

How many items can I borrow and for how long?

Gamble Guides

The number of items you can borrow and the length of time these can be borrowed for depends on your reader category:

Reader category	Number of standard loan items	Standard loan period	Short loan items	7 day loan items
Student	8 (maximum total number of books = 10)	28 days	2	2
Annual or Life Member	8	28 days	0	0
Research student (PhD or postgrad at dissertation stage)	16	84 days	0	0
Member (research)	16	84 days	0	0
Staff	24	84 days	0	0

Also, **two audio visual items** can be borrowed by **students** and **five** by **research students**.

For **undergraduate students** these are the **borrowing periods** for different loan types:

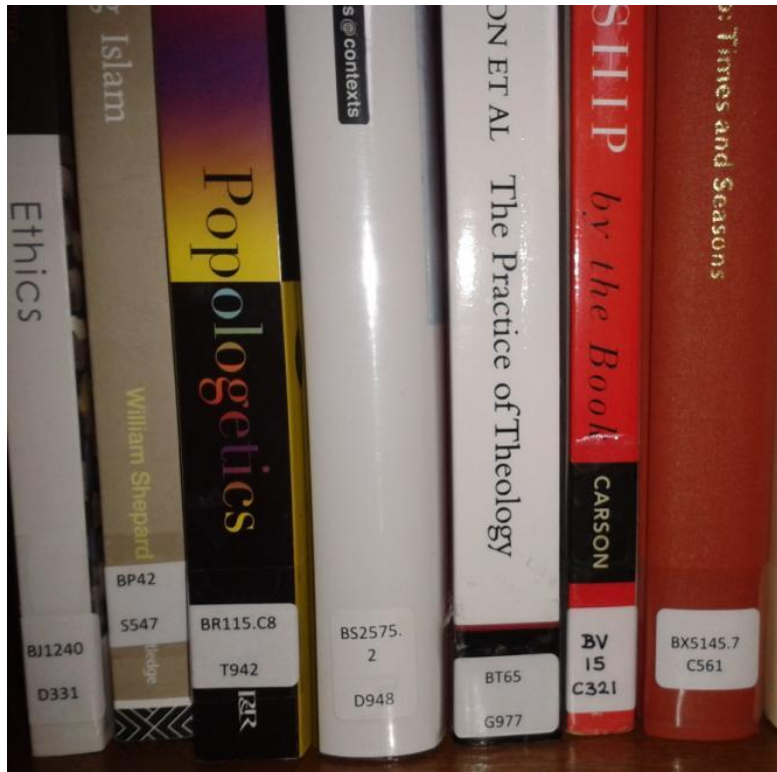
Loan type	Borrowing period
Standard loan	28 days
Short loan	2 days
7 day loan	7 days
Reference only	Non-borrowable

Borrowing periods are slightly **longer** for students officially classed as having **special needs**.

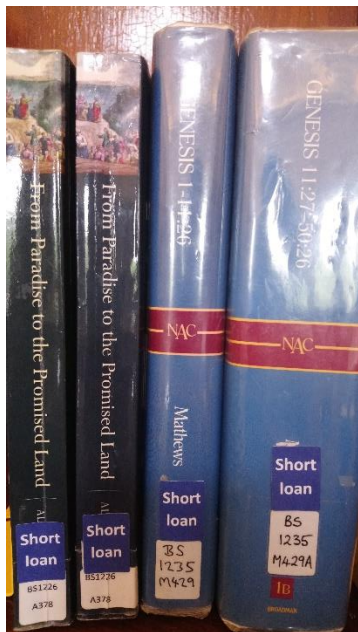
Standard loan books can be **renewed once** by **students, annual and life members**. **Staff, research students and research members** can **renew** items up to **three times**.

Only **standard loan books** can be **reserved**. If a **standard loan book** is **reserved** by another user, **the loan period will be reduced to one week**.

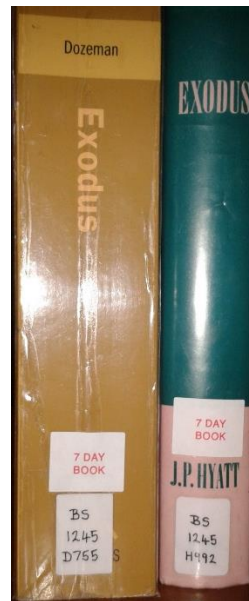
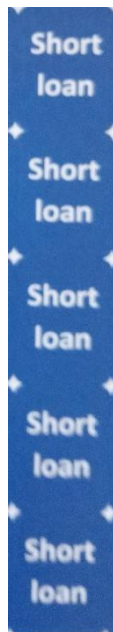
Standard loan books are on the **ordinary shelves**.



Short loans and **7 day loans** are kept behind the issue desk. They have special stickers on their spines so they are easily identified.



Short loans



7 day loans



You have to **ask library staff** if you wish to see **short or 7 day loans**. Make sure you know the **book title** and **class number** of each short or 7 day loan you need. It is a good idea to write these details down and bring them with you.



The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College's vision, mission and ethos.