Library Services 24-Hour Collection Service: Terms & Conditions

The Library’s 24-hour collection service is available, on a permanent or temporary basis, to students whose needs have previously been assessed by the Student Advice department.

1. Please check WorldCat (http://bishopg.worldcat.org) to ensure that Bishop Grosseteste University Library has a loanable copy of the item you want. Holds cannot be placed on Reference items.

2. From your BGU account send an email to library@bishopg.ac.uk with 24 Hour Collection as the subject and listing the shelfmark, author, title, and year of publication for each item you want.

3. Requests will normally be processed within 24 hours after receipt.

4. We will place holds on the requested items for you and an automated email will be sent to your BGU account when the items are ready to borrow.

5. Please bring your ID card to the Library Service Desk* within 8 days to borrow your items. After 8 days, if the item has not been collected, the hold will automatically be cancelled and the item will be returned to the shelves or go to the next person in the queue.

*For the opening times of the Library Service Desk please refer to http://libguides.bishopg.ac.uk/opening

Please direct questions about this service to library@bishopg.ac.uk