More Books

The Ground Rules

- *More Books* is operated by the *Library Services* department at Bishop Grosseteste University.

- Any BGU student is eligible to submit a request, at [http://tinyurl.com/bgumorebooks](http://tinyurl.com/bgumorebooks).

- Printed books, electronic books and DVDs may be requested. Journal subscriptions and journal articles may be not requested under this scheme.

- Items valued under £40, not already held in the library and considered of use to BGU’s academic community will be automatically purchased.

- Items valued over £40, not already held in the library, and considered of use to the academic community at BG will be referred to a librarian to assess their suitability for purchase.

- Requests for items already held in the library are referred to a librarian to assess the need for additional copies.

- If requested items are found to be out-of-print attempts will be made to acquire second-hand copies.

- Students who submit a request are sent an email to inform them of the action taken as a result of their request.

- The urgency of requests is assessed on a case-by-case basis. In the case of standard, non-urgent book requests items are normally ready to borrow in 3 to 4 weeks.

- Staff members wishing to request books should in the first instance contact their liaison librarian.

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