Making the most of

YOUR

LIBRARY

2016/17

LIMITLESS POTENTIAL | LIMITLESS AMBITION | LIMITLESS IMPACT
GET GOING!

Students
You 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 to the Library to: borrow; enter the building at certain times; pay fines; pay at CaféLibro; or put cash on your printer/photocopying account. Check your account at:
www.reading.ac.uk/cardfinance

Staff
Members of staff are allocated a University username and email address on acceptance of their contract of employment. Collect these from the ITS Help counter on the 1st Floor of the Library.

Please apply for a Staff Campus card at www.reading.ac.uk/campus-card. When you have this you can register with the Library. You can then borrow and access e-resources.
LIBRARY REFURBISHMENT PROJECT

Your University Library plays such an important role in your student experience that we are currently investing £40 million in a major refurbishment of lower floors, improving accessibility and environmental credentials. This complements the £4.4 million refurbishment of upper floors during 2013-2014.

The Library will remain fully operational to students throughout and no building work will take place at all during exam periods. We anticipate all works being complete by 2020 but you will benefit from each development phase, year on year. In 2016, we began work on new lifts; in 2017 we redevelop the entire 1st Floor IT and study areas; then we move on to complete Ground Floor redevelopment.

Keep up-to-date with the latest news on the Library Refurbishment Project website: www.reading.ac.uk/library/refurb or follow us on Twitter (@UniRdg_Library) and Facebook (/universityofreadinglibrary).

Online reading lists at Reading

Your tutors’ reading lists may be available on our online 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 references by type 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
YOUR UNIVERSE LIBRARY

YOUR HOME ON CAMPUS
The University Library supports teaching and research in all subjects. We’re easy to find – Building number 2 on all University maps.

What does it have?
• Books and print journals between the 2nd to 4th Floors.
• All kinds of study areas to support the way you like to work (see page 10)
• PC facilities on the 1st Floor (see page 12)
• Experts in helping you find and use information to enhance your academic work.

Go beyond google
See our website for:
• a vast range of paid-for online resources. Search individual databases or via Summon search box. www.reading.ac.uk/library
• Interactive guides to selecting the best resources in your subject www.reading.ac.uk/library/subjects

Whiteknights Campus
Right at the centre of our beautiful Whiteknights campus.

Open 24/7 in term time
Making the most of your library

The University’s **SPECIAL COLLECTIONS SERVICE**, with our impressive collection of rare books and archives, is near the London Road campus, closer to the town centre.

It’s run in collaboration with the Museum of English Rural Life (MERL).

Find out more at: [www.reading.ac.uk/special-collections](http://www.reading.ac.uk/special-collections)
THIS IS WHERE YOU LEARN TO LEARN
Making the most of your library

The Library is the base for a wide range of academic support to help you study better.

**Library skills training**

At the beginning of the Autumn Term we offer ‘Finding your way’ sessions – covering using the catalogue and finding items on the shelves – giving you a head start in using the Library. More Library training may be included as part of your degree course at appropriate times. You can also contact your own subject’s liaison librarian for personal help. See: [www.reading.ac.uk/library/liaison](http://www.reading.ac.uk/library/liaison)

Watch out for other training sessions covering such topics as EndNote reference management software. To find out what’s on, check the Library website at: [www.reading.ac.uk/library/finding-info/training](http://www.reading.ac.uk/library/finding-info/training)

Alternatively, try our Blackboard online course ‘LibLearn’. LibLearn 1 is an introduction to using the Library. LibLearn 2 and 3 cover other aspects of finding information that you’ll find useful later on in your course. The LibLearn Tutorials can be accessed via [www.reading.ac.uk/library/liblearn](http://www.reading.ac.uk/library/liblearn)

**Study Advice and Maths Support**

The University 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 and exam preparation. For our full range of services, including our specialist Maths Support Team, see page 18.
BORROWING

How many items can I borrow?

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>15</td>
</tr>
<tr>
<td>Taught Postgraduate</td>
<td>20</td>
</tr>
<tr>
<td>Research Postgraduate/Staff</td>
<td>25</td>
</tr>
<tr>
<td>Institute of Education students</td>
<td>20</td>
</tr>
</tbody>
</table>

How long can I keep them?

