



Your Library

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Get going!

Students

You will receive a University username and password when you register online. This gives you access to the University network, Internet, your University email account and online Library resources.

When you enrol at the University you receive a Campus Card.

Bring it with you to the Library to: enter the building; borrow books, journals, and laptops; or put cash on your printer/photocopying account. Check your account at: cardfinance.reading.ac.uk

Staff

Members of staff are allocated a University username and email address on acceptance of their contract of employment. Details are emailed to line managers.

Please apply for a Staff Campus card at

reading.ac.uk/campus-card. When you have this you can use all our services.





Your University Library

Right at the heart of our beautiful Whiteknights campus.

Open
24/7
in term time

Building number 2 on all University maps.

- Study areas on all floors to support the way you like to work (see page 12)
- PC facilities on the 1st Floor (see page 15)
- Laptop loans on 1st, 2nd and 3rd Floors
- Experts to help you (see page 7 and 8)
- Self-Service Points on the Ground Floor (see page 10)

Go beyond Google

See our website for access to:

- a vast range of digital resources. reading.ac.uk/library
- guides to selecting the best resources in your subject. reading.ac.uk/library/subjects

The University's **Special Collections Service**, with our impressive collection of rare books and archives, is next to the University's Museum of English Rural Life (MERL) close to the London Road campus.

Find out more at:
collections.reading.ac.uk/special-collections

Where you learn to learn

The Library provides a wide range of academic support to help you.

Support for your studies

Contact your Academic Liaison Librarian for individual help with finding and evaluating resources, using databases and for advice on using the Library for your subject.

See: reading.ac.uk/library/liaison

They can help you with:

- finding and using information and resources effectively
- referencing accurately and using reference management software
- saving time by making the most of all our Library services.

Book a one-to-one appointment or use a subject guide to find the best information resources for your research: reading.ac.uk/library/subjects

Your Academic Liaison Librarian may also provide training as part of your course at appropriate times.

At the beginning of the Autumn Term we offer introductions to the Library – including tours – giving you a head start in using the Library. For more information see our guide for new students: libguides.reading.ac.uk/new-students

Watch out for other training sessions covering topics such as using EndNote reference management software. To find out what's on, check the Library website at:

libguides.reading.ac.uk/training-and-events

Study Advice and maths support

Study Advice offer 1-2-1 sessions, online guides and videos, and webinars, to supplement the advice provided by academic or course tutors. Online resources to help with developing your mathematical and statistical skills are also available to you.

What we can do for you

The Study Advisers offer friendly, professional and expert advice to help you to develop your practices for academic study including essay, report and dissertation writing; time management; note-making; reading; referencing; exam preparation.

To contact Study Advice, phone **0118 378 4242**, or email studyadvice@reading.ac.uk.

Maths support resources

To support your mathematical and statistical skills development, and find the right resources to help you, take a look at our Maths Support guide:

libguides.reading.ac.uk/maths-support

Study Smart

New undergraduates will be invited to enrol on Study Smart, an online pre-entry course devised by the Study Advice team to prepare you for success at university.

For more information see: reading.ac.uk/essentials/welcome/study-smart

Websites

For more details on all of these services plus guides and video tutorials on key topics and information about webinars, see the Study Advice and maths support websites.

reading.ac.uk/library/study-advice and reading.ac.uk/library/maths-support

Support for your research

The Library's Research Engagement team, led by the Research Engagement Manager, is responsible for the University's institutional repository, CentAUR, and the University's Research Data Archive. These provide access to publications and research data produced by the University's researchers.

The team offers a range of services

- Our Research Publications Adviser, can advise on choosing where to publish your research, your digital researcher identity, obtaining funding for Open Access publications and how to track the impact of your research outputs using bibliometrics and altmetrics,
- For more information on Open Access: libguides.reading.ac.uk/open-access
- Our Research Data Manager will support you in managing your research data materials. They can help you write a data management plan for your project, manage your data effectively, and preserve and share data once your research is completed.
- For more information: libguides.reading.ac.uk/research-support

Our Academic Liaison Librarians can advise you on finding the best resources to support your research. Find out who your liaison librarian is here:

reading.ac.uk/library/liaison

Study Advisers offer one-to-one sessions and online resources designed for research postgraduates. See their guide for more information: libguides.reading.ac.uk/research-postgraduates

1-to-1

academic support

Your subject resources



Enterprise: the Library catalogue

To discover what the Library has, and where to find it, use the Enterprise catalogue, either directly or via your online reading list. It will give you an item's Call Number (the shelf location) and show you if it is available to borrow, or give you a link to an electronic resource.

Search Enterprise on catalogue PCs in the Library or on the web at reading.ac.uk/enterprise-catalogue

Save yourself time – learn how to use Enterprise. Ask Library staff for help or look at the guidance on our website at reading.ac.uk/library/enterprise

Reading Lists

Most of your tutors' reading lists should be available online on our Reading Lists system and via Blackboard.

