

General Information

Library opening hours

- Monday to Friday: 8.30 - 8pm (the counter closes at 7.45pm).
- Saturday & Sunday: 10am - 4.45pm.
- Holiday times may vary.

Library stock

- The Library has over 120,000 books and 500 hardcopy journals.
- You also have access to nearly 8,000 electronic journals.

Library catalogue

- The Library catalogue is called Symphony, and it is a searchable database of everything held in the Library.
- You can search the catalogue off-campus at <http://libserv.marjon.ac.uk/>
- It is important to search the catalogue for items so that you can see:
 - If we stock the item at all
 - If there are any copies checked in
 - The call number of the item so you know where to look in the Library
- Have a look at some of our other helpguides for more information on how to search the catalogue and renew your books.

Borrowing

- You must have your library card with you in order to borrow.
- If you do not have your library card, you will not be allowed to borrow.
- You are responsible for all items issued on your card, even if you borrow books for other people.
- You are responsible for returning books by the date stamped inside.
- Any fines incurred must be paid in full; unpaid debts will lead to loss of all library services, including off-campus access to electronic resources.

Loan allowance

Everyone is allowed to borrow an additional 4 items from the short loan collection, plus:

- 1st & 2nd year students - 10 items
- Final year students - 12 items
- Masters & PhD students - 15
- Staff - 15 items - standard loans are issued for 3 months
- ITT students are also allowed to borrow an extra 15 items from the Teaching Resources collection.

Loan periods & fines

Loan type	Label colour	Loan period	Number of renewal online/over the phone	Fines per overdue item
Standard	White	3 weeks	10	20p per day
Restricted (weekly)	Green	1 week	10	75p per day
3 day loan	Orange	3 days	10	75p per day
Short loan	Blue	4 hours	Must be renewed in person	75p per hour
Teaching Resources	Pink	5 weeks	5	5p per day
Media Services	-	3 days	Cannot be renewed	50p per day

Renewals & fines

- It is your responsibility to renew your books and note down the new due date.
- You can do this yourself on the library catalogue, or at the library issue desk.
- The library will send an automatic notice to your Marjon email when an item you have borrowed is due to be renewed and also when it is overdue. You are obliged to check your UCP Marjon email account regularly for College communications.
- This is a courtesy service - the library is not obliged to inform you that you have overdue items, and you should not rely on this service. You should know when your items are due back.

Computer facilities

- The Library is covered by the University College's wireless network.
- There is an IT suite on the 1st floor, with internet access and Office 2007.

Photocopying facilities

- There are 2 black & white copiers on the ground floor, and 1 black & white copier on the 2nd floor.
- You need your library card in order to photocopy anything.
- If you forget your library card, you can purchase a photocopy card for £1 from the library issue desk.
- A4 copies are 5p each, and A3 copies are 10p each.

Replacement cards

- If you lose or break your library card, it will cost £5 to replace it.
- If your card has been stolen and you can provide a crime number, we will not charge you for a replacement.

Enquiry Desk

- If you have any problems with any of our resources, staff on the Enquiry Desk can help you.
- The desk is staffed Monday-Friday 9am-5pm by professional librarians, and if nobody is there you can fill in an enquiry form and we will contact you when someone is available.

Comments on the Library

- There are suggestion boxes and comment cards sited at various locations around the University College, but please feel free to talk to any member of the Library staff.

Visit the Library at www.ucpmarjon.ac.uk/facilities/library

Email the library on libraryenquiries@marjon.ac.uk

Telephone the library on 01752 761145