- Taught students can borrow ‘standard’ loan items for three weeks.
- Research postgraduates and staff get ‘standard’ loans for six weeks.
- You can borrow some ‘in demand’ items and journals for seven days.
- You can bring items into the Library to renew them, but you don’t have to! Just log on to your account via the Library homepage or give us a call.

E-RESOURCES

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

Looking for somewhere less busy? Work here:

• Desks and study pods on the 2nd, 3rd and 4th Floors.

Get together with your classmates to discuss projects:

• 2nd and 4th Floor group study areas.

Where no talking is allowed!

• Choose silent study across the entire 5th Floor
THE BEST WAY TO STUDY IS YOUR WAY

We all need something different to put us in the right frame of mind for learning. Whether you need silence, the occasional whisper, or the collaborative environment of a group study pod, the Library has it all.
NOW YOU’RE CONNECTED

The Library wi-fi gives you access to so much: from online resources to loan of digital kit, we’ve got your IT needs covered.
PRINTING COPYING AND SCANNING

Use your Campus Card to access printing, photocopying and scanning from machines throughout the Library.

IT’S ALL ON THE 1ST FLOOR!

IT resources here are designed to give you flexible access to electronic learning resources and information technology. After major refurbishment in 2017, it will be even better!

- Trained IT staff on hand during the day
- Over 150 networked PCs, printers and scanners
- Wireless access everywhere and network plug-in points if you need them
- Bookable presentation practice room
- Equipment loan service for borrowing laptops, projectors, cameras, tripods, audio recording kit and conference phones
- Assistive technology PC
- Group study areas
- PC classrooms
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 as listed in the University calendar.

Library rules

The Library enforces rules which safeguard the common interests of all its users. For the full set, see www.reading.ac.uk/library/policies

Most importantly, please:

• Be considerate of others – respect their right to work quietly. Also ensure your mobile phone is in silent mode or switched off in the Library.
• Return items promptly – 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.
• You may bring drinks in lidded containers into the Library. You may only eat in CaféLibro. You may not smoke inside or near the Library building.
• Do not use information downloaded from electronic sources for any commercial purposes or pass it on to another person.
• Designated laptop plug in points are in S@iL and Knowledge Exchange areas. Use power points elsewhere 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 Rules for the Use of University Computers and the Data Network. The full set is at www.reading.ac.uk/its/aup

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.

Supplementary University guidelines called Being online govern the use of social media technologies such as microblogs, blogs and social networking. See www.reading.ac.uk/student/beingonline
THE DETAILS
What you need to know about how the Library works
BORROWING

You can use your Campus Card to borrow from the Library. Use the Self-Service Points on the Ground Floor to borrow most items.

Returns
- 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.
- As a courtesy, an email will usually be sent the day before loans are due to remind you to return or renew them. However, it is your responsibility to keep a record of when items are due for return.
- Return items using the Self-Service Points (or the external Book Drop when the Library is closed).
- You may be asked to return an item earlier if it is required by another user (‘recalled’).
- To encourage fair stock use, borrowers are charged fines on any overdue 6-hour loans, 7-day loans, journals and recalled standard loans. Pay online at www.reading.ac.uk/cardfinance, at designated Self-Service Points or the Ground Floor Information Desk.

Renewals
- 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, ring 0118 378 8770 or email library@reading.ac.uk.
- Most items can be renewed provided no one has placed a hold on them.

Holds
Holds allow you to request an item that is on loan.
- Select ‘Place Hold’ on the book’s catalogue record.
- We’ll email you when you can collect it from the ‘Holds’ shelf in the Course Collection area. Your account will also show the item as ‘available’.

THE CATALOGUE
and how to use it

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 shelf location (the Call Number) and show you if it is available for loan, or give you a link to an electronic resource. Search Enterprise on catalogue PCs in the Library or on the web at www.reading.ac.uk/enterprise-catalogue

Save yourself time – learn how to use Enterprise at a training session, or ask Library staff for help. Online help is available on our website at www.reading.ac.uk/library/enterprise
HELP

Guides
Explore the Library’s website for guides to finding information in your subject, doing a literature search and many other topics.

If you are inexperienced in using IT, consult the IT posters and Quick Guides to get you started. Pick up printed guides from the IT Help counter or consult them on the web.

