

Borrowing, Renewal and Returning Items

Borrowing

Our libraries are open for browsing, borrowing and study without the need to book before you visit. If you are new to King's have a look at the [Library Guide](#) for your subject to learn more about the libraries.

We have enhanced our online services, and it is expected that you will be able to access what you need when working remotely. This includes access to our wide range of [online databases, journals, ebooks and other online material](#) - including digital content held by [Archives and Special Collections](#). King's have provided significant additional funding to ensure the core texts on reading lists are provided in ebook format where it is possible to do so, if you are having difficulty accessing a resource online please [contact us](#). If a book or journal article is not available at King's at all, then it may be possible to obtain it via the [interlending and document delivery service](#).

Due to licencing restrictions some resources are not available off campus – these resources will be clearly marked. We continue to work with publishers to make these resources available off campus wherever possible. Please access resources via our [A-Z list of databases](#) and [Journal Search](#) so that the King's login box appears, and you are able to access the content.

Physical books cannot be issued without your King's ID card, if you need to collect a Student King's ID card please check the situation [via Student Services Online](#). All libraries have self-service machines for borrowing books. For guidance on how to use these machines, please see our [Getting Started pages](#).

Loan periods

We have three types of library loans:

Standard loans (identified by either no sticker or a Blue sticker): A minimum of 7-days. You may notice that Standard loan items are on loan for a rolling 7 day period. These items will [automatically renew](#) every day unless they have has been requested by another library user.

Short Loans (identified by an Orange or Yellow sticker): 24 hours Items within our short-loan collections can only be borrowed for 24-hours (or when the library is next open). To ensure the availability of this collection for other members of the King's community, you must return a short-loan item to the same library from which it was borrowed. Short Loan items *will not* automatically renew.

Reference Only items (identified with a Red sticker): cannot be borrowed. We have a number of items in libraries that are a part of our reference-only collection. These items are intended to support study within the library and are usually not suitable for borrowing due to size and the impracticality of storing numerous copies on site.

In addition, any disabled student who has recorded a disability on their student record will receive extended library loans (1 week loan extended to 2 weeks) as part of our [overall disability support](#).

Borrowing limits

User Group	Total Loans
King's Undergraduate	30
King's Postgraduate Taught (Masters)	30
King's Postgraduate Researcher (PhD)	30
King's Staff	30
NHS staff	30
Alumni+	5
Academic Visitor	5

Items obtained via our [Interlending and Document Delivery Service](#) count towards your overall borrowing entitlement. This could mean that you have to return a King's book before taking out an inter-library loan book.

Renewal

Standard-loan books that have been issued to your Library account will automatically be renewed every day to ensure your item always has a 7-day loan length, unless they have been requested by another library user, and you will then be notified when they are due back.

We do not have a limit on the number of times your item will automatically renew. If your item needs to be returned to the library, we will contact you by email.

Please note the *exceptions* below for items that cannot be renewed:

Short loan books - 24-hour loan (or when the library is next open).

Laptops – 72-hour loan.

If your account becomes blocked, it means that you will be unable to borrow or reserve any further items from the library, however auto-renewals will still be in effect for any remaining standard-loan items on your account.

Recalling books

The recall notification system is in operation, if you receive a notification about one of your books being recalled and you cannot return a book in person you can use our free UK postal returns service through Royal Mail to send items back to the library.

Returns

How do I return my books?

Books that have been recalled by the library can be returned to any library site, either in-person using our drop-boxes, or alternatively by using our UK Royal Mail postal service, which is free of charge (see below).

Short Loan items and laptops must be returned to the same library that you originally borrowed them from, and cannot be returned via the postal service.

Postal returns for students within the UK

Packages posted within the UK can be done so free of charge. To use this service, please read the following guidance:

Packages **MUST** be sent from within the UK.

Weigh less than 20kg.

Be smaller than 61cm (L) x 46cm (W) x 46cm (D).

Please package any books you need to send back and click on [Royal Mail 'Return Your Item'](#). Follow the instructions and provide the necessary details, ensuring you give the name of the item(s) you are returning in the mandatory Library book to be returned field. Carrying this out will generate a postage label.

Once completed, you can either print out the label yourself or take the link/QR code to a Royal Mail customer service point or Post Office, and they will print your label to attach to your package.

When posted, the package will be sent as a tracked return, back to King's libraries. We are currently unable to offer a postal return service to students returning items from outside the UK.