

Robert Sainsbury Library borrowing facilities

Any registered member of UEA staff or student may borrow from the Robert Sainsbury Library. All books must be issued through the SRU enquiry/issue desk and the campus card must be produced to confirm membership, there is no facility for self issue or return. SRU library staff cannot issue campus cards, this can only be done at the campus card point on the IT helpdesk on floor 0 of the Main Library.

Originally, the Library was reference only, but borrowing was gradually introduced as a privilege, first to SRU staff and students, then ART, and then to all registered UEA users. Where there is a demand for titles, priority will be given to SRU and ART users as books may be required for their teaching or research.

Users can renew SRU books once on-line through their account, although books on short loan will be barred from renewal. If a book is already out, UEA users can request holds be placed on books at the enquiry/issue desk (one can e-mail a hold request to <sru.library@uea.ac.uk>). Staff will set up the hold and alert them by e-mail when a book has been returned. The book will be placed on hold for one week from the date of e-mail notification (four weeks during vacation periods).

Journals cannot be borrowed, nor selected reference works, e.g. dictionaries and encyclopaedias. Some major exhibition catalogues may also be reference only. On occasion, heavily used books on reading lists may be temporarily made reference only, or 24 hour loan only. As these titles may vary from year to year, the books themselves may not be marked as reference – but the catalogue entry will clearly state if reference or short loan. The 'Item status' column within the 'Location/Loans' entry of the catalogue record will indicate whether an item is borrowable or not.

UEA Public Catalogue - Holdings

Kipfer, Barbara Ann.
Dictionary of artifacts /Barbara Ann Kipfer..
Malden, MA : Blackwell Publishing, 2007..

Item status	Due date	Due hour	Sublibrary	Collection	Location	Description	No. of requests	Barcode
Request Standard loan	Not on Loan		Main Library	Main shelves	C070 KIP		07216538	
Reference (open stack)	Not on Loan		Sainsbury Research Unit Shelves	NK 40 KIP			191272	

'Item status' column will indicate if reference, short loan or standard loan (unrestricted)

Books borrowed from the Robert Sainsbury Library are completely separate from any Main Library allocation/allowance. Any queries on returning books, or on borrowing facilities within the SRU must be raised with SRU Library staff. Books taken out from the Robert Sainsbury Library must be returned to the Robert Sainsbury Library and not the Main Library.

Borrowing entitlements

Research masters, doctoral students and staff

Up to twenty books/pamphlets may be borrowed with three return dates a year (matching the Main Library).

Taught masters & diploma students

Up to fifteen books/pamphlets may be borrowed for four weeks.

Undergraduates & SCVA guides

Up to five books/pamphlets may be borrowed for one week. All books must be returned by 4pm on the return date but may be taken out any time of day.

Sconul Access

External users with Sconul Access cards authorised by the Main Library at UEA may also borrow from the SRU Library. Up to five books may be borrowed for four weeks.

Additional needs

Users at UEA with additional learning needs may have enhanced borrowing privileges such as extended loan periods and proxy borrowing. For students, this must be initiated or applied for through the Dean of Students' Office at UEA. Users who delegate to a proxy must provide them with a letter of authorisation.

<http://www.uea.ac.uk/services/students/disability>

All other users are very welcome to use the Library for reference purposes.

Items issued/penalties

Once the books are issued, they are the borrower's responsibility. Any loss or damage may have to be paid for by the borrower.

Any student not returning books on time may be disqualified from further loans for one semester (unless valid and non trivial reasons are provided). Students should contact a member of SRU staff to explain any delay to avoid a penalty. Currently, fines are not charged for the late return of books, but this is because borrowing rules are strictly enforced.

The borrowing period has been kept deliberately short and the number of renewals restricted in order to allow a compromise between the needs of seminar students, and students writing essays, versus the needs of researchers, i.e. the maximum number of books should be available for study within the Library.