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

Staff
Library staff are trained to help you find information. Whatever your enquiry, please ask at the Information Desks.

Find the right people to answer your enquiry at these Information Desks:

**Registration and borrowing**
Ground Floor 0118 378 8770.

**Science, Life Science and Management**
2nd Floor 0118 378 8779.

**Arts and Humanities**
3rd Floor 0118 378 8780.

**Social Sciences and Law**
4th Floor 0118 378 8782.

Your liaison librarian can also offer subject-specific advice: contact details at [www.reading.ac.uk/library/liaison](http://www.reading.ac.uk/library/liaison)

The Study Advice and Maths Support teams can help with any academic skills queries you have: more details on page 18.

**IT Help** offers fault reporting, quick advice, and support for using technology. Contact IT by email (it@reading.ac.uk) or phone 0118 378 6262, or at the counter on the 1st Floor of the Library.

Library help for users with disabilities
Help for users with disabilities is available from the Library’s Disability Co-ordinator, Matthew Holtby. 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 any concerns about using the Library, please feel free to contact Matthew to discuss them.

**Disability Co-ordinator**
Matthew Holtby
0118 378 8782
email m.c.holtby@reading.ac.uk
STUDY ADVICE AND MATHS SUPPORT

Study Advice and Maths Support offer individual advice, online guides and videos, and workshops in addition to advice provided by personal or course tutors. For 2016, they are on the Library’s 1st Floor. After temporary relocation during 2017 refurbishment, they move to the Ground Floor.

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.

The Mathematics Support Centre offers help with any mathematical topic you need for your studies eg basic arithmetic, percentages, formulae, logarithms, differentiation, and integration; help with statistics is also available. Experienced mathematicians will help you with any mathematical problems you may have and build your confidence in a relaxed and friendly environment.

Individual advice

The Study Advice team offer confidential booked individual advice sessions (usually 30 minutes) between 9.00 am – 5.00 pm, Monday to Friday during term time and vacations. Or if you just have a quick query, you can drop-in to the Study Advice enquiry desk between 12.00 pm – 4.00 pm, Monday to Friday during term time.

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

The Mathematics Support Centre offers a drop-in service for individual advice, available every day during term time, from 12.00 pm – 6.00 pm (Monday to Thursday), and 12.00 pm – 4.00 pm (Fridays). During vacations, a tutor is available on Tuesdays, Wednesdays and Thursdays from 12.00 pm – 2.00 pm.

To contact Maths Support, phone 0118 378 7484, or email mathssupport@reading.ac.uk.

Workshops

Regular workshops are offered by Study Advice and Maths Support, including: essay writing; time management; managing and writing your dissertation; referencing; logs and indices; differentiation; integration; algebra and preparation for exams. These are free and open to all students. More details are on the websites.

Dyslexia or Dyspraxia

The Study Advisers can also talk to you about studying at university with dyslexia and dyspraxia. See the website for more details, or make an appointment for an initial informal chat.

Websites

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

www.reading.ac.uk/library/study-advice | www.reading.ac.uk/library/maths-support
THE COURSE COLLECTION

Some of the most popular titles linked with your course are here on the Ground Floor, managed by Liaison Librarians – your personal subject specialists.

- You can borrow most items, but a few can only be used in Course Collection study areas.
- Loanable items are issued for six hours only during the day (Monday to Friday).
- From 4.00 pm they can be borrowed overnight until 10.00 am the next morning (or after 4.00 pm on Friday, until 10.00 am Monday).
- You can only borrow two Course Collection items at once, but you can also book items you want for a daytime or evening slot.

RESOURCES BEYOND READING

Information delivered to you

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. To apply:

Taught students

- Fill in a paper ILL form, available from the Ground Floor Information Desk.
- Ask your tutor or supervisor to sign the form.
- Get an ILL voucher from your school/department or pay for each request.

Staff and research postgraduates

Make inter-library loan requests online. Please check the ILL webpage for more details: www.reading.ac.uk/library/inter-library-loans

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

Visiting other libraries

The SCONUL Access Scheme allows some University members to use or borrow from other university libraries. For more details see the Library website: www.reading.ac.uk/library/beyond-uor/other-libraries

PRINTING, SCANNING, PHOTOCOPYING

You will use your Campus Card to access ’Follow Me’ printing, photocopying and scanning.

