



# Postal loan Policy

## Gamble Library Policy

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### Gamble Library Postal Loan Service

The postal loan service is designed to help PhD students who may be unable to visit the Library regularly.

#### Who can use the service?

The service is open to PhD students who are living within the British Isles.

#### How do I order books?

Check the [Library catalogue](#) to ensure we have a copy of the item that you want. Email [j.conkey@union.ac.uk](mailto:j.conkey@union.ac.uk) with the title, author and shelfmark of the item. Say where you want the item to be posted to. We will collect the Library item and post it to the address you provide in the email. The item will be issued to you as soon as we put it in the post. You can [login](#) to your account using your four-digit 'Reader code' from your Library card to check your loans.

#### Are there any restrictions on the items I can borrow?

Only standard loan items can be delivered by post. Postal loan requests may be declined if items are too fragile, large or heavy to post safely.

Each PhD student has a £50 postal loan budget per annum. When postal loans are dispatched Library staff will inform a student of their remaining budget for that year.

#### How long do I have to use the book?

PhD students' standard loan time is 84 days (3 months). PhD students can renew their standard loans up to three times by emailing [librarian@union.ac.uk](mailto:librarian@union.ac.uk) or phoning 02890205093.

#### Can the book be recalled from me?

All standard loan books can be recalled. If an item is needed by another Library member then Library staff will email you asking you to return your loan as soon as possible to satisfy the request.

#### How should I return the book?

If you are unable to visit the Library in person, you can post the book back using the return address label enclosed in the front of the book. (See appendix 1). You must retain the receipt when posting the item(s) since this provides proof of postage and a parcel tracking code. Please email a photograph or scan of the receipt to Library staff and inform them the item has been posted so that they can use the tracking code to locate the book, if necessary. Please note: it is the borrower's responsibility to ensure all loaned items are safely returned to the Library. If the item is lost in transit the borrower will be expected to pay for a replacement copy. (Costs are to be determined by the Librarian). Recorded, signed for delivery is therefore recommended, but not obligatory.



#### Review

This policy will be reviewed annually by the Librarian in consultation with the Education Committee.

#### Appendix 1. Return address label.

**The Gamble Library  
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