

University of Sussex

Library guide for external users



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University of Sussex

Library

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Welcome to the University of Sussex Library

The Library was opened by the Queen in 1964. It was designed by Sir Basil Spence, the University of Sussex architect, and was one of the first campus buildings to come into use. The team led by Spence was responsible not only for the building itself but also for the furniture and fittings, including bookshelves, chairs and study spaces, examples of which can be seen in the Spence reading room.

The Library has been extended on three occasions since it opened, with the largest and most significant extension completed in 1998. The Library is now a Grade II listed building.

We welcome visitors to our Library. This guide gives details of our collections and the different membership types available. The University Library holds materials covering a wide range of disciplines reflecting the variety of degree programmes and courses that have been taught at the University since its inauguration.

The collection of materials cover subjects such as English literature, history, law, modern languages, the history of art, American studies and artificial intelligence amongst many others.



The collections

The Main Collection

In the Main Collection there are approximately 500,000 books (Long Loan) and journals. Most items held here can be borrowed for up to six weeks although some, journals in particular, are for use in the Library only.

Online Library resources

It is possible for borrowers to use a number of online journals and databases. For further information, visit

www.sussex.ac.uk/library/informationforvisitors/index.html

Documents Collection

This collection holds British government publications, UK pressure group publications and most primary publications of the European Union.

Special Collections

The Library holds the manuscript, archive and rare book collections owned or cared for by the University. Collections of note include the papers of Leonard and Virginia Woolf, the archives of Rudyard Kipling, and the material generated by the research organisation Mass Observation, with associated collections relating to the social and cultural history of Britain from the 1930s to the present day. There are also excellent rare book collections, which include items spanning more than 500 years, covering English literature, travel, costume, the development of printing, and the evolution of scientific thought.

Access to Special Collections

Special Collections is open to all interested individuals and groups. Contact Special Collections staff on 01273 678157 or by email at library.specialcoll@sussex.ac.uk. You need to make an appointment for your visit and it is best to give us at least a week's notice.

To find out more, see our website:

www.sussex.ac.uk/library/speccoll/



Membership and access

Joining

If you would like to join the University of Sussex Library as an external member, you have various options. Full details of each option and the charge applicable is outlined in the grid on page 4. Charges are subject to review and alteration. You will find an application form for membership in the centre of this guide. Proof of current address is required for any type of membership - including day passes. Membership of the University Library is at the discretion of the Librarian, who may refuse or withdraw membership at any time. All members of the Library are expected to comply with the Library Regulations, available on the Library website or in print format on request. The Code of Practice, outlined on page 8, is extracted from the Library Regulations.

Restrictions on membership

Unfortunately, due to demand, external members do not have access to all materials:

- Items held in the Core Collection or Short Loan Collections are for reference only.
- Materials held on closed access or in store are not generally available to external members unless they are managed by Special Collections.
- Audiovisual materials are not available to external members for reference or loan due to licensing regulations.

Parking

The University operates pay and display parking throughout the campus between 9.00am and 5.00pm. Current charges can be found at

www.sussex.ac.uk/efm/1-2-14.html

Parking spaces are at a premium, particularly during term time.

Access to the Library

There are automated turnstiles at the entrance to the University Library.

Members must carry their Library card with them at all times, both to gain access through the turnstiles and borrow or renew loans. There is a wheelchair accessible entrance at the north end of the Library adjacent to the IDS building. Please look at the website for further details.



Membership charges for 2011 incorporating VAT of 20%

	Who is it for?	Loan allowance	Charge
Reference only	Anyone who wants to consult the materials held in the Library but not borrow them	Not applicable	No charge
Reciprocal	Staff or students from institutions participating in SCONUL Access. Check with your own university or college library.	5 Long Loan 4 Documents	No charge
Individual external (5)	Any individual who has no past links to the University of Sussex as staff or student and has no links to another educational institution.	5 Long Loan 4 Documents	£90 per annum (inc VAT) £45 per six months (inc VAT)
Individual external (10)	Any individual who matches the criteria above but wishes to borrow a higher Number of books	10 Long Loan 4 Documents	£120 per annum (inc VAT) £60 per six months (inc VAT)
Alumni	Any individual who has graduated from or worked at the University of Sussex, Staff who have retired from the University should contact Membership for details. E library.membership@sussex.ac.uk T +44 (0)1273 873510 *Graduands returning for the next academic session to continue with PG study	10 Long Loan 4 Documents	£90 per annum (inc VAT) £45 per six months (inc VAT) *£10 for the summer vacation
Individual educational	Any individual who has a link with an educational establishment not participating in the SCONUL Access scheme.	10 Long Loan 4 Documents	£75 per annum £37.50 per six months
Corporate	Any school or business requiring one Library card for their individual use. One named person is responsible for the card. Schools are exempt from VAT.	10 Long Loan 4 Documents	£150 per annum (inc VAT) £75 per six months (inc VAT)

