please phone or email for advice.

Email: Library-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**

Vacation opening hours are:

Monday-Friday  9.00 - 17.00

Always check opening hours and facilities before visiting the Library.


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**For further information on:**

- this access agreement, please refer to our web pages at:

  https://www.bolton.ac.uk/library/Borrowing/BHSCC.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

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HELP@Bolton

September 2018