Monday 18 September - Sunday 17 December 2017

**Opening hours**

* **Monday**

8.45am - 10.00pm

* **Tuesday**

8.45am - 10.00pm

* **Wednesday**

8.45am - 10.00pm

* **Thursday**

8.45am - 10.00pm

* **Friday**

8.45am - 7.00pm

* **Saturday**

9.00am - 7.00pm

* **Sunday**

10.00am - 7.00pm

**Reduced services**

During periods with reduced services only reading, reference, loan and return facilities are available. When the library is closed a book return box is available.

|  |  |
| --- | --- |
| **Day** | **Reduced services** |
| Monday to Thursday | After 7 pm |
| Friday | After 4.45 pm |
| Saturday | All day |
| Sunday | All day |

**Loan periods and borrowing limits**

| ***All Medical Library items are subject to the***[***standard loan periods and borrowing limits***](http://www.bristol.ac.uk/library/use/borrowing/)***with the following exceptions*** | |
| --- | --- |
| **Material** | **Loan periods and restrictions** |
| Bound serials | All users - seven-day or overnight loan |
| Unbound serials | All users - overnight loan |
| Reference books, items from special collections, current issues of journals | Confined to library |

**Visitor Access**

The University of Bristol library is open to external researchers and visitors who have a genuine need to use materials not available in other libraries. Please go to the [Visitor Access webpage](http://www.bris.ac.uk/library/use/visitor-access/) for current information.

# Borrowing

You will need your UCard to borrow books and journals.

## Self-service

There are self-service machines at all libraries. To borrow using self-service machines you will need your UCard and Library PIN.

### Library PIN (Personal Identification Number)

You can look up your Library PIN on [MyBristol](http://www.bristol.ac.uk/mybristol/) (under the Library tab) or by taking your UCard to an information desk. Do not disclose your Library PIN to anyone.

## Loan periods

There are two loan periods: 7 day loans and 1 day loans.

All items will be automatically renewed on the due date if possible.

## Borrowing limits

| *Borrowing limits* | |
| --- | --- |
| **Borrower** | **Number of items** |
| Undergraduates and taught postgraduates | 40 |
| Staff and research postgraduates | 75 |

Limits include:

* 4 one-day items

Please check [individual library pages](http://www.bristol.ac.uk/library/locations-opening/) for borrowing restrictions and limits.

#### Check your loans and return dates online

Your loans and their return dates are shown in your Library Account. Please return any items by the due date if you receive notification that automatic renewal has failed (see below).

## Automatic renewals and reservations

If an item you have on loan is reserved by another reader then automatic renewal of that item will no longer be possible. When this happens you will receive an email to your University of Bristol account with instructions for return.

If you are not a member of the University, the notice will be sent to your registered email address or your postal address.

## Fines and charges

[Fines](http://www.bristol.ac.uk/library/use/fines/) are charged where automatic renewal has not been possible.

Books issued to you are your responsibility, do not pass them on to others. You will be charged to replace books lost while issued to your library account.

# Library fines

All readers are charged fines for the late return of items where automatic renewal has not been possible.

All fines are charged at £1 per day.

When automatic renewal fails you will be given a ‘grace period’ to return items before incurring a fine. For 7 day loan items you will have 7 days to return the item before incurring a fine, at which point the full fine for the late period will be added to your account; for 1 day loan items you will have 1 day to return the item before incurring a fine, at which point the full fine for the late period will be added to your account.

**Please note:** once the ‘grace period’ allowed on the item that has failed to auto-renew has expired, further auto-renewal of **ANY**items on loan to you, irrespective of whether they are requested by another user or not, will be prevented. All of the loans will therefore become overdue. As a direct consequence of the late return of a requested item, all other items on your account will become overdue.

Important! **Fines will start to accumulate on all these overdue items** because it is not possible for the system to differentiate between requested and non-requested books however you will only need to pay the charges associated with the late return of requested books because these are required by other library users. To arrange for the additional charges to be waived you will need to contact the library or visit one of the Information Desks at our [library sites](http://www.bristol.ac.uk/library/locations-opening/).

Remember, as long as you do the right thing and return requested books on time you will never need pay another library fine.

An example of how fines will be charged for requested items is shown by the 7 day loan example below:

| **Date/dates** | **Book on loan** |
| --- | --- |
| 23 January | Renewal not possible. Item must be returned by 30/01/2017 |
| **23 – 30 January** | **If book is returned during this period no fine will be incurred.** |
| 31 January | Book returned on 31 January: the fine incurred will be for the 6 days within which it should have been returned 23-27 January and 30 January; this will be £6.00. |
| 1 February onwards | Fines will continue to be levied at £1.00 per day until the item is returned. |

An overdue notice will be sent to you by email when fines begin to be incurred. Details of how to contact the Library are included should you need advice.

Very overdue, lost or damaged books will be replaced at the reader's expense.

## How to check your fines

It is your responsibility to monitor your loans and check if you have any outstanding fines using [My Library Account](http://pmt-eu.hosted.exlibrisgroup.com/primo-explore/login?vid=44BU_VU1&lang=en_US).

## How to pay

You can pay your fines with cash at all libraries, either at the information desk or on the self-service kiosks.

The following libraries accept payments by debit and credit cards for fines over £5:

* Arts and Social Sciences Library
* Medical Library
* Wills Library

We **do not** accept online payments or payments via MyBristol.