Using the Library

Finding what you need

All our print resources are listed on the Library Catalogue, available in the Library on a number of dedicated computers or from anywhere through an internet connection.

Where can I get help?

Information Hub - on the ground floor.

Staff will

be able to give advice about finding specialised information such as statistics, government publications, etc. There are also online enquiry forms as well as helpsheets available on the Library website.



Borrowing and renewing books

There are Self Issue machines on the ground floor of the Library where you can borrow or renew your loans. Loans can also be renewed on the Catalogue (or remotely by internet), at the Information Hub or by telephone. You can renew loans provided no one else has reserved them. When you renew loans always check the new due dates on your receipt or on screen to make sure no items have been missed. Books are subject to recall throughout the year. Users are notified of new return dates by email.

Overdue books

If loans are overdue when you return them, you will be fined. The longer the book is overdue the higher the fine, up to a maximum of £20 per item. Fines are also charged over the weekend, during term time and vacation. If you owe £10 or more, access to all services is stopped until the fine is paid, although you may still use the Library. All fines must be paid within 28 days. If your books are very overdue, you will be billed for the replacement cost. **You will also be charged £17.50 per item to cover the processing. This charge is non-refundable.** To avoid incurring fines or charges of any sort, please make full use of the loan renewal facilities.

Do I have to return books to the desk?

No, you can use the Self Return machine situated on the ground floor. When the Library is closed you can use the overnight book drop, located at the north end of the building next to the wheelchair accessible door.

What do I do if the item I need isn't held in the Library?

If you are certain that what you want is not held here, you can ask for it to be obtained for you from another Library. This is called an Interlibrary Request.

External members will be charged the full cost of obtaining this material (normally between £10 and £15) and are advised to approach their local public library in the first instance.

What do I do if I can't find a book on the shelf although the Catalogue shows it as available?

This book may be in use in the Library or be waiting for re-shelving.

	Length of loan	Fines charged for late return
Loan Loan	Up to 6 weeks unless recalled*	25p per day except recalled items when the fine increases to 50p per day
Documents	7 days	25p per day

*Long Loan books are issued for six weeks but if someone places a reservation on them, you will receive a recall notice either by email or post reducing the loan to two weeks from the date of the notification. Don't forget that items may be reserved and recalled over the vacations too. If you receive notifications by email, please check your email regularly.



Other services

Services for visitors with disabilities and/or additional needs

The Library offers a range of services to users with disabilities and/or additional needs to help them to use resources and services. There is an alternative entrance to the Library for those members who find stairs difficult. For further details, contact membership.

E library.membership@sussex.ac.uk

T +44 (0)1273 873510

Study areas

The Library has individual study spaces on all floors, many of which are designated Silence Zones.

Photocopiers

Copies can be made throughout opening hours on Self Service black and white and colour copiers. You pay for photocopying with a card available for £3 from a Self Service machine. Photocopying credit is non-refundable, so please do not top cards up with more than you will use. A4 black and white copies cost 5p a sheet; colour copying 50p.

If you have a visual impairment or specific learning difficulty and need to use different coloured paper, please ask staff at the Information Hub.

Can I use my laptop?

Yes, except in Silence Zones. You must not unplug Library equipment to plug your laptop in. You should also ensure that you do not leave wires trailing across a walkway.

Library Catalogue

There are computers on each floor where you can check the Catalogue for resources.

Where can I eat/drink?

Food and drink (except bottled water) must not be consumed in the Library as spillages can damage bookstock and equipment. The Library Café is located on the ground floor of the Library building where you can eat and drink.

Are there any toilets in the building?

The toilets are located in the basement . There are wheelchair accessible toilets on each floor of the Library.