From your list you can check what is available from the Library right now, link to online material, sort list items by type ('book', 'article', 'journal') or importance ('essential', 'recommended' or 'further' reading), mark what you have read and make notes - which only you can read! Learn more from our guide and videos at: libguides.reading.ac.uk/reading-lists/students

E-resources

To find reliable and scholarly online journal articles and e-book chapters on a specific topic, search our Summon discovery service. reading.summon.serialssolutions.com Other useful sources are listed in our subject guides – find yours at: reading.ac.uk/library/subjects

Borrowing

How many items can I borrow?

Undergraduate	25
Taught postgraduate	25
Research postgraduate/staff	25

How long can I keep them?

- Most loans are for six weeks.
- You can borrow some 'in demand' items and journals for seven days.

How do I renew them?

You don't need to come to the Library to renew most loans – just log on to your account via the Library homepage. Any problems, phone **0118 378 8770** or email library@reading.ac.uk.

Most items can be renewed provided no one has placed a hold on them. You may be asked to return an item earlier if it is required by another user ('recalled').

To encourage fair use of Library items, borrowers are charged fines on any recalled items. Pay online at cardfinance.reading.ac.uk or at the Welcome Desk.

How do I request an item that is on loan?

Find the book on the catalogue. Select 'Place Hold'. We'll email when you can collect it from the Hold Shelf in Quiet study on the Ground Floor.

How do I return an item?

Return or renew items by their due date. You can check when your loans are due for return using the 'My Account' option on Enterprise.

Return items using the Self-Service Points (or the Library's external Book Drop when the Library is closed).

Non-loan

Some of the most popular reading list items are kept as non-loan items on the shelves on Floors 2-4.

Inter-Library Loans

The Library might not hold all the books and articles you need, but staff in Inter-Library Loans (ILL) will try to borrow it or obtain a copy for you.

You can make inter-library loan requests online:

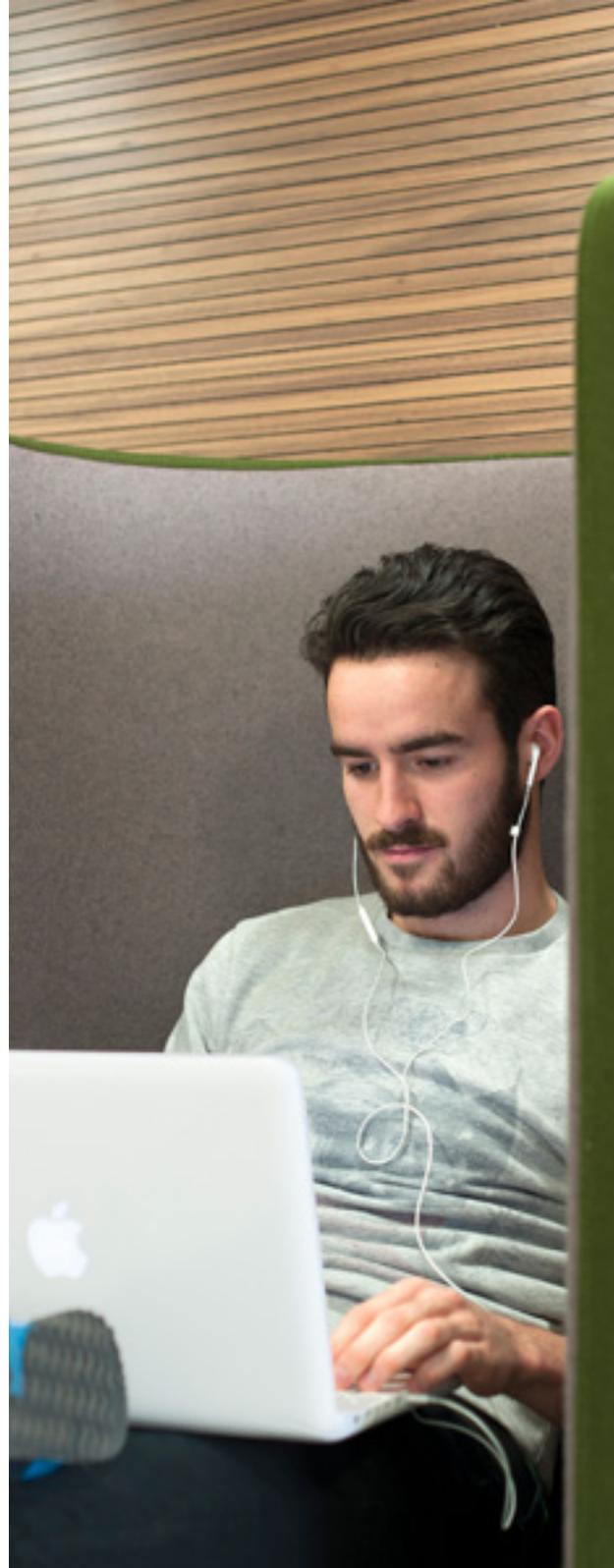
- undergraduate and taught postgraduate students – up to five requests per year
- staff and research postgraduates – up to 50 requests per year
- Associate Members – up to 10 requests per year.

