

Cumbria Higher Education Library Partnership Scheme (CHELPS)

Regulations governing the Cumbria Higher Education Library Partnership scheme

Introduction

The Cumbria Higher Education Library Partnership scheme (CHELPS) is a co-operative venture between the following institutions with campuses in the county.

- University of Cumbria (campuses in Ambleside, Carlisle and Penrith)
- Carlisle College
- Lakes College, West Cumbria
- Furness College
- Kendal College

The scheme allows students enrolled at any of the above campuses on FE and HE level courses to use some of the library services at any of the campuses above. Membership of the scheme also extends to staff of these institutions.

Eligibility to join the CHELPS scheme

- ❑ All students aged 16 and over currently enrolled and studying at any of the above campuses on approved FE and HE level courses
- ❑ All member of staff normally based at the Cumbria campuses of any of the above institutions
- ❑ Any person wishing to join the scheme must be registered with their 'home institution' library and be of good standing (i.e. have no outstanding fines, debts, long overdue items and not seriously infringed the rules of the home library)

Services available

- ❑ **Loans:** once registered with the scheme students and staff can visit the library or libraries they have joined and borrow up to **four** books at any one time from the general lending stock of the host library. The host library may restrict the range of materials that can be borrowed (e.g. short loan items or material heavily in demand).
- ❑ **Computer access:** the scheme does not currently include access to the host library computer network or electronic resources.
- ❑ **Reservations and inter library loans:** Membership will not entitle the user to make reservations for material already on loan and inter library loan requests cannot be made.
- ❑ **Help with finding materials:** It is assumed that users will have received training in the use of libraries at their home institution. If assistance is required users are expected to use the enquiry services of their home library first. If users do need help from the library they want to visit they should make contact in advance for advice.

Using participating libraries

CHELPS membership is conditional on users being bound by the normal rules of the host library and being responsible for any fines or charges incurred. These can be passed on via

the home library. Membership can be withdrawn if the rules of the host library are infringed. Users may be subject to disciplinary action by the home library.

Registration procedure

Before using CHELPS, staff and students must complete an application form at the **home library** stating which of the other participating libraries they wish to use. A separate form must be completed for each library the person wishes to use.

The completed form will be validated by the home library and one half given to the applicant to take to the host library named on the form. When visiting the host library for the first time, the applicant should take with them

- A validated CHELPS application form
- A passport sized photograph
- Current ID card from their own home library

The host library may also require the applicant to complete their own application form.

Membership of the scheme will be valid until 31st July following the date of application, renewable annually on request.

Definitions:

Home library: the library at the student's place of study

Host library: the library to which the student is applying for temporary membership

April 2011