



University Library – a Quick Guide

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QG GEN016 [www.abdn.ac.uk/library/documents/guides/gen/qggen016.pdf]

Access:	You will need your ID card to pass through the Access Gates to get to Floors 1-7. Always keep your ID card with you. Facilities on the Ground Floor are open to all.
Borrowing:	There are two Self-Service Kiosks in Heavy Demand and one on each of Floors 3-7. These allow you to borrow books and other items. Follow the on-screen instructions. You will need your ID card to borrow.
Co-Labs:	On Floors 3-6 these collaborative working spaces allow groups of between 5 and 7 students to work together using a PC, plasma screen, and headphones. Groups of 3 or more have priority over smaller groups.
Eating/Drinking:	The Cafe is on the Ground Floor, as are two vending machines. Bottled water only (no food) is allowed beyond the Access Gates. Each floor has a water fountain.
Flexible Learning Area:	On Floor 7, this is an open space with wireless access for personal laptops, plasma screens, study tables and seating, that students can adapt to their own needs and purposes – for group work, for example.
Group Study:	Equipped with PC and plasma screens, these two bookable Group Study Rooms on Floor 7 are for groups of up to 8 to work together – on projects, presentations etc.
Help:	Please ask for help if you need it. There are many areas where library staff are available to help you such as: <ul style="list-style-type: none"> • Welcome Desk (Ground Floor): for general and directional enquiries • Information Centre (Floor 1): for help on borrowing, library services, problems with your ID card, and IT-related queries • Information Points (Floors 3-6): for help with subject related topics including sources/databases to support assignments and projects, and queries related to journals (Floor 2)
MFDs:	Multi-Functional Devices allow you to print out; or to photocopy or scan from books, journals etc. MFDs are located in Heavy Demand on Floor 1 and on Floors 2-7. You will need your ID card, and credit on your print budget, to use these.
Mobile Phones:	You can use your mobile phone on the stairwells. Please set to silent or vibrate mode everywhere else – do not start, or take calls, on the floors at all.
Opening Hours:	<u>Term-time:</u> Mon-Thurs. 08:00-22:00; Fri. 08:00-20:00; Sat. 09:00-22:00; Sun. 11:00-22:00 <u>Vacation:</u> Mon-Fri: 09:00-17:00; Sat. 09:00-13:00; Sun. CLOSED
PCs:	There are PCs on all floors for using MS Office, email, the Internet, databases etc.
PIN:	You will receive a default Personal Identification Number by email, with guidance on how to change the default PIN. You will need your PIN to use some services (e.g. borrowing books). Information Centre staff (floor 1) can help you with this.
Short-Stay PCs:	If you just want to check email quickly or something similar – use the PCs in the Short-Stay PC Area against the south Gallery wall on the Ground Floor.
Study Places:	A variety of study places are available to suit all preferences: these include soft seating areas (Floors 1, 3-6), Silent Reading Rooms (Floors 1, 3-6); and quiet study areas.

Floor Directory

Subject	Floor	Services and Facilities	Floor
Accounting	5	Accessible Toilets	All Floors
Agriculture	5	Assistive Technology Booths	1, 4
Anthropology	6	Break Out Room	7
Archaeology	3	Cafe	G
Art History	4	Co-Labs	3 - 6
Biological Sciences	5	Current Newspaper Area	1
Biomedical Sciences	5	Disabled Reader Carrels	2 - 3, 5 - 6
Business & Management	5	Events Area	G
Classics	4	Exit	G
Chemistry	5	First Aid Room	1
Computer Science	7	Flexible Learning Area	7
Criminology	6	Gallery	G
Economics/Finance	6	Glucksman Conservation Centre	LG
Education	6	Group Study Rooms 1 and 2	7
Engineering	5	Heavy Demand Collection	1
English	4	Information Centre	1
Film Studies	4	Information Points	LG, 2 - 6
Geography (human)	6	Meeting Rooms 1 to 3	7
Geography (physical)	5	MFDs (Print/Photocopy/Scan)	1 - 7
Geology	5	Microform Room	1
History	3	Multimedia Room	1
History & Philosophy of Science	5	Music Resource Room	1
Journals (Print)	2	PC Classrooms 1 to 3	2
Languages (Modern)	4	Print Journals	2
Linguistics	5	Print Shop	G
Literature	4	Returns Room	G
Mathematics	5	Self-Service Kiosks	1, 3 - 7
Music	4	Seminar Room	2
Philosophy	7	Short Stay PC Area	G
Plant Science	5	Silent Study Rooms	1, 3 - 6
Politics & International Relations	6	Special Collections Centre	LG
Psychology	7	Teaching Resources Collection (TRC)	6
Religion	7	Toilets	All Floors
Social Sciences	6	Water Fountains	All Floors
Zoology	5	Welcome Desk	G

Food and hot and cold drinks can be consumed in the Cafe on the Ground Floor
 Bottled water only can be consumed beyond the Access Gates
 The stairwells are the only areas designated for mobile phone conversations