Please check the ILL webpage for more details: reading.ac.uk/library/inter-library-loans

Articles usually take only a few days to arrive and can be delivered electronically.

Wellbeing Collection

The Library's Wellbeing Collection provides a variety of supportive resources on wellbeing topics, many of which are available online. The collection can be found on the Ground Floor of the Library.



Get together with your classmates to discuss projects



Group study

Spend time on your research



Quiet individual study

When you want to focus



Silent study

Study your way

Find study space beyond the Library

Besides the study spaces in the Library, there are hundreds of other spaces available for study across campus (subject to teaching timetabling and departmental use).

- PC labs (including 24-hour labs: Agriculture GL20; Meteorology GL68; Palmer G09)
- Students as well as staff can also book rooms through the University's Central Room Booking service.
- Informal study spaces are available in some schools and departments.

For details of study space around campus see: reading.ac.uk/essentials/study/study-space



Printing, Copying and Scanning

You will use your Campus Card to access 'Follow Me' printing, photocopying and scanning from devices in the Library and around campus.

Students

Top up your account at tills around campus or online at cardfinance.reading.ac.uk

Staff

Your school/department will charge your card.

Copyright regulations mean you generally may lawfully copy up to 10% or one whole chapter/article from each individual book or journal issue you use for your educational research or private study. Copies should be accompanied by reference details acknowledging the original source. For further information see notices by the photocopiers.

IT Services and facilities

We have wireless access everywhere and devices for printing, copying and scanning on the Ground Floor and Floors 1-4.

Head to the 1st Floor to find:

- the IT Service Desk
- trained IT staff on hand during the day
- 145 networked PCs
- laptop loans (available on the 1st, 2nd and 3rd Floors)
- assistive technology.

Student IT Guide

sites.reading.ac.uk/dts-hub/



Now
you're
connected

Help

Guides

Explore the Library's website for guides and links to video tutorials on finding information in your subject, researching a topic, doing a literature search, and much more.

libguides.reading.ac.uk
reading.ac.uk/library/videos

To develop your academic skills, the Study Advisers offer study guides and video tutorials.

libguides.reading.ac.uk/study-advice-guides

Our Maths Support guide provides links to an extensive range of e-resources and video tutorials which you can access at any time to practise and develop your mathematical and statistical skills.

libguides.reading.ac.uk/maths-support

Student IT Guide:

sites.reading.ac.uk/dts-hub/

Staff

Welcome Desk staff

Library staff are trained to help you find information. For registration and borrowing enquiries, or for help finding your way round, please come to the Ground Floor Welcome Desk or phone: **0118 378 8770**. For support for your studies, please go to the Study Advice and Academic Liaison desk.

Academic Liaison Librarians

There is an Academic Liaison Librarian for every subject offered at Reading. They can help you make effective use of the huge range of resources the Library has to offer in support of your studies, including subject guides, training sessions and workshops.

For more in-depth support from your Academic Liaison Librarian please make an appointment via their contact page:

reading.ac.uk/library/liaison

Study Advisers

You can book an individual advice session with a Study Adviser at the Study Advice and Academic Liaison desk or online;

reading.ac.uk/library/study-advice/one-to-one-advice/request-a-one-to-one-meeting

Research Engagement team

You can contact individual members of the Research Engagement team by phone or by email.

- CentAUR and general Open Access queries email: centaur@reading.ac.uk
- Open Access funding queries email: OArequests@reading.ac.uk
- For enquiries about research data management email: researchdata@reading.ac.uk

IT staff

DTS (Digital Technology Services) offer fault reporting, quick advice, and support for using technology. Please get in touch with the Service Desk by email: dts@reading.ac.uk or at the IT Service Desk on the 1st Floor.

Help for users with disabilities

Services include one-to-one introductions to using the Library and its facilities, obtaining material in alternative formats, book retrieval and help with assistive computer software.

If you have concerns about using the Library, feel free to contact us to discuss them, email: library@reading.ac.uk

The Library also provides guidance for Library users with disabilities, students studying with dyslexia and other specific learning difficulties, and on finding and using inclusive technology:

libguides.reading.ac.uk/support-disabilities

The deal

The Library exists for the benefit of the whole academic community. We have a few rules to ensure we share it fairly.

