



Queen's
University
Belfast

Library Services

The McClay Library
10 College Park
Belfast
BT7 1LP

SCONUL Access

A guide to the scheme

What is SCONUL Access?

SCONUL Access is a reciprocal access scheme between most of the higher education libraries in the UK and the Republic of Ireland. Its founding principle is to improve access to higher education libraries and their collections.

Who can join SCONUL Access?

SCONUL Access is available to different categories of staff and students under different bands. Queen's offers membership to *Band A* users only, namely academic staff and postgraduate research students registered for a PhD.

What does the scheme offer?

SCONUL Access (Band A) membership gives you free borrowing access to a large number of academic libraries. It saves you having to negotiate access individually with each library service. There is one set of rules for joining the scheme and the same method of identification is required across all the institutions involved.

How do I join the scheme?

A. Queen's staff and research students (PG2s) applying for a SCONUL Card

1. Should complete a *SCONUL Access* application form, available online at www.access.sconul.ac.uk/users_info/application_form_pdf or from the Borrower Services Desk in The McClay Library
2. Return the form to The McClay Library. Staff will check that you are in good standing with the Library – no outstanding fines or overdue books.
3. You will receive a *SCONUL Access* card which will be valid for the same period as your staff/student card or, for three years, whichever is the shorter.

B. Visiting staff and research students applying for a Queen's Library Card

1. Can obtain a Queen's Library card by registering at the Borrower Services Desk in the McClay Library.
2. You will need to show both your *SCONUL Access* card and your staff/student card from your home institution.

How to register with other libraries

You must present both your *SCONUL Access* card and your staff/student card when registering with participating libraries. You will be registered for the period shown on your *SCONUL Access* card and you may borrow books from the host library's general lending stock. You will probably find that borrowing entitlements (i.e. number of loans and the loan period) vary from one institution to another. Access to electronic services, short loan material, DVD collections and, specialist material may be restricted.

Visiting other libraries

Please bear in mind that membership of the scheme is a privilege and that you will be a guest in another institution. Try to avoid incurring fines for overdue loans but if it happens please pay promptly. You are responsible for any fines or replacement costs incurred.

Further information can be found on the SCONUL website:

<http://www.access.sconul.ac.uk/>.

Not all academic libraries are members of the scheme. A list of participating libraries can be found at: <http://www.access.sconul.ac.uk/members>.

Information for SCONUL Access visitors to Queen's University Library

Your Queen's Library card will enable you to borrow up to 10 books from the unrestricted collections of any branch of the Library. The normal loan period is 4 weeks but, all items are subject to recall after one week if required by another reader. Items may be renewed up to five times providing that they have not been requested by another reader. You may renew your books in person, by telephone or, online (www.qub.ac.uk/lib) by selecting 'My Account' via the Library's Catalogue or Queen's Online. A fine will be payable for the late return of material.

The library catalogue, *QCat*, contains details of all the resources held in the University Library. It can be accessed from the Library's home page: www.qub.ac.uk/lib or, from dedicated terminals within the Library. The catalogue will tell you in which branch an item is located and its shelfmark.

Most of the books and pamphlets in the Library can be borrowed but some categories of material will not be available for loan. These include journals, bibliographies, reference books, Special Collections and much of the material in the Law and Official Publications collection. Only Queen's students and staff may borrow books from the Short Loan Collection and restrictions may also apply to other short loan and consultation material. There is limited access to electronic resources.

The major branches at Queen's

The service desks are staffed during the hours given below. Further details regarding opening hours are available on our web site (www.qub.ac.uk/lib).

The McClay Library, 10 College Park, Belfast, BT7 1LP

| | |
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| Monday to Thursday | 9.00am – 9.30pm / 8.00pm summer vacation |
| Friday | 9.00am – 8.00pm / 5.00pm summer vacation |
| Saturday | 10.00am – 5.00pm / 5.00pm summer vacation |
| Sunday | 12.00pm – 5.00pm / closed summer vacation |

Telephone: 028 9097 6135

Medical Library, Mulhouse Building, Royal Victoria Hospital, Belfast. BT12 6DP

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| Monday to Thursday | 9.00am – 9.20pm |
| Friday | 9.00am – 6.20pm |
| Saturday | 9.00am – 12.20pm |

Telephone: 028 9063 2500

AFBI Library (Agri-Food and Biosciences), Newforge Lane, Belfast. BT9 5PX

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|------------------|-----------------|
| Monday to Friday | 9.00am - 5.00pm |
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Telephone: 028 9025 5227