Useful contacts

The Library
Tel. 01484 473888
Email. library@hud.ac.uk
Fax. 01484 471307
Web. www.hud.ac.uk/library

Subject enquiries
Tel. 01484 473888
Web. www.hud.ac.uk/library/askalib

Book renewals
Web. http://library.hud.ac.uk

Borrower enquiries
Tel. 01484 473830
Email. borrower.queries@hud.ac.uk

Inter-library Loans
Tel. 01484 472044
Email. illdd@hud.ac.uk
Fax. 01484 471307

IT Support (24hr service)
Tel. 01484 473737
Email. it.support@hud.ac.uk

Director of Computing and Library Services
Tel. 01484 472039

Information searches and consultations - Subject Teams

Applied Sciences
Art, Design and Architecture
Tel. 01484 472047

Education and Professional Development
Music, Humanities and Media
Tel. 01484 473252

Business and Law
Computing and Engineering
Tel. 01484 472052

Human and Health Sciences
Tel. 01484 472700

University Archives at Heritage Quay
Tel. 01484 473168

CUSTOMER SERVICE EXCELLENCE CSE

University of Huddersfield Library

@hudlib

University of HUDDERSFIELD
University of Huddersfield
Queensgate
Huddersfield
HD1 3DH
Tel. 01484 422288
Web. www.hud.ac.uk

This handbook can also be provided in larger print, audio and Braille formats.
Please contact the Computing and Library Disability Support Advisor - 01484 473925.

16074
Sept 2016

The Library
LEARN
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Public Membership and access to library services

University of HUDDERSFIELD
Inspiring tomorrow's professionals

2013 THE AWARDS
AWARD WINNER
UNIVERSITY OF THE YEAR

The Public Membership Scheme

What is the Public Membership Scheme?

It is a scheme that enables organisations and individuals who are not employed by the University or enrolled to study here, to borrow books and access other 'added value' services.

Please note that regional and national schemes exist which may allow members of other universities to join Library Services free of charge. Please enquire at your home library whether you are eligible.

What services can I have access to without paying a membership fee?

The Library welcomes members of the public. We are based in the Schwann Building at the heart of the campus, and we are open seven days a week during term time. To gain access simply present a recognised form of photo ID (eg passport, driving licence, college ID) at the entrance and you will be issued with a day pass to enter the Library.

The following facilities are then available:

- Reference access to collections. The Library currently stocks almost 360,000 books, 300 current paper journals and access to thousands of e-journals*
- Self-service photocopying - both colour and black and white.
- Binding and laminating facilities.

* Access to some electronic titles by public members may be restricted.

Please note that between Easter and Spring Bank Holiday (see web pages for exact dates), when our students must have priority for the limited individual spaces available to study for their examinations, only paid public members (including alumni and retired staff) are allowed in the Library. Individuals from businesses, charities and schools that are members, are excluded for this limited period. We apologise for any inconvenience.

Can I use computers?

You can have access to computers by request, however you must provide 2 forms of identification, one of which must detail your home address eg a utility bill. You can use the Internet, Microsoft applications and a range of electronic resources, where the licences permit access by members of the public.

What else does the scheme entitle me to?

A telephone information service on Monday - Friday during normal working hours. Enquiries should be made by phone initially, to Library Subject Enquiries, where they will then be referred to the relevant subject teams.

The following 'added value' services are also available:

- Items that are not in stock can be requested via the Inter-library Loans Service. Standard requests cost £20 per item.
- Subject to copyright restrictions, materials stocked in the Library can be retrieved, photocopied and posted or faxed to you. The cost of this service is 20p per A4 sheet posted and 25p per A4 sheet faxed.
- Advice on researching a particular topic and retrieving information can be sought in person at the Subject Enquiry Desk.

How do I join the scheme?

Individuals, or those acting on behalf of organisations, should apply to the Reception Desk in the Library.

The signatory of the membership form is responsible for any charges incurred as a result of loss, damage, or late return of items on loan. **The signatory also undertakes that they, or those members of their organisations using their membership card, shall abide by the Library's policies regarding general behaviour, security, and health and safety whilst using services on our premises. Failure to do so may result in your membership being suspended.**

Our commitment to users with disabilities

Additional help and facilities are available to enable users with disabilities to access our services and resources.

Please contact Library Disability Support if you require more information, on +44 1484 473925 or **library.disability.support@hud.ac.uk**

Who can join the Public Membership Scheme?

There are several categories of Paid Membership:

Category	Eligibility	Annual membership fee	Enrolment requirement	Loan entitlement
Personal	Any member of the public	£30	A recognised form of ID	5 books for 1 week*
Kirklees and Calderdale Passport holders	All Kirklees and Calderdale Passport holders	£15	As above plus a Kirklees or Calderdale Passport	5 books for 1 week*
Retired University staff		No fee	A recognised form of ID	5 books for 1 week*
Corporate	Companies, professionals, societies and Local Authority departments	£100 per card. Each card is transferable within the organisation	A senior manager will be asked to sign the enrolment form	5 books for 1 week*
Local societies/charities	Amateur/local support groups and registered charities	£50 per card. Each card is transferable within the organisation	A senior committee member will be asked to sign the enrolment form	5 books for 1 week*
Schools/colleges	Schools and colleges in the region	£120. The card is transferable within the school/college	The head teacher or librarian will be asked to sign the enrolment form	25 books for 1 week*
Alumni	Students who have completed their course at the University of Huddersfield are entitled to join the Library under the alumni scheme. You need a recognised form of ID and a results letter/certificate and will be able to borrow up to 5 books for 1 week*			

Please note that although Library Services provides an extensive range of electronic resources, our licences may preclude access by members who are not employed by the University or currently enrolled to study here. Likewise, the Public Membership scheme does not entitle you to borrow audio-visual items or items in our high demand or reference collections.

* Loans are renewed automatically unless requested by another borrower. When an item is requested you are notified by email and you have 7 days to return it before incurring fines of **£2.50** per day.