Responsibilities

Facilities are provided for genuine University activities only. When you join the University you agree to abide by all its rules. You can find these online at the University's Governance Zone

reading.ac.uk/about/governance/governance-zone

Library rules

The Library enforces rules which safeguard the common interests of all its users.

For the full current set, see reading.ac.uk/library/about-us/policies-rules

Most importantly, please

- Be considerate of others – respect their right to work quietly.
- Return items promptly to the Library – many are in heavy demand.
- Treat materials with respect – do not write, highlight, underline or damage them.
- Abide by copyright law when photocopying or scanning.
- Non-alcoholic drinks may be taken to any area of the Library as long as they are in lidded containers. You may only eat in the Library Café.
- Modes of transport (e.g. cycles and scooters) should be in a folded-down state and may not be charged within the building.

- You may not smoke/vape inside or near the Library buildings.
- Do not use information downloaded from electronic sources for any commercial purposes or pass it on to another person.
- Use power points at your own risk, being responsible for safety – please avoid trailing wires!

Acceptable use of University computers

All users should be aware of the University's full set of rules for the **Acceptable Use of University Computers and Data Networks**. reading.ac.uk/digital-technology-services/acceptable-use-policy

All University IT facilities must be used in a legal, honest, decent and truthful way, and usage must comply with any laws regarding the use and storage of data. You should also be aware of the rules governing data disposal. Students are required to accept that when their registration as a computer user ceases (usually on their leaving the University), any data files they have left on the University's computers will be deleted or used in any way the University sees fit.

Keep in touch

Comments

If you have any comments about the Library please complete a comments form from the Welcome Desk, or fill in the online form at reading.ac.uk/library/contacts-support

Use University email

Please check your University email frequently, as this is the way we will contact you. You will receive emails about Library items you have requested and may receive reminders about loans due (for return or renewal) as a courtesy to help you manage your account.

Contact us

University Library
reading.ac.uk/library
library@reading.ac.uk

 @UniRdg_Library
 @UniofReadingLibrary
 /unirdg_library

Telephone 0118 378 8770
 University of Reading Library
 Pepper Lane
 Whiteknights
 Reading RG6 6EB

Special Collections Services
collections.reading.ac.uk/special-collections
specialcollections@reading.ac.uk

 @UniRdg_specColl
 /unirdg_collections
 Telephone 0118 378 8660
 University Museums and Special
 Collections Service (UMASCS)
 Redlands Road
 Reading RG1 5EX

Abstract A summary covering essential points in an article or book.

Article A paper published in a periodical or journal.

Bibliography A list of books, articles and other materials.

Blackboard An online learning environment for supporting courses at the University (www.bb.reading.ac.uk).

Campus Card A plastic card supplied to those joining the University. For some functions you will need to use your PIN with your card.

Call Number A combination of a subject number and words or letters indicating where you will find a book or periodical; for example a book on psychology 150-GAR.

Catalogue A searchable list of a Library's resources (see also: Enterprise).

Copyright Protects an author from the illegal reproduction of their work; ie there are legal limits on how much you can photocopy from one book or periodical.

Database An electronic resource usually giving references to articles, books and other sources of information in a specific subject area. Some offer full-text.

Enterprise The Library's computerised catalogue.

Holds Reservations on books on loan to other users.

Institutional login A system which controls access to e-resources - select 'University of Reading' from the list of institutions to login with your University username and password.

Journal A publication issued at regular intervals, usually with volume numbers and dates; also called periodicals, magazines or serials. Shelves separately from books.

PIN (personal identification number) Security code to use with your Campus Card to access some buildings. Also required to reset your password. You can retrieve your PIN from the Campus Card portal.

Summon A discovery service for finding online journal articles and book chapters.

University Username A code supplied when you start at the University to allow you to access PC facilities, email, Blackboard, Library e-resources and network file space.

Wi-Fi A common term used to describe a Wireless network connection.

Wireless zones Areas on campus where laptops equipped with Wireless networking (Wi-Fi) can connect to the University network.

Term-time opening

Library

Monday – Friday	24 hours
Saturday	open until 21:00
Sunday	open from 08:30

More details, including vacation opening hours, are available at:

reading.ac.uk/library/using-the-library/opening-hours

Study Advice and Academic Liaison desk

Monday – Friday	10:00–16:00
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To contact members of the Academic Liaison or Study Advice teams during vacation, see contact details at:

reading.ac.uk/library/liaison

reading.ac.uk/library/study-advice

To access our maths support resources, go to: reading.ac.uk/library/maths-support

IT Service Desk

Monday – Friday	08:00–18:00
Saturday – Sunday	11:00–17:00
Vacation opening hours: Monday – Friday	09:00–17:00

Special Collections Services

For details: collections.reading.ac.uk/special-collections/visit-us-special-collections/opening-times

Alternative formats

A digital version of this guide is available at:

reading.ac.uk/library/

A large print version is available from the Welcome Desk

