Using the University of Sussex Library

Most of the books you will need for your studies you will find either in the BISC Library print collections or in the QUL online collection. However, sometimes you will need a book that we don’t hold or you may simply wish to study in a totally different environment. On these occasions we would recommend you use the University of Sussex Library and this leaflet will explain how.

Borrowing a book

Step 1 - Check the UoS Library catalogue to make sure they have the book you need

You will find a link to the UoS Library catalogue on the BISC Library homepage or go direct to http://capitadiscovery.co.uk/sussex-ac/. Be sure that the book you have found is the ‘right’ loan type – you cannot borrow short loan books (i.e. one week loan books) or ‘core collection’ items (the same as our Reserve items). If the book you find is a standard long loan book (i.e. 6 week loan) then you will be able to borrow it.

Step 2 - Check when the minibus is next going to Brighton via the University of Sussex

You will find a link to the minibus timetable on the BISC Library homepage or go direct to http://bisc.queensu.ac.uk/castleinfo/Pages/Minibus-Diary.aspx. Book a seat on the minibus.

Step 3 - Borrow a UoS Library borrowing card from the BISC Library

The day before your visit to the UoS Library, come to the BISC Library to pick up a borrowing card. We will issue the borrowing card to you for 3 days. While you have the borrowing card issued to you, any book borrowed on it is your responsibility, so don’t let your friend borrow on the card. If they want to borrow from the UoS Library, ask them to collect their own card!

Step 4 - Go to the UoS Library

When you get to the UoS the Library is fairly well signposted, but if you want to check out its location in advance, there is a campus map here: www.sussex.ac.uk/aboutus/findus.
Use your UoS borrowing card to scan yourself into the Library. Once there use the library catalogue to double-check where the book is that you want and then use either the floor plans or ask a member of staff for directions to the correct section of shelves. The shelves are arranged alphabetically by floor from the top floor to the ground floor. So, for example, PN (Literature) is on the Ground Floor, while BF (Psychology) is on the Top Floor.

Once you have located the book you wish to borrow, take it to the self-issue machines on the Ground Floor and issue it to yourself. If you need help using the self-issue machines, ask a member of Library staff.

**Step 5 - Return your UoS borrowing card to the BISC Library**

When you get back to the Castle, don’t forget to return the UoS borrowing card to us in the BISC Library, so someone else can use it. We will make a note of the items you have borrowed on the card, and will send you a reminder when the due date nears.

**Some questions you may have about borrowing**

**How many UoS Library books can I borrow?**

Each card will hold 10 books, but you probably won’t need that many. If you can give us a rough idea of how many books you will want to borrow, we will make sure you have enough available loan slots on the card—but no more than 10.

**When will the loans be due back?**

The UoS Library has a very generous 6-week loan period, but we need time to get the books back to the Library, so please return your books to us at least 3 days before the due date. We will let you know when we need them back. Also, please note, all 6-week loans are subject to recall, which means if someone else reserves the book, the UoS Library will ask for the book back before the end of the 6-week loan period. You will always have the book for at least 2 weeks, but do not necessarily expect to have it for 6 weeks. But again we will let you know if the Library has requested the book back.

**Can I return my UoS Library books to you?**

Yes, please do. It will help us enormously if you drop your loans off with us. We will get them back to the UoS.

**Can I reserve a book so it is ready for me to pick up when I get there?**

You can reserve a book only if it is out on loan to another reader. If it is sitting on the shelf you will not be able to reserve it. So it may be a good idea to check the catalogue on the morning of your visit just to make sure the book is still sitting on the shelf, and cross fingers no-one borrows it while you are en route.
Can you reserve a book for me if it is on loan to someone else?

Yes, if it is a long loan book that is out on loan to someone else we will be able to place a reservation for you. We would then let you know when it was available and you would need to collect it. It will be located in the reservations section near the core collection (to the left and way past the enquiry desk—ask a member of staff to direct you). The reservation will have Bader International Study Centre as the reserver’s name.

Using the UoS Library as a place to study

If you don’t want to borrow books, but just want to study, we can lend you a reference only Library card which will give you access to the Library for study only. We lend these for a week at a time, so once you know when you wish to visit the UoS Library, borrow a card from us in the BISC Library.

Can I do anything else while I am in the UoS Library?

Studying at the UoS Library is a fantastic research experience and is more akin to what you will experience in a bigger university environment. While you are in the Library you will be able to log onto Eduroam and browse the internet. But there are a few things you won’t be able to do:

you can’t access the electronic resources of the UoS— but you don’t need to as you have QUL’s resources at http://library.queensu.ca;

you won’t be able to print (but you can photocopy if you buy a rechargeable photocopy card - £1 from the enquiry desk)

Further information

For more information about the UoS Library visit their website at www.sussex.ac.uk/library or ask us in BISC Library on libstaff@bisc.queensu.ac.uk or 01323 834422.