Students: Recharge your account at a Top-Up Kiosk in the Library or online at www.reading.ac.uk/cardfinance

Staff: Your department will charge your card.

Copyright laws mean you may only photocopy 10% or one chapter of each book or journal issue for educational research or private study. For details see notices by the photocopiers.
SAFETY INFORMATION

Fire and evacuation
Make yourself familiar with the escape routes. If an emergency requires evacuation of the building, a voice alarm interspersed with a siren sounds and red strobe lights flash.
• Collect personal belongings from where you are working.
• Leave the building immediately by the nearest safe fire exit staircases at the edges of the building – avoid the central and lift lobby stairs.
• Go to the Library’s Assembly Point (under the overhang of the URS building).
• Await further instruction.

Disabled provision
If you are deaf or visually impaired you can collect a vibrating pager indicating alarms from Reception. If you cannot leave the building unaided in an emergency, please ask for a Personal Emergency Evacuation Plan from the Facilities Manager (see below).

If you discover a fire
Immediately sound the alarm by breaking the glass on a red fire alarm call-point found next to each final exit door and by stairwells. The alarm is linked to the University Emergency Control centre.

Trip hazards
Please avoid trip hazards to other users:
• Do not trail laptop cables across walkways.
• Do not leave bags and belongings in walkways.

First aid
If you or someone else becomes unwell, please inform a member of Library staff.

Further information
Contact:
Facilities Manager
Robin Hunter
0118 378 8775
| **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 the shelf location of a book or periodical; e.g. 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; i.e. 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. |
| **Di&L (Drop in and Learn)** | Flexible IT training sessions. |
| **Enterprise** | The Library’s computerised catalogue. |
| **Folio/Middle Folio/Large Folio** | Large size books and journals, shelved separately from ‘normal size’ items. |
| **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. Shelved separately from books. |
| **Periodical** | See Journal. |
| **PIN (personal identification number)** | Security code to use with your University Access Card to access some services. Also required to reset your password. |
| **Plug-in points** | For connecting your personal laptop to the University Network using an Ethernet Card and cable (available in S@iL, Palmer (Do•cHeVita) and some teaching rooms on campus) – cable not supplied. |
| **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

<table>
<thead>
<tr>
<th>Service</th>
<th>Monday–Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>open from 08:30</td>
<td></td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>24 hours</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>open until 21:00</td>
<td></td>
</tr>
<tr>
<td><strong>Special Collections Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>09:00–17:00</td>
<td></td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>

| **IT Help Counter**            |               |                   |
| Monday–Friday                  | 08:00–18:00   |                  |
| Saturday & Sunday              | 11:00–17:00   |                  |

### Study Advice

<table>
<thead>
<tr>
<th>Service</th>
<th>Monday–Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics Support Centre</strong></td>
<td>12:00–18:00</td>
<td>12:00–16:00</td>
</tr>
</tbody>
</table>

| **Study Advice Information Desk** | Monday–Friday | 09:00–16:00 |

More detail, including vacation variations at: [www.reading.ac.uk/library/hours](http://www.reading.ac.uk/library/hours)
Comments
If you have any comments about the Library please fill in a comments form and put it in the box at the Reception Desk, or fill in the online form at www.reading.ac.uk/library/contact

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, Whiteknights
Web www.reading.ac.uk/library
Email library@reading.ac.uk
Twitter @UniRdg_Library
Facebook www.facebook.com/universityofreadinglibrary
Telephone 0118 378 8770
University of Reading Library
Whiteknights
PO Box 223
Reading RG6 6AE

Special Collections Services, Redlands Road
Web www.reading.ac.uk/special-collections
Email specialcollections@reading.ac.uk
Twitter @UniRdg_specColl
Telephone 0118 378 8660
University Museums and Special Collections Service
Redlands Road
Reading
Berkshire RG1 5EX
SUPERCHARGE YOUR LEARNING AND GO BEYOND GOOGLE

Our support for your studies goes way beyond physical books and great study spaces. Being part of the University means having access to a huge range of online resources that you can’t normally access for free.

Bibliographic databases | Full-text journals | E-books

Start HERE for online resources

www.reading.ac.uk/library