

Borrowing books from UEL Libraries – Sconul and other External visitors

External users and visitors from other universities who can borrow as part of the Sconul scheme can borrow up to five items by taking them to the help desk in staffed hours.

Your books can initially be borrowed for one week from the day they are taken out. They will then be renewed automatically each week unless someone else requests them or there is a block on your account.

Please remember that you are responsible for knowing the date and time for the return of each item. Check your email account weekly to see if you need to return a requested book.

How do I know when to bring back my books?

Check your email each week - we'll email you if you need to return a book because someone else has requested it. If you don't receive an email from us, it means that we've renewed all your books for you.

How can I return my books?

You can return your items to any of our libraries using the self service machines or by bringing them to the library help desk. You can also return them by post - we recommend that you use recorded delivery.

How are my books renewed?

We will renew all items on your account automatically on the day they become due. If an item has been requested by another student or if you have blocks on your account then you will be asked to return the items as soon as possible as they cannot be renewed. If you don't receive an email from us it means your items have been renewed for another week. All books must be returned by the end of semester.

What will happen if I don't return requested books on time?

If you don't return requested books by the date they are due, you will not be able to take out any more books and fines of £1.00 per day will be charged, suspended for 7 days. If you return the book within 7 days of its due date, you will not be charged any fines. If you do not return it within 7 days, on the eighth day you will be charged £1.00 per day from the date it was due.

Please note, if you know you are going to be away from university (e.g. on holiday, abroad) for more than a week, you should consider returning all the books you have on loan before you leave.

Although your books will continue to be automatically renewed while you are away, if they are requested by another student you will be expected to return them immediately or fines will be charged.

Can I request books?

You can't request books if you are an External or Sconul Access visitor.