Introduction to Library Services

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Where is the library?

Interactive and downloadable campus map
http://www.uea.ac.uk/about/visiting-staying/campus-map
Opening hours: Semester

The Library building is open 24 hours throughout the year.

- **Staffed helpdesk services (Semester)**
  - Mon – Fri 09:00 – 19:00
  - Sat 12:00 – 19:00
  - Sun 12:00 – 19:00

You will need a valid UEA campus card in order to enter the library after 19:00, before 08:00 (11:00 on Saturdays) and on Sundays.

For Bank Holiday and vacation Helpdesk opening times please see the web site:

https://portal.uea.ac.uk/library/opening
Zoning in the Library and ITCS buildings

https://portal.uea.ac.uk/library/zones
Campus Card

- Campus card gives access to:
  - the Library
  - the Sportspark
  - Student Union membership

- You will also need the card to:
  - Borrow and return library material
  - car-parking card (if eligible)
  - The Campus Card service operates from 09.00-17.00, Monday-Friday.

- If lost or stolen please report it as soon as possible [https://portal.uea.ac.uk/itservices/access](https://portal.uea.ac.uk/itservices/access)

- Keep your campus card with you at all times and do not lend it to others as you are responsible for any transactions on the card
Library accounts

- University user-name and password gives access to the UEA computer network allowing you to
  - read e-mail (@uea.ac.uk)
  - view your course content ("Blackboard")
  - get access to licensed online resources e.g. electronic books, electronic journals, electronic databases provided by UEA Library
  - use computer software such as word-processing, spreadsheet and presentation software
  - have file-space to save work
- See information about IT accounts on the web-pages
  - [http://www.uea.ac.uk/is/itaccounts](http://www.uea.ac.uk/is/itaccounts)
What’s in the library

Library Collections

Core

- Books (printed and online)
- Journals (printed and online)
- Pamphlets (printed)
- DVDs
Using the Library

Library Services

http://www.uea.ac.uk/is/infoskills

- Self-issue
- Self-return
- Helpdesk
- Study space
  - Including PCs
  - Individual study booths and group rooms

book self-issue terminal
Using the Library

Library Services

- Large IT area on Floors 0 and 1 with >150 PCs
- More PCs on all reading floors
- Printers black and white and colour
- Self-service photocopying
- Self-service heat binding
- Self-service scanning

book return terminal
Help is provided

- “Information Skills training” sessions
- online sessions and help-sheets in the Library
- faculty sessions for specific information skills training
- start at the web-page
  https://portal.uea.ac.uk/library/information-skills

Subject Guides pages give helpful links within your own subject area  https://portal.uea.ac.uk/library/subject-guides
Start to find books and journals

Library Search EDS
http://libsearch.uea.ac.uk
- The library search engine. Let’s you find the library catalogue of books, online databases and journal articles, and our digital repository.

Library Catalogue
https://aleph.uea.ac.uk/F
- Available on all library PCs, the traditional library catalogue lists all resources held in the University libraries. It can also be accessed from www.uea.ac.uk/is/lib. You can locate library books, check your account, renew books and request items

TIP: Use this information skills pages to help you get started:
https://portal.uea.ac.uk/library/information-skills
Where to find books and journals

There are three steps:

1. **Search Library Search** – our UEA search engine to find a book’s class mark and whether it is available.

2. **Find out on which Floor the class mark is located.**

3. **Looking at a Floor plan to see where on a floor a particular class mark is shelved.**
Library layout

Has 6 floors [Floors 3,2,1,0,01,02]
Items in the library are shelved by a classification system which assigns an alpha-numeric number to each item – the class mark
Books are arranged in the library in class mark order

A -- GENERAL WORKS
B -- PHILOSOPHY. PSYCHOLOGY. RELIGION
D -- HISTORY: GENERAL AND OLD WORLD
E -- HISTORY: AMERICA
G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION
H -- SOCIAL SCIENCES
J -- POLITICAL SCIENCE
K -- LAW
L -- EDUCATION
M -- MUSIC AND BOOKS ON MUSIC
N -- FINE ARTS
P -- LANGUAGE AND LITERATURE
Q -- SCIENCE
R -- MEDICINE
  + R Medicine (General)
  + RA Public aspects of Medicine
  + RB Pathology
  + RC Internal medicine
  + RD Surgery
  + RE Ophthalmology
    + RE 46-52 Diseases of the Eye (general)
    + RE72-72.5 Practice of ophthalmology. Ophthalmic economics
T -- TECHNOLOGY
Z -- BIBLIOGRAPHY. LIBRARY SCIENCE.
INFORMATION RESOURCES (GENERAL)
How to renew the loan on your books

Renewals may be made

✦ Online via your Library Account
✦ Self-issue machines
✦ by telephone.
✦ Email renewals are not accepted. If you are unable to log into your account for any reason you must telephone 01603 592993 to renew. All overdue items will result in fines.
https://portal.uea.ac.uk/library/borrowing/accounts
Print Plus+

- Print Plus+ multi-function machines are available in the Library and the ITCS building
- Print, copy and scan is available on each PrintPlus+ device.
- Scan to email provides a free alternative to print and copy.
- You can send jobs to print by email.
- You can send jobs to print from mobile devices (iOS, Android and Windows).

- [http://www.uea.ac.uk/is/printplus](http://www.uea.ac.uk/is/printplus)
Photocopying and Printing Costs

- Printing and photocopying is 5p per black and white A4 sheet and 8p for two-sided printing
- Other costs are available on the IT Online help pages:
  - [https://portal.uea.ac.uk/is/online-helpdesk](https://portal.uea.ac.uk/is/online-helpdesk)
- Payment is via Campus Card swipe unit
  - Balance on campus cards can be topped up online as well as via the cash acceptor stations
- Photocopiers are located on all Floors of the main library
- Colour copying, laminating and heat binding are also available
- Staff at the Helpdesks can assist with any problems
PC Availability

http://api.uea.ac.uk/pcavailability/norwich/html
Where to seek further information/help

The Library website [http://www.uea.ac.uk/is/lib](http://www.uea.ac.uk/is/lib) gives you all the information you need about the Library and includes online tutorials and help sheets.

Staff at the **Library Helpdesk** (Floor 0) can help you with any queries you might have about using the Library.

Look for your **Faculty Librarian** contact details on your **Subject Guide** web-page. [http://www.uea.ac.uk/is/subjectguides/medicine](http://www.uea.ac.uk/is/subjectguides/medicine)
Any questions?