Hello, my name is Claire.

Welcome to the Medical Library.

In this podcast, you will learn how the Medical Library works.

The Medical Library can be found in the Polwarth Building which is based at the Foresterhill campus.

The Medical Library entrance is located on the first floor of the Polwarth building.

The opening hours are Monday to Thursday 9a.m-10p.m, Friday 9a.m-8p.m, Saturday 9a.m-10p.m and Sunday 1p.m-10p.m.

The Medical Library staff team is based at the Issue Desk on the first floor, so don’t hesitate to go to the Issue Desk if you need help.

At the Medical Library, you can find:

- Friendly librarians
- Medical Books and Journals
- Online books and journals
- Computer Rooms
- Quiet and Silent study spaces
- Project rooms for Group study
- An assistive technology booth
- & MFDs

Now we will explore what each floor of the library has to offer.

As you enter the library, the first thing you can see is the Issue Desk. You can borrow and return your library books at the Issue Desk. If the library is closed when you want to return your books, you can post them in the red box just outside the library doors, and librarians will collect them when the library opens again.

The Issue Desk is also where you can top-up your printing budget, pay your library fines, organise project-room bookings, collect books which are on hold for you and hand-in your inter-library loan forms.

To borrow items from the library, you will need your Student ID card.

You may borrow up to 20 items at a time.

Our books have different loan periods. You can borrow books and journals for 24 hours, 3 Days, 4 weeks, or sometimes until the end of the academic year, depending on the colour of the tape stuck to the spine of the book.

Fines are charged for late returns, so remember to renew your items. You can renew your books and journals online or over the phone or in person at the Medical Library Issue Desk. All library books and journals can be recalled by other users, so you may be asked by email to bring your books back sooner than the original date. Remember to check your student email regularly!

Books which are marked with blue tape belong the Heavy Demand section. Heavy Demand books must be returned to the library by 10.30 am the next morning.

The Heavy Demand section is located to the right of the Issue Desk. In the Heavy Demand section, you can find Heavy Demand books, Reference Books such as dictionaries and encyclopaedias, and examples of MSc Theses and Elective reports.
The soft seating in the Heavy Demand section is the only area in the library where you may eat cold food and drink hot beverages.

To the left of the Issue Desk, you will find our Enquiry Desk. You can come to the Enquiry desk for individual help with your subject queries including help with any aspects of literature searching and referencing. This is a drop-in service, so you do not have to make an appointment, just come along anytime you need help from Monday to Friday, between 9.00 am and 4.30pm.

Other things you can find on the First Floor of the Medical Library include a project room, which you can book for group study or rehearsing oral presentations; an Assistive Technology booth which you can use if you are registered with the University’s learning disability Unit; 2 OPACS, which are computers dedicated for catalogue searching; 2 normal computers, library guides and factsheets, and an MFD.

An MFD is a Multi-Functional-Device. This means it is a machine which allows you to print, scan and photocopy. You need to scan your student card or type-in your computer username and password to login and retrieve your printing or proceed to scanning and photocopying. There is an option to email documents you scan, to your university email address. If you need help using the MFD, or if there is a problem with it; for example it has run out of paper or needs new toner, come and ask for help at the Issue Desk.

To top-up your print-budget for printing and photocopying, you need to fill in a form at the Issue Desk and pay in a minimum of £5.00 in cash, or you can top-up online by card via the Print Manager Icon on your student desktop.

So, to recap, on the First floor of the Medical Library, you can find:

The Issue Desk, The Heavy Demand Section, The Enquiry Desk, a project room, the assistive technology booth, an MFD, 2 PCs, and 2 OPACS. This is the only floor where you can eat food and drink.

Now let’s go upstairs. No food or drink is allowed beyond these double doors, only bottled water can be consumed on the floors. Also, we ask that you put your mobile phone on silent or switch it off while you are in the library.

On the Second Floor of the Library, you will find Journals from 1995 onwards, in alphabetical order. For help finding journals, you can ask the librarians at the Issue Desk, and you can listen to our podcast on how to find journals.

There are also PCs, study spaces and an MFD on the second floor.

We operate different noise tolerance zones throughout the library, and the Second Floor is a Quiet zone, so short quiet conversations are acceptable on this floor.

On the Third Floor of the library, you will find most of the library books, study spaces, a computer classroom and extra PCs towards the back. For help on how to find books, you can ask the librarians at the Issue Desk, and you can listen to our podcast on how to find books.

Third floor is a completely silent zone, so no conversations are allowed here, it’s silent study only!

Our last floor is the Ground Floor, downstairs. Journals which are dated before 1995 and older books can be found here. It is OK to talk normally and do group work on the Ground Floor.

Remember, lots of reading material is available online via the catalogue or by searching our databases, so don’t hesitate to get in touch if you need help finding our online resources!
Finally, we also have library guides and factsheets to help you navigate the library.

Thanks for listening to this snapshot of what we have to offer and we look forward to seeing you in the Medical Library soon.

For more information please visit our website at www.abdn.ac.uk/library/med.