Library Code of Practice

The Library staff would like your visit to be as comfortable as possible in a clean and pleasant working environment.

In the interests of yourself and other Library users:

Please do not:

- Bring food or drink into the Library
- Talk loudly or make a noise where others are trying to study
- Deface, make notes on, or remove Library property
- Open, or otherwise interfere with, electrical equipment including photocopiers and computers.

Please do:

- Switch off mobile phones and personal stereos
- Make sure that you are aware of the fire escape route from the area in which you may be working and vacate the building immediately when the fire alarm sounds
- Help us keep the Library tidy by placing Library materials that are not on loan to you on the trolleys marked 'books for re-shelving'
- Place waste paper in the bins provided
- Keep personal belongings with you at all times.

Please ensure you are aware of the Library Regulations.

www.sussex.ac.uk/library/aboutus/aboutus.html

Copyright

You must respect the law of copyright in any copying you undertake using University equipment. There are notices displayed near all photocopiers and scanners

providing information on current copyright restrictions. Please ensure that you comply with these limits.

In particular, please note that copying for a commercial purpose is illegal unless you have permission from the copyright owner or a licence to do so. The law does not define a 'commercial purpose'. Library staff cannot interpret the meaning of 'commercial purpose' on your behalf.

If you are an employee, your employer may have a licence with the Copyright Licensing Agency (CLA), which permits you to copy for commercial purposes in the course of your employment. Alternatively, you can purchase a CLA copyright fee-paid sticker from Library staff for each item that you copy. This facility is offered purely as a convenience for Library users who are not members of the University. All funds arising from the sale of CLA stickers are passed to the CLA.



Contact us

Contacting you

If we need to contact you for any reason - to let you know that a book you've been waiting for has arrived, or remind you to return a recalled or overdue book - we shall send you a message to your email address or by letter if you do not have access to email. Please make sure that you inform us of any change of contact details.

Contacting us

The Library, University of Sussex,
Falmer, Brighton
BN1 9QL, United Kingdom

T +44 (0)1273 678163 **F**

+44 (0)1273 678441

E library@sussex.ac.uk

Lending Services

E library.lending.services@sussex.ac.uk

T +44 (0)1273 678487

Membership

E library.membership@sussex.ac.uk

T +44 (0)1273 873510

Special Collections

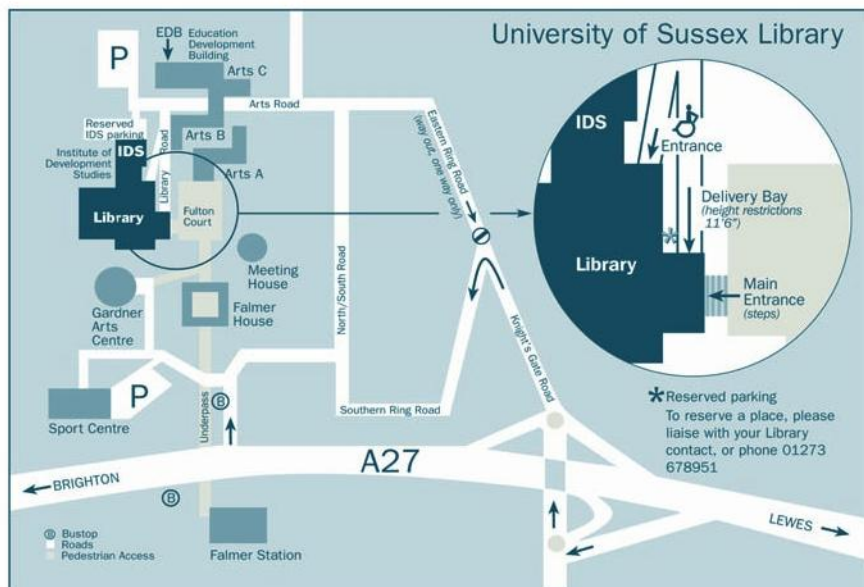
E library.specialcoll@sussex.ac.uk

T +44 (0)1273 678157

Opening hours

The Library open hours will vary during term time and vacation. Check the Library website for up-to-date information on term dates and opening hours.

How to find us



The Library

University of Sussex
Falmer, Brighton
BN1 9QL
United Kingdom

T +44 (0)1273 678163

F +44 (0)1273 678441

E library@sussex.ac.uk

www.sussex.ac.uk/library



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