For physical items you would like to borrow from the library, be that books or DVDs or musical scores, anything like that, research postgraduates can have a maximum of 60 such things altogether. Three of them can be RESERVE loan items. Taught postgraduates have 50 and undergraduates 30 as their maximum, each of them with just the three Reserve loan books.

The loan periods I have mentioned in previous slides as well. There is STANDARD loan, SHORT loan and RESERVE loan we have just mentioned now.

For postgraduates, Standard loan is 12 weeks, 4 weeks for undergraduates. For everyone, short loan is one week as is Reserve loan [N.B. Reserve loan was 3 days or overnight and may revert to that in the future].

So the borrowing period, if you have a choice of two copies and one of them is a Short loan book and the other is a Standard loan book, you would probably opt to take out the Standard loan one because it is a longer loan period.

When browsing and borrowing is permitted again, in the library buildings there are self-issue and self-return machines and those are what you would be using. Your swipe card, your University swipe card, has the library part of it and that is the barcode at the front. So on the front of your University swipe card, the barcode there is the library barcode and that is what you would use with the self-issue machines, for example, to put the books you want to borrow onto your account.

But if you have any problems do please ask library staff and we will be able to help.