

Borrowing

Most material in the Library may be borrowed. Certain items, however, must be consulted within the Library. These include law reports and law statutes, theses, past examination papers online, reference books, journals and newspapers. A valid student uCard or library card must be presented when borrowing.

Loan Periods. The general loan period is 4 weeks. Certain materials, however, are restricted to one week loan or placed in the Short Loan collection. Short Loans are due back by 14:00 the day after issue or on Monday if borrowed on Friday or Saturday. Some texts are further restricted to 2 hour loan for use within the library.

Loans may be renewed in person, by telephone, or via **eLibrary OPAC**. Items that are recalled for another reader must be returned when requested. Penalties apply to items retained without authorization.

Loan Entitlements

Undergraduates:	18 (max. 2 short loan/2 week loan)
Taught postgraduates:	20 (max. 2 short loan/2 week loan)
Research students:	30 (max. 2 short loan/2 week loan)
External borrowers:	5 (general loan items only)

Rules and regulations

In consideration of other users, mobile phones must be set to silent and calls conducted outside. Food and drink are not permitted.

The full Library rules, including the penalties for overdue loans, are displayed in both libraries and can also be found on the Library Web pages.

Your Views

The Library welcomes comments and ideas for improving our services. Regular customer surveys are carried out to assess user satisfaction. Students can also contact their representative on the Information Services User Group which meets twice a year.



Library

Guide to Library services

Opening hours	
Term time	
Monday –Thursday	08:30 - 24:00
Friday	08:30 - 21:00
Saturday	11:00 - 22:00
Sunday	11:00 - 22:00
Vacation	
Monday - Friday	09:00 - 17:00

Franciscan Library

Law

Tel: 01280 828267

Librarian:

Louise Hammond

Science, Foundation
& Education

Tel: 01280 828369

Assistant Librarian:

Diana Hilmer

Hunter Street Library

Business & Humanities

Tel: 01280 820218

Assistant Librarian:

Peta Yates

library@buckingham.ac.uk

<http://www.buckingham.ac.uk/life/library>

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Location

Library services are provided on both of the University's main sites: Business and Humanities collections at the Hunter Street Library, Law and Sciences at the Franciscan Library, Verney Park. Both libraries offer a wide range of resources and services to support learning and research.

Facilities

Study areas. Each library provides environments for silent study, group work and computer use.

Computers. Networked PCs are available in both libraries. There are also Wireless Internet Access zones where personal laptops may be used.

Copying and printing. Photocopiers, scanners, colour printer and networked printers are provided in each library. A CD writer is also available at the Franciscan Library.

Resources

Print materials. The Library has a book stock of approximately 83,000 volumes and currently subscribes to over 200 periodical titles. A selection of daily and weekly newspapers is provided at each site.

Electronic resources. Full Internet services are freely available in the Library and across campus. The Library Web pages provide links to electronic journals and ebooks, general reference and news sources and subject specific databases for example: **Westlaw UK, LexisLibrary, i-law, HeinOnline & Nexis UK; Statista; IEEE, EBSCO Academic Search Elite and Business Source Complete, JSTOR, PsycINFO, PsycARTICLES, Oxford DNB, American National Biography.**

For up-to-date information and guidance on Internet services, refer to 'Electronic Information' on the Library Web pages at:

<http://www.buckingham.ac.uk/life/library>.

In addition to Internet sources the Library also has a collection of e-books available on Dawsonera & EBSCO Discovery (one stop shop for library resources) plus CD-ROMs for use within the Library.

Please note that readers must be registered members of the University to be eligible to use campus computer services.

Audio-visual materials. The Library has collections of course-related DVDs, video and audio tapes which may be borrowed for study or recreational use at home or can be played on the A/V equipment at Hunter Street Library.

Services

Assistance and training. Library staff are on hand throughout opening hours to assist you. Subject specialist librarians are available during weekday office hours, 09:00 - 17:00, to help you on an individual basis and also run training sessions for small groups on electronic resources and information skills generally.

Library catalogue. The Library catalogue, **eLibrary**, is accessible via the Internet. **eLibrary** enables readers to browse the Library collections, locate reading lists, renew loans and check their current borrower status. Library resources gives access to subject rooms.

Recommended reading. Set texts and other course materials are placed in the Short Loan/Week Loan collections at the Franciscan or Hunter Street Library, according to subject. See overleaf for borrowing limits and loan periods.

Document supply & inter-library loans. Books and journal articles required for University courses are normally available in the Library. Items that are not in stock but which are needed by students doing research for special projects may be obtained from outside sources. Requests from students must have the written support of their tutor.