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/asklib

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. ilidd@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

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

Sept 2016
15xxx
16074
### 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.

**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.

**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:

- 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

---

### Enrolment requirement

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligibility</th>
<th>Loan entitlement</th>
<th>Annual membership fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Any member of the public</td>
<td>5 books for 1 week⁴</td>
<td>£30</td>
</tr>
<tr>
<td>Kirklees and Calderdale Passport holders</td>
<td>As above plus a Kirklees or Calderdale Passport</td>
<td>5 books for 1 week⁴</td>
<td>£15</td>
</tr>
<tr>
<td>Retired University staff</td>
<td>A recognised form of ID</td>
<td>5 books for 1 week⁴</td>
<td>No fee</td>
</tr>
<tr>
<td>Corporate</td>
<td>Companies, professionals, societies and Local Authority departments</td>
<td>5 books for 1 week⁴</td>
<td>£100 per card. Each card is transferable within the organisation</td>
</tr>
<tr>
<td>Local groups and registered charities</td>
<td>A senior manager will be asked to sign the enrolment form</td>
<td>5 books for 1 week⁴</td>
<td>£120. The card is transferable within the school/college</td>
</tr>
<tr>
<td>Schools/colleges in the region</td>
<td>A senior committee member will be asked to sign the enrolment form</td>
<td>25 books for 1 week⁴</td>
<td>£120. The card is transferable within the school/college</td>
</tr>
<tr>
<td>Alumni</td>
<td>Students who have completed their course at the University of Huddersfield</td>
<td>25 books for 1 week⁴</td>
<td>£20</td>
</tr>
</tbody>
</table>

⁴ 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.