

# **BAPT LIBRARY**

## **BORROWING AND PHOTOCOPYING ARRANGEMENTS**

- Members and non-members may contact the BAPT Library by writing to the following address: The Librarian, BAPT Library, 17, Royal Crescent, Cheltenham, Glos, GL50 3DA; or by telephoning: 01242 282990; or by emailing: [library@bapt.org.uk](mailto:library@bapt.org.uk)
- Members and non-members may borrow books from the Library for a period of four weeks and must meet the cost of postage (recorded delivery both ways).
- Renewals are permitted for one further period of four weeks where a formal request has been made to the Library from the borrower. Otherwise, if it is overdue a fine will be incurred.
- A fine of £1 per day will be levied for any books overdue for return.
- Copies of journals and Conference Proceedings are held as Reference Copies only and may not be lent out to members. Photocopies of articles and abstracts of presentations from these will, however, be provided subject to a copyright declaration being provided in advance by the borrower which will be sent to them by the Librarian (see example attached).
- Non-members will be charged 5p a page for photocopies.
- Both members and non-members will be required to meet the cost of postage.
- The Librarian will be responsible for maintaining a record of loans, ensuring books lent are returned and accounted for, and the costs to be met from borrowers are forwarded to the Treasurer, e.g. cost of photocopies, postage, etc.
- The Treasurer will be responsible for invoicing borrowers for the amount due.

## **LITERATURE SEARCHES**

- The BAPT Library cannot undertake literature searches on behalf of members or non-members.
- Enquirers should be referred to the facility offered for on-line searches on the web site of the Center for Applications of Psychological Type (CAPT). Go to: [www.capt.org](http://www.capt.org) and select 'Research' and then 'Bibliographic Search'. Any item not held in the BAPT Library can be ordered from CAPT who provide a very quick service for which a fee will be charged.

## CATALOGUE FORMAT

### (a) Books

	<b>Title Publication</b>	<b>Author</b>	<b>Publisher</b>	<b>Date of</b>
e.g.	People types 1993 and tiger stripes	G D Lawrence	CAPT	

### (b) Journals

	<b>Title of Journal</b>	<b>Volumes</b>	<b>Years</b>
e.g.	Journal of Psychological Type	2 -	1979 -

### (c) Conference Proceedings

	<b>Title of Conference</b>	<b>Place</b>	<b>Year</b>
e.g.	APT XIII International Conference	Scottsdale, Arizona	1999

### (d) Videos

	<b>Title of Video</b>	<b>Publisher</b>	<b>Year</b>
e.g.	Conversations with Isabel Myers	CAPT	1987