



Library Membership

Information for
External Users

External Admission

All registered external Library users are able to access the resources and facilities offered by the library at no cost.

Library membership applications from external users are welcome if they are able to meet the membership criteria of one of the following categories:

Local Resident Membership

Available to members of the public aged 18 and over living or working within the permitted postcode areas:

LS1-29; BD1-24; HG1-5; WF1-17;

YO: 1, 8, 10, 19, 23, 24 26, 30-32, 51, 61, 90-91

* Membership allows the user to borrow up to 5 standard loan items at any one time.

Alumni Library Membership

Available to graduates of Leeds Trinity University and its predecessor institutions. Applicants are not restricted by geographical area but will need to have easy access to the University to register and to return books when they are due back.

* Membership allows the user to borrow up to 10 standard loan items at any one time.

SCONUL Access

Available to students and academics studying or working at another University or College which participates in the SCONUL Access scheme.

*Band A, B and C users may borrow up to 5 standard loan items at any one time.

*Band R users do not have borrowing rights but have reference access to resources.

*For full details of membership entitlements and borrowing rights please see Library Services (page 4).

Applications for membership will be refused to any individual with outstanding debts to the University.

ITT Mentors

Available to initial teacher training mentors to Leeds Trinity students on teaching placement in schools. Applicants can join under our local resident scheme but are not restricted by geographical area, although will need to have easy access to the University to register and to return books when they are due back.

*Membership allows the user to borrow up to 5 items from Main Stock (restricted to Standard Loans and Classroom Resources term loans which automatically default to Standard Loan).

Duration of Membership

Membership category	Duration
Local Resident	3 years
Alumni	5 years
SCONUL	Duration of course

Registered external users must reapply to extend their membership once their membership expires.



Library Services

Opening hours

During **term time** normal opening hours are:

Monday – Thursday	08:30 - 24:00
Friday	08:30 - 20:00
Saturday and Sunday	11:00 – 20:45

Full details of all opening hours can be accessed through the library pages on the Leeds Trinity University website.

Use of the Andrew Kean Learning Centre

Registered users may use the study areas within the Learning Centre. Study areas catering for individual, silent and group study needs are provided. Students and staff of the University have priority for using group study rooms and carrels but, if not booked or in use, these can be used by external users. The study room booking service is not available for external users. All users are required to carry their membership card when using the Learning Centre. The card is also required for door access. Items cannot be borrowed without presenting the membership card.

Reference

All registered external users may use the library resources (excluding electronic resources) for reference use within the Learning Centre. Items of stock which cannot be borrowed by external users (i.e. short loans and Multimedia Film and Television Collection items) may be used in the Learning Centre.

Journals

Print journals are available for reference use within the Library. The print journals collection is located on the second floor of the Learning Centre.

Newspapers

The library subscribes to a range of local and national newspapers. These are available for reference use and are located on the ground floor opposite the Helpdesk.

Wi-Fi connection

External users with an existing Wi-Fi setup to the eduroam service can connect their laptop/device to the Learning Centre Wi-Fi. This will provide Internet connection but not access to the Leeds Trinity University Intranet.



Loans

SCONUL (A, B and C) and Local Resident members may, at any one time, borrow 5 items of main stock (restricted to 2 week loans and Classroom Resources term loans, which automatically default to 2 weeks).

Alumni members may, at any one time, borrow 10 items of main stock (restricted to 2 week loan items and up to 5 Classroom Resources term loans, which automatically default to 2 weeks).

Items borrowed should be returned or renewed on or before their due date.

Renewals

Items that have been borrowed can be renewed for a further 2 loan periods as long as they have not been reserved by another library user. Renewals can be made by phoning the Helpdesk (0113 283 7244) or when visiting the Learning Centre.

Self-service kiosks

Users can borrow, renew and return items using the self-service machines on the ground floor of the Learning Centre.

