

## **Script for Library Tour: Subject Floor - Floor Layout and Borrowing**

### **Introduction**

Welcome to Floor 6 of The Sir Duncan Rice Library. This presentation is part of a virtual Tour of the Library, and this section will give you an idea of the layout of the Subject Floors & also provide more information on borrowing from our collections.

### **Floors & Subject Directory**

Our Library Collection is arranged according to **Dewey Decimal Classification (DDC)**, a numerical system running from **000-999**. This system starts on Floor 7 and ends on Floor 3, and you'll find the following subjects on each Floor:

- Floor 7: Information Science, Psychology, Philosophy and Religion **(000-299)**
- Floor 6: Social Sciences and Education **(300-399)**
- Floor 5: Ancient & Modern Languages, Science and Engineering **(400-699)**
- Floor 4: Music, Art & Visual Culture and Literature **(700-899)**
- Floor 3: Geography and History **(900-999)**

### **Building Orientation**

As you move around the building, you'll notice the number signs on both the North and South stairwells. Alongside those are the Floor Directories, as shown in the photos on Slide 3. These give you information of the services and resources that are available on each Floor, and guidance on which Floor holds books on specific subjects.

Please speak to a member of the Sir Duncan Rice Library staff if you need help.

### **Shelfmarks & Locating Books**

- Each book has a unique shelfmark under the DDC system (e.g: 511.234 BUR.) This is displayed on the spine of every book.
- The record on Primo shows the Floor location and this shelfmark.
- The Library bookcases have signs on either end showing which books they hold.
- Find the right shelf, and once you have matched the numbers of the shelfmark, find the corresponding letters as well to locate the book.
- Search along the shelves from the left to the right, as indicated by the arrows shown on Slide 7 of this presentation.
- If you have any difficulties, please do ask a member of staff for help.

### **Map of the Floor**

The sequence of books on each floor begins in the north-east corner, near the offices and the sea view. From the image you will see a short Reference Section for that floor, indicated by the prefix 'Ref' before the shelfmark. After this, the books which can be borrowed begin, marked as "1st Book here", and they're displayed in alphabetical and numerical order by

shelfmark in each bay: starting with the book in the top-left corner and working your way along the shelves until the last book at the bottom right, as indicated in the slides. The number sequence works its way to the end of the first bank of shelves, after which it returns to the start of the next bank of shelves on the north side, then again moving to the end of that set of shelves, repeating until you reach the south-west corner of the floor. The numbering follows this pattern, moving from the start to the end of each bank of shelves before moving across the floor to the west. You will see “Last book here” marked on the image, which is where the final book on that floor is shelved-which are our Folios, or oversized books for that floor. If you have any problems navigating the shelves and finding materials please do speak with a member of staff who will be happy to help you.

### