Making the most of
YOUR LIBRARY
2018/19

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 buildings to: borrow; enter buildings at certain times; pay fines; pay at Café Libro; 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. Details are emailed to line managers.

Please apply for a Staff Campus card at www.reading.ac.uk/campus-card. When you have this you can register with the Library to be able to use our services.
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, improving accessibility and environmental credentials. This complements the £4.4 million refurbishment of upper floors during 2013-2014.

Library services will remain fully operational to students throughout. We anticipate all works being complete in 2019. For the 2018/19 session, study space from the upper floors and Library services are relocated to Library@URS, next door to the Library. Some of the Ground and 1st floor refurbishment will be complete by September 2018. Some study spaces will be available in the Library too, though there will be some construction noise while the refurbishment continues. Books remain available in the Library.

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).

READING LISTS AT READING

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 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
Making the most of your library

YOUR UNIVERSITY LIBRARY

Library building
Building number 2 on all University maps.
- Books on upper floors
- Self-Service Points on Ground Floor
- Study spaces on Ground and 1st Floors

Library@URS
Building number 33 on all University maps.
- Study areas on 2nd Floor support the way you like to work (see page 10)
- PC facilities on the Ground Floor (see page 12)
- Experts to help you (see page 7 and 17)
- Course Collection

Right at the centre of our beautiful Whiteknights campus.
Making the most of your library

OUR UNIVERSITY

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

ONLINE BEYOND GOOGLE

See our website for:

• a vast range of paid-for online resources. Search via individual databases or the Summon search box.
  www.reading.ac.uk/library

• Interactive guides to selecting the best resources in your subject
  www.reading.ac.uk/library/subjects
THIS IS WHERE YOU LEARN TO LEARN
The Library is the base for a wide range of academic support to help you study better.

**Library skills teaching and subject support**

At the beginning of the Autumn Term we offer ‘Finding your way’ sessions – covering finding items on the shelves and an orientation tour – giving you a head start in using the Library. Find out more using #FYWTips

More Library teaching may be included as part of your degree course at appropriate times.

You can also contact your subject’s liaison librarian for individual help with finding and evaluating resources, using databases and advice on using the Library for your subject. 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 those provided by our specialist Maths Support team, see page 18.
BORROWING

How many items can I borrow?

- Undergraduate: 15
- Taught Postgraduate: 20
- Research Postgraduate/Staff: 25
- Institute of Education students: 20

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

E S
Get together with your classmates to discuss projects.

GROUP STUDY

Looking for somewhere less busy? Work here.

QUIET INDIVIDUAL STUDY

Where no talking is allowed!

SILENT STUDY
STUDY YOUR WAY IN YOUR LIBRARY

FIND STUDY SPACE BEYOND THE LIBRARY

Besides the study spaces inside Library@URS and Library buildings, there are approximately 900 other spaces available for study across campus during Library refurbishment (subject to teaching timetabling and departmental use).

- Check the list of rooms within school/departments. (Look online or ask at Library@URS Reception or the Library Help Point)
- Search the ‘Free Room Finder’, by campus area, for rooms not timetabled day by day.
- Check PC labs (including 24-hour labs: Agriculture GL20; Meteorology GL68; Palmer G09)
- RUSU’s The Study, next to the Union buildings or The Study@TOB2 at Earley Gate.
- Students as well as staff can also book rooms through the University’s Central Room Booking service.

For online links, see the ‘FIND STUDY SPACE BEYOND THE LIBRARY’ box on our Library Refurbishment Project webpage: www.reading.ac.uk/library/refurb or student.reading.ac.uk/essentials/_study/study-space.aspx
NOW YOU’RE CONNECTED
PRINTING COPYING AND SCANNING

Use your Campus Card to access printing, photocopying and scanning from devices in Library@URS and the Library.

IT’S ALL ON THE LIBRARY@URS GROUND FLOOR, G25!

IT resources here are designed to give you flexible access to electronic learning resources and information technology.

- Trained IT staff on hand during the day
- 145 networked PCs, printers and scanners
- Wireless access everywhere
- Equipment loan service for borrowing projectors, cameras, tripods, audio recording kit and conference phones
- Assistive technology PC
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](http://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 Library buildings.
- Return items promptly in both Library buildings – 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 Library buildings. You may only eat in Café Libro. You may not smoke 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 Rules for the Use of University Computers and the Data Network. The full set is at [www.reading.ac.uk/its/aup](http://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](http://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 to borrow on the Library Ground Floor or Library@URS Course Collection.

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 Library building 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 Course Collection 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 in Library@URS. 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, Ask Library staff for help or 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.

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
Library@URS Information Desk:
G25, 0118 378 8770

Subject enquiries
Library building Information Desks:
2nd Floor 0118 378 8779; 3rd Floor 0118 378 8780

Your liaison librarian can also offer subject-specific advice: contact details at 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 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 IT Service Desk on the Ground Floor of the URS building.

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 concerns about using the Library, please feel free to contact Matthew to discuss them.

Disability Co-ordinator
Matthew Holtby
0118 378 7142
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 academic or course tutors. For the 2018/19 session they are in Library@URS.

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 Maths Support team 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 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 term time and 1.00 pm–3.00 pm during vacations..

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

The Maths Support team 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.

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.

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 of Library@URS.

You can borrow most items, but a few can only be used in Course Collection study areas.

The number of items you can borrow, and their loan period, is limited but you can 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

Make inter-library loan requests online:

- taught students – up to five requests per year
- staff and research postgraduates – up to 50 requests per year.

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 tills around campus or online at www.reading.ac.uk/cardfinance

Staff: Your 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.
SAFETY INFORMATION

Fire and evacuation
Make yourself familiar with the escape routes. If an emergency requires evacuation of the building, an alarm sounds.

• Take personal valuables with you.

• Leave the building immediately by the nearest safe fire exit staircases. In the Library@URS, exit by the nearest staircase. In the Library building, exit by staircases at the edges of the building – avoid the central and lift lobby stairs.

• Library building users should go to the assembly point under the overhang of Library@URS. Library@URS users should assemble on the grass away from the building.

• Await further instruction.

Disabled provision
If you are deaf or visually impaired you can collect a vibrating pager indicating alarms from the Library Help Point. (This provision is not currently available in Library@URS). 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 causing trip hazards for 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. If you cannot find a member of Library staff, call Security on 0118 378 6300 and explain the situation. If a situation is life threatening or serious, phone for an ambulance.

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 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. Shelved separately from books.

**Periodical** See Journal.

**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

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Library@URS</strong></td>
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<tr>
<td>Monday–Friday</td>
<td>24 hours</td>
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<tr>
<td>Saturday</td>
<td>open until 21:00</td>
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<tr>
<td>Sunday</td>
<td>open from 08:30</td>
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<tr>
<td><strong>IT Service Desk</strong></td>
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<tr>
<td>Monday–Friday</td>
<td>08:00–18:00</td>
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<tr>
<td>Saturday and Sunday</td>
<td>11:00–17:00</td>
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<tr>
<td><strong>Study Advice</strong></td>
<td></td>
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<td><strong>Maths Support</strong></td>
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<tr>
<td>Monday–Thursday</td>
<td>12:00–18:00</td>
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<tr>
<td>Friday</td>
<td>12:00–16:00</td>
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<tr>
<td><strong>Study Advice Information Desk</strong></td>
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<tr>
<td>Monday–Friday</td>
<td>09:00–16:00</td>
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<tr>
<td><strong>University Library</strong></td>
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<tr>
<td>Monday–Sunday</td>
<td>09:00–22:00</td>
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<tr>
<td><strong>Special Collections Services</strong></td>
<td></td>
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<tr>
<td>Monday–Friday</td>
<td>09:00–17:00</td>
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<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Last Thursday of month</td>
<td>open to 21:00</td>
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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 complete a comments form from Library@URS Reception or the Library Help Point, 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
www.reading.ac.uk/library
library@reading.ac.uk
@UniRdg_Library
universityofreadinglibrary
/unirdg_library
Telephone 0118 378 8770
University of Reading Library
Whiteknights
PO Box 223
Reading RG6 6AE

Special Collections Services,
Redlands Road
www.reading.ac.uk/special-collections
specialcollections@reading.ac.uk
@UniRdg_specColl
/unirdg_collections
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