

CHELPS

Cumbria Higher Education Institutions Library Partnership Scheme (CHELPS) is a co-operative venture between the higher and further education institutions with campuses in Cumbria. Library members from the participating libraries may have limited borrowing rights from the other libraries free-of-charge.

Who can use CHELPS?

- Any student enrolled on an approved higher education course at the Cumbria campuses of the following institutions:
 - University of Cumbria (campuses in Cumbria)
 - Carlisle College
 - Lakes College, West Cumbria
 - Furness College
- Staff currently employed by the above institutions at the above campuses.

In order to use CHELPS applicants must be registered at their home library and be in 'good standing' (i.e. have no outstanding fines, debts, long overdue items and have not seriously infringed the rules of the home library).

What facilities and services are available?

- **Loans:** Once you have registered with the CHELPS scheme you will be able to visit the library you have joined and borrow books. You are entitled to borrow four items from the lending collection and four items from the teaching practice collection. The host library may restrict the range of materials that can be borrowed (e.g. short or restricted loan items, material heavily in demand etc).
- **Computer access:** The scheme does not currently include access to the host library's computer network or electronic databases.
- The **library catalogues** can be accessed in the libraries or on-line.
- **Requests and inter-library loans:** You may not be able to place requests for items not immediately available in the host library. Similarly you may not be able to request interlibrary loans. Please ask in the library. If you need to obtain material not available at the host library you should enquire at your home library.
- **Help with finding materials:** It is assumed that users will have received training in the use of libraries at their home institution. If you do need help, please use the enquiry services of your home library first. If you need specialist help from the library you are visiting, please phone for advice first.

Using participating libraries: Membership of the CHELPS scheme is conditional upon you agreeing to be bound by the normal rules of the host library and being responsible for any fines or charges incurred. These can be passed on to you via your home library. Your membership can be withdrawn if you infringe the rules of the host library and you may be subject to disciplinary action by the home library.

Registration procedure

Before using the CHELPS scheme you must first complete an application form **at your home library** stating which other partner libraries you want to use. A separate form must be completed for each library you want to use. Once you have completed the form(s) hand it in at your home library where half will be validated for you to take to the host library. When you make your first visit to the host library you want to use, you **must** take with you:

- Validated application form
- Passport photograph
- Your current library ID card from your home library

The host library may also request you to complete their own application form.

Please always check opening hours and available facilities before visiting the libraries, particularly at weekends and during vacations.

Membership of the scheme will be valid until the end of the academic year (31 July) of the year in which you join, or, the end of your course, whichever is the earlier.

Problems and queries. If you have any problems registering for the scheme please contact your home library.