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
- open access and quiet study space

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

How to Apply

1. Complete an application form available from the Library or online at:
   https://www.bolton.ac.uk/library/LibraryPublications/ApplicationForms/ExternalBorrowing.pdf

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

   Other Details
   - 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 Your card can be withdrawn if you infringe the rules.

2. Return the completed form to the Help 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.
If you need special help at the library you are visiting, please phone or email for advice and if necessary, book an appointment.

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

**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.*


For further information on:

- all access agreements offered by the University of Bolton Library, please refer to our web pages at:
  https://www.bolton.ac.uk/library/Borrowing/External-Membership.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

September 2018