

## Access to the Library Resources

All staff teaching and students studying at AS/A2/AVCE Level at school sixth forms and colleges in Bolton are able to use the facilities available in the Library at the University of Bolton.

The Library will provide access to:

- books and audio-visual material
  - 3 week loans
  - max. 3 items
  - renewals and reservations
- print reference material
- print journals
- photocopying facilities
- open access and quiet study space.

**Access to computing software, online resources and group study rooms is not permitted.**

Prospective users should apply to their school/college library. As the home library is ultimately responsible for any losses caused by their users, membership will only be issued to applicants who are registered and in good standing with their school/college library.

The University of Bolton Library has some material with adult content, so applicants under 18 must have the approval of a parent/guardian.

## How to Apply

1. Complete an application form available from your library or online at: <https://www.bolton.ac.uk/library/LibraryPublications/ApplicationForms/Bolton6thForm.pdf>

2. Return the completed form to your home library for approval.
3. Take the form and your home ID card/library card to the Help Desk at the University Library.

**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 the summer term, but can be renewed, if your account is 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.
- You 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 Your card can be withdrawn if you infringe the rules of your home library or the University of Bolton Library.

If you have specific needs and require special help when you are visiting the library, please phone or email for advice. Email: [Learning-IssueDesk@bolton.ac.uk](mailto: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*

Vacation opening hours are:

Monday-Friday 9.00 - 17.00

***Always check opening hours and facilities before visiting the Library.***

<https://www.bolton.ac.uk/library/About-the-Library/Opening-Times.aspx>

### For further information on:

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

<https://www.bolton.ac.uk/library/Borrowing/Bolton-Sixth-Form-Access.aspx>

- the Library, please refer to our web pages at:

[www.bolton.ac.uk/library](http://www.bolton.ac.uk/library)

- courses at the University of Bolton, please refer to our web pages at:

[www.bolton.ac.uk](http://www.bolton.ac.uk)

- services at Bolton public libraries please refer to:

<http://www.bolton.gov.uk/website/Pages/Libraries.aspx>

or contact: 01204 333173



## *The Library*

Access to Library Resources for:

# Sixth Form Students in Bolton



Bolton Libraries Access Group

September 2018