Notices

Library users will receive Library courtesy reminders, overdue and recall notices by email. Notices are sent as a courtesy only, and users are responsible for the return or renewal of loans regardless of whether notices are received or not.

Fines

If an item borrowed is not returned or renewed by its due date it will become overdue and fines will accrue at a rate of 10p per day until the item is either returned or renewed. Fines are added to a user's Library account when the item is returned. Your Library account will be blocked and no further loans or renewals will be possible once fines owed reach £10 and above.

Photocopying

Photocopying facilities are available on all floors of the Learning Centre. In order to use the photocopiers you will need to borrow a 'Temporary Pass' card from the Helpdesk and pre-pay money onto the card to cover the expected cost of your copying. Photocopying is currently charged at 3p for A4 mono and 10p for A4 colour. A3 copying is similarly available at 6p and 20p.

Library catalogue

Dedicated Library Catalogue terminals are available on all floors of the Learning Centre. Users can use the catalogues to search for all Library resources, but access to electronic resources is not available owing to licence restrictions.

Work preparation and finishing equipment

Binding equipment and a laminating service are available from the Helpdesk. Everyday stationery items can also be purchased from the Helpdesk.

Excluded Resources and Services

Electronic Library resources

Due to licensing restrictions external users do not have access to the library's electronic books, journals or databases.

IT Services

External users are not permitted to use Learning Centre computers or to access the University network.

Interlibrary loans and study room bookings

These services are not available for external library members.

Reservations

These are not available for external users.



How to apply

SCONUL Access applications

For full information about the scheme and to check whether you are eligible to use the Leeds Trinity University Library please visit the **SCONUL** website. Leeds Trinity University Library provides borrowing rights to SCONUL bands A, B and C. Full-time undergraduate students applying through SCONUL (band R) will be entitled to reference use of the library's resources.

Once your SCONUL application has been approved by your home institution you will receive an acceptance email which will tell you which SCONUL band you belong to. SCONUL library applicants are required to show their acceptance email in addition to the proofs of identity required from all external library membership applicants as outlined on the following page.

Alumni applications

Applicants for Alumni Library membership should first become a member of the Leeds Trinity University Alumni Society by completing a joining form. This is available to download from the Leeds Trinity University Alumni web pages: www.leedstrinity.ac.uk/alumni.

Alumni library applicants will be required to show their University Alumni Society membership card in addition to the proofs of identity required by all external library membership applicants as outlined below.

All applications

To apply for library membership all applicants will need to complete an External Library Membership Form.

This is available from the Library pages on the University Website or print copies can be obtained from the Library Helpdesk.

For purposes of safety and security all applicants are required to show documents confirming both photo identity and proof of name and address such as:

Photo ID

- Current full UK driving licence
- Current passport
- Current bus or rail pass with photo

Proof of name and current address

- Recent bank or credit card statement
- Recent utility bill
- Recent payslip with address
- Recent TV licence

Applicants are also required to submit a recent passport style photograph with their application.

Local resident applicants eligible for membership because they work (rather than live) in the designated local postcode areas are required to provide proof of both home and work addresses. Accepted forms of work address include a recent payslip or contract of employment.

ITT mentor applicants will also need to provide confirmation of mentor status from either Leeds Trinity or their school.

Completed application forms can be returned at the Library Helpdesk or – emailed to:

libraryenquiries@leedstrinity.ac.uk

posted to:

Membership Applications
Leeds Trinity University Library
Horsforth
Leeds
LS18 5HD

If you submit your application online, by email or by post you will also need to visit the Library in person, with relevant identification and supporting documents, before being issued with your Library membership card.

Once your application has been received we should be able, if approved, to produce your membership card within 7 days. You will be notified when your card is available for you to collect. Alternatively, your card can be posted out to you.

Contact Us

T: 0113 283 7244

E: libraryenquiries@leedstrinity.ac.uk
www.leedstrinity.ac.uk

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