

When is the library open?

The library building is now open 24 hours a day, 7 days a week.

For more information about helpdesk opening times, check out our website @ www.uea.ac.uk/is/openinghours



For 24 hour access, all users must have a valid campus card.

Borrowing

	Undergraduate	Postgraduate (Taught)	Postgraduate (Research) / Staff
Standard loan books	10 books for 2 weeks (15 books for final year)	15 books for 6 weeks	20 books, 3 fixed return dates
Renewals	8	4	4
High demand (due 10:15 am next day)	6	6	6

www.uea.ac.uk/is/borrowing/entitlements



Fines

Standard loan	20p a day
7 day loan	40p a day
High demand	80p an hour
CD	20p a day
DVD	£2 a day
Recalled items	60p per day

www.uea.ac.uk/is/borrowing/fines

Have the classmark for the book you want but don't know where to find it? Check out the floor guide below to see which floor you'll need.

Floor Guide

Classmark	Floor
A – H	3
J – PZ (not PT, K, LT)	2
K, LT	1
Q – V	01
PT	02

www.uea.ac.uk/is/floorguide

Can't find the book you need?

Recommend a book for purchase @ www.uea.ac.uk/is/booksuggestion or

Request a book from another library @ www.uea.ac.uk/is/interlending



Find books online @ primoonesearch.uea.ac.uk



Or on any one of our library catalogue computers

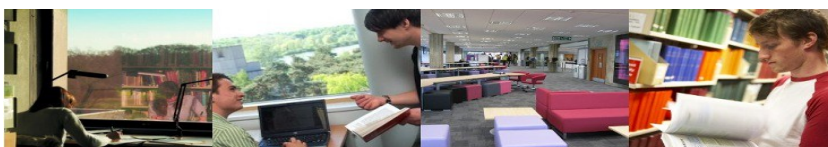
What if the book I need is already on loan?

Our library catalogue displays whether a book is on loan or not. If it is on loan, use the 'Request' option to reserve the first available copy. We will then send you an email explaining how and where to collect your book. So remember, check your emails regularly.

Renewing your books is easy. Either do it online via the UEA website, use the self service machines or give us a call.

What's in the Library?

- Books on all floors.
- Journals on floors 1, 01 & 02
- Self service machines on floor 0 to borrow, renew, return, check your account and pay fines.
- PCs throughout the library.
- Self service heat binders – buy your covers at the helpdesk.
- Printers in the IT area.
- Photocopiers on floors 1, 0, 01 and 02.



Need to contact the library but don't have the time to drop in? Phone us on 01603 592993, or send us an email to

lib.helpdesk@uea.ac.uk and our staff will do their best to answer the query. Check out our website for Helpdesk opening times.



Study Spaces: Individual or Group

With over 1000 study spaces and over 200 open access PCs available in the library, you should be able to find somewhere to catch up with your work. You can book online @ www.uea.ac.uk/is/study-facilities.

Study Rooms

	Time slot	Who for?	Booking
Individual	1/2 day	Any UEA student INTO student	Online
Group	2 hours	Any UEA student INTO student	Online
AV	2 hours	Any UEA student INTO student	Online
Individual	Month	UEA post graduate	Library Reception

Free Wireless Network

A free wireless network is available within the library.

Visit www.uea.ac.uk/is/wireless to find out more information about how to connect your laptop or even your smart phone.

We offer a programme of workshops in the Library to help you make the most of the resources and services available to you and support you with your academic work. For more information visit:

www.uea.ac.uk/is/infoskills/workshops

For more information about the library rules please visit:

www.uea.ac.uk/is/strategies/libraryrules



It's your library.
Please keep it clean,
tidy and remember
others are trying to
study.

Cold snacks & drinks
Floor 0 only



Hot & messy food
nowhere



Other Useful Contacts

Who?	Email	Phone
IT Helpdesk	it.helpdesk@uea.ac.uk	01603 592345
Campus cards	campus.card@uea.ac.uk	01603 592419
King's Lynn Nursing Library	a.castleton@uea.ac.uk	01553 613959

Library Zones

Silent Study

Where you can work with **no disturbance**
Individual silent study only.
Talking is not allowed
Personal music is not allowed.

Group Study

Where you can work together in a group
Low level talking and discussions are allowed
Low level personal music through head-phones is allowed.

Phone Zone

The area for those who need to use their mobile phones
You can use your mobile phones here for quiet conversations, without disturbing others.

For more info head to
www.uea.ac.uk/is/study-facilities/zoning

Librarians, on floor 1, can help you find the best way to search the library resources in a more efficient manner. Find out who can help you below.

Faculty	Who?	Email
Arts and Humanities	Sarah Elsegood	s.elsegood@uea.ac.uk
Health	William Jones	w.jones@uea.ac.uk
Science (BIO, ENV)	Liz Clarke	e.clarke@uea.ac.uk
Science (CHE, CMP, MTH, PHA)	Rachel Henderson	rachel.henderson@uea.ac.uk
Social Science	Carly Sharples	C.Sharples@uea.ac.uk

For more information please visit our website @ www.uea.ac.uk/is/lib



Otherwise feel free to drop by and speak to a member of staff.

We are here to help.