May Bank Holidays opening hours
Monday 2 May, Monday 30 May 11.00–19.30.

Summer vacation opening hours
Friday 24 June–Monday 3 October 2005
Monday, Weds – Fri 09.00–17.30
Tuesday 09.00–20.00
Saturday closed
Sunday 13.00–18.00
Monday 29 August closed.
Term time opening hours recommence
on Monday 3 October 2005.

Reserved loan notices
We have been experiencing problems with our short loan reserved notices, introduced at the beginning of the year. Systems staff are continuing to work on this situation with our library system suppliers and we are confident that we will resolve any problems shortly. In the meantime, please check the ‘My Account’ information on the library catalogue to keep up to date with any reservations that may have been placed on Short Loan items.

Book sale proceeds to increase wireless access
The Library plans to increase wireless provision with the eventual aim of all public areas of the library becoming wireless accessible. We have decided to contribute the proceeds of the Book Sale held in the autumn term to this project, to ensure that the monies raised benefit as many users as possible.

Shelving – everyone’s bugbear
Over 15,000 books are returned to the library each week. To ensure that they quickly become available to users again, we have set ourselves the target of shelving 90% of these books within a set time period for each collection. These are:
Reserve – within 24 hours; Short – within 48 hours; Main – within 72 hours.

We monitor our performance regularly and at present we meet these targets. In the case of the Reserve Collection we exceed the targets. That is not to say we don’t recognise that there are still problems that cause frustration amongst library users; there are bound to be when over 15,000 books are brought back each week, and an additional 5,000 books collected from study spaces. Comments received this year:

• Why can’t I find the book on the shelf when the catalogue says it’s there?
• Why don’t people put things back where they found them? If they can find them in the first place then surely they can put them back in the right place?
• Can’t you stop people taking Reserve books out of that area – it’s really irritating when you can’t find things.

I’m sure you have experienced the frustrations expressed above. Library staff do their utmost to keep the collections tidy and shelved but there are some things you can do to help:

• Clear your books from study desks when you have finished studying. There are shelves near the photocopiers on each floor where you can leave them or, alternatively, put them back in the correct place on the shelves where you found them.
• Please don’t take Reserve collection books into other areas of the Library – or if you do, take them back to that area when you have finished with them so that others can use them.
• If you’re browsing the shelves put books back in the right place, don’t leave them on the end of a shelf.

Toilet refurbishment
Estates have confirmed that the student toilets will be completely refurbished during the summer vacation. Whilst specific dates have yet to be agreed it is anticipated that the current facility will be closed shortly before the end of the summer term and the new one will reopen just before the start of the new academic session. Alternative toilet facilities are located in Arts and Falmer House. We apologise for the inconvenience that this refurbishment will inevitably cause, however we are optimistic that the improved facilities will offset the disruption. Further details will be posted on noticeboards and the library website as they become available.

New archive in Special Collections
The papers of the celebrated folksinger, Bob Copper, (left, as a young man) have been given to the University by his daughter, Jill Dudley and her husband, Jon. Bob, who died last year at the age of 89, was a leading member of the famous singing Copper family of Sussex and an important collector of English folksongs. The Copper family have lived in Rottingdean, where Bob was born in a farm cottage, since the 16th Century. This links the family to another of the University’s collections – the Kipling archive. Rudyard Kipling mentions the Coppers in his book Rewards And Fairies (1910). We hope to sort and catalogue the collection soon and although it is not yet available for research, we are happy to receive enquiries. Contact library.specialcoll@sussex.ac.uk
Changes to British Library and Interlibrary Requests service

From 1 April, the British Library lending division will be changing conditions for lending books to other libraries; shortening the loan period of some items and speeding up the process of invoicing for overdue or lost items. Borrowing of Interlibrary loans will therefore be subject to the following conditions:

<table>
<thead>
<tr>
<th>Loan type</th>
<th>How long can I have this loan?</th>
<th>Can I renew it?</th>
<th>How long can I renew it for?</th>
<th>How do I renew it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard loan</td>
<td>3 weeks – from the date issued by the lending library not the date of collection.</td>
<td>Yes, if not recalled</td>
<td>3 weeks (subject to recall*) £2.50 admin charge payable</td>
<td>E: <a href="mailto:library.interlib@sussex.ac.uk">library.interlib@sussex.ac.uk</a> T:01273 678162 ILR counter: Mon–Fri 10.00–17.00</td>
</tr>
<tr>
<td>Recalled loan</td>
<td>3 weeks – from the date issued by the lending library not the date of collection.</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overdue loan</td>
<td>An invoice warning notice will be sent out 7 days after an Interlibrary loan is overdue. Failure to return overdue items within 7 days of this notice will result in an invoice charge being raised for the British Library standard charge of £107 plus VAT, plus a £12.50 admin charge (£62.50 non-refundable).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All renewed Interlibrary Requests are subject to recall and one weeks notice will be sent to the borrower if the loan period is reduced by the lending library.

Payment of Interlibrary Request £1 handling charge
There is a £1 handling charge for all items obtained through the Interlibrary Request service. This charge should be paid when collecting Interlibrary requests from Lending Services. If photocopies have been sent to your campus pigeonhole or home address, please make sure the handling charge is paid within 28 days. Failure to pay Interlibrary Request charges within 28 days will result in your borrower card being stopped and may prevent further requests being processed.

Graduating this summer?
Library borrowing facilities for final year undergraduates will expire on Monday 6 June following the end of the majority of examinations. Please make sure you return all loans and pay any outstanding fines on or before this date. Any students with loans on their records after this date will receive an invoice for their replacement cost and will be unable to graduate until the debt has been paid.

If you have an exam after this date then please speak to a member of staff at the Lending Services counter.

Please note that you can continue to use the Library for study purposes after this date using your ID card. If you wish to obtain borrowing facilities then please ask staff for an external membership booklet. There is a charge levied for external borrowing.

Change to The British Library admissions process
The British Library has reviewed its access policy to the Reading Rooms at St Pancras and it is now possible to obtain a readers pass without a letter of authorisation from your own University library. For further details visit the British Library website www.bl.uk.

Internal Book Drop
As mentioned in previous issues the internal book drop facility will be withdrawn at the end of the summer term. Borrowers wishing to return loans will need to use the Self Return machine or return them to staff at Lending Services. The overnight book drop located at the North end of the building will continue to be available.