



The
University
Of
Sheffield.

The
University
Library.

Library services for visitors ML-RS18

The central function of the University of Sheffield Library is to serve the information needs of the University's own staff and students and those of the local NHS trusts with access agreements. However, locally, as a major contributor to the overall network of information and Library services in the Sheffield area, we welcome those outside the University who have a genuine need to use material and services not available in other local libraries (the ALL agreement). Nationally, we participate in the CURL Access Policy, the SCONUL Vacation Access Scheme, are members of the [SCONUL Access reciprocal borrowing scheme](#).

All users of the University Library are requested to observe the [Library regulations](#) and to be considerate of other Library users. Mobile phones must be switched off before entering the Library, no food or drink is allowed inside and smoking is prohibited in University buildings. For your own security, CCTV cameras are in place throughout the Western Bank Library.

Visitors who are eligible for an external library card may only borrow standard loans.

Please note that membership of the Library is restricted to those over the age of 18 and all under 16s visiting the building must be accompanied by a responsible adult.

Access and membership details

This guide provides information about access to the Western Bank, St George's and Health Sciences sites of the University of Sheffield Library for four types of Library visitor:

- External readers: (ALL agreement; Collegiate Studies; CURL Access Policy; SCONUL Vacation Access Scheme)
- External borrowers
- Reciprocal borrowers (SCONUL Access members)
- Fee paying borrowers

External readers

Anyone with a genuine reason to use the material and services located within the University Library is welcome to do so on a reference basis only. If you would like to consult material from the University Library's collections, there are a few formalities. Introduce yourself to Library staff at the counter of the appropriate [site](#) and be prepared to show some form of identification on request. Please bear in mind before visiting that the University Library is usually extremely busy, services to members of the University of Sheffield have priority and you may expect only limited Library staff time. For Library services available, please see the final section in this guide.

Please follow the links for further information on:

- [SCONUL Vacation Access Scheme](#)
- [Curl Access policy](#)
- [Access to Libraries for Learning \(ALL\) agreement](#)
- [Collegiate Studies Students](#). (Please note that students on franchised or validated courses are seen by the University as the responsibility of the college and are not entitled to a free external borrower card),
- [SCONUL Access](#)

External borrowers

You may become an external borrower without charge if you fall within one of these categories;

- Graduates of the University of Sheffield *
- Members of the University Court or Council
- Members of staff at the British Film Institute
- Teachers employed in South Yorkshire; associate University tutors/mentors
- Clergy in the Sheffield area
- Staff and diploma or certificate students at Northern College
- Occasional staff who are teaching on University courses
- NHS trainee groups attached to Sheffield teaching hospitals
- Members of the Medico-Chirurgical Society
- University company staff
- SCONUL Access member

To apply for membership fill in and return an external borrower application form, available from any [site](#) of the Library. An External Library card will be prepared for you and can be collected within 1 working day of your application. For Library services available, please see the final section in this guide.

* Only those who have obtained a Bachelor or Master or PhD degree are eligible

SCONUL Access

SCONUL Access is a co-operative venture between most of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates and part-time, distance learning and placement students to borrow material from other libraries.

How do I join SCONUL Access?

- Click the Members tab at the top of the SCONUL Access page to find out whether your university or college is in the scheme.
- Check the level of service to discover which type of users your university wishes to support.
- Submit a [SCONUL Access application form](#) to your home library to request a card. You must be registered as a library user in good standing (i.e. having no debts at your home library and not having seriously infringed their rules).
- Your home library will provide a SCONUL Access card which, when presented with your ID from your home institution, will allow any host library to identify you as a bona fide member of the scheme.
- If you think you may need specialist help to use the Library, please contact us in advance

Further details from the [SCONUL Access](#) web site

Fee paying borrowers

If you do not fall into any of the above groups and still wish to borrow, you may apply to become a fee-paying external borrower by paying an annual subscription. This costs £20 + VAT for individuals and £40 + VAT for companies and other bodies.

Services for external readers and external borrowers

External readers

All external readers and borrowers may use:

- [Star](#) (the Library catalogue),
- [Microform reader/printers](#) where available,
- Video players where available,
- Self-service [photocopiers](#). If you are a student from another university, you may purchase copy cards VAT-free upon production of your Union or Library card. All other external readers and borrowers will be charged VAT.

External fee-paying borrowers

The following additional services are available to external fee-paying borrowers:

Borrowing

- Users entitled to an external Library Card may borrow up to five books at a time, for a period of one week at a time from the Western Bank, St George's and Health Sciences sites of the University Library
- Please note that Short Loan items may not be borrowed by those entitled to an external Library Card
- All items may be renewed up to 10 times unless required by another borrower. Renewals can be made by telephone to the Renewals Hotline 0114 222 7201 or via My Account on **Star** (you will need a PIN to enable you to access your Library account. This can be obtained at Library service points.)

Document Supply Service

- You may use the [Document Supply Service](#) to place an inter-library loan request, or to obtain a photocopy of a document, by purchasing a sticker.

Special Collections and Archives

- Items from the [Special Collections](#) (reference use only) may be made available to registered external borrowers, subject to the approval of the Head of Special Collections, Jacky Hodgson, (email: lib-special@sheffield.ac.uk).
- Anyone wishing to consult any of the [Library Archives](#) must always approach the Head of Special Collections, Jacky Hodgson (email: lib-special@sheffield.ac.uk) in the first instance.
- Enquiries relating to the [National Fairground Archive](#) should be addressed to the Research Director, [Dr. Vanessa Toulmin](#) (telephone: (0114) 222-7231 or email: fairground@sheffield.ac.uk).

Access to eResources

eResources delivered via the campus network and stand-alone workstations are not generally available to external readers and borrowers. This is because:

- Access to the campus network is restricted to University staff and students.
- Access to Library eResources is restricted by licence to University staff and students.

However, the Eduroam service does permit visitors from other Eduroam registered institutions to access their home institution's electronic resources remotely via the wireless network on the University of Sheffield campus. Users will need a portable computer with an enabled wireless adaptor. Further information about connecting to the Eduroam service is available from:

<http://www.shef.ac.uk/cics/wireless/eduroam.html>

or, from your home institution. A list of registered Eduroam institutions is available from <http://www.eduroam.ac.uk/>.

Further information

If you are mobility impaired or have additional support requirements please see [Services for users with additional support requirements](#). If you feel you will require extensive assistance please call in advance to discuss your needs.

If you are travelling at some distance it is advisable to phone in advance to confirm [opening hours](#).

For further information on external access please ring (0114) 222-7204 or email library@shef.ac.uk.