FABLEHURST UNIVERSITY
OFFICE OF UNIVERSITY COMMUNICATIONS

The Lantern bulletin

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Wickham Library: plan your visit

Service remains available while restricted areas are investigated.

1 Start at the desk

Begin at the circulation desk on the entry level. Staff will confirm the reading room and locate material held in reserve. Bring your FableCard when collecting a reserved volume.

Requests received before 2 p.m. are normally prepared the same day. A request is complete only when the library sends a collection notice. Do not travel to a closed level to retrieve an item yourself.

2 Collect your items

Use the collection number in your notice. A library colleague will check the shelf mark before handing over the volume. Report a damaged cover or missing page before leaving the desk.

Material from restricted storage may be used only in the designated reading room. Keep inserts and loose plates with the volume; their order is part of the catalog record.

3 Return at the desk

Return supervised material to a colleague at the desk. The outdoor book return is for circulating books only. Request an extension before the due time if you need another session.

The final handover records the volume, return time, and condition. If the desk is closed, retain the material and contact the library. Do not leave supervised material unattended.

Access note

Levels 9-14 remain closed pending investigation. Ask staff for retrieval assistance. Library access does not depend on magical ability.

Contact the library through the directory at fablehurst.org/directory.