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Borrowing Items

How do I borrow items?

- use the self-issue machines on the ground floor of the Fountains Learning Centre
- use your library card and library PIN

Exceptions

- if you have forgotten your PIN: contact Library and Information Services
- if you are borrowing magnetic media (videotapes): take these to the Question Point as the self-issue machines will damage them
- if you are borrowing large or bulky items: take these to the Question Point on the ground floor as they don't fit in the self-issue machines

How many items can I borrow?

Your borrowing limit depends on your borrower group:

Borrower group	Allocation
Undergraduates	20
Postgraduate and Research	25
Short Courses	20
Masters courses	25
PhD	25
University staff	25
External borrowers	15

Within the overall allocation there are limits or exclusions on certain categories of material. These vary, but a general guide is as follows:

- 1 artefact kit from the David Hope Centre
- 5 items from York Teaching Hospital Library

How can I check what books I've borrowed?

- There is an **online demonstration** which shows you how to check which books you've borrowed and the dates they are due back.

How long can I keep items for?

Loan period	Can I renew it?	Look for this label
4 week/28-day loan	Yes, up to 7 times	

Everything out on loan?

Place a hold to make sure you get a copy.

7-day loan	Yes, up to 7 times	
1-day loan	No	
Reference	Cannot be borrowed	

Exceptions

- loan periods are adjusted to cover vacation periods - please check the library homepage around vacation times to find out revised due dates.
- you can also check your library account to find out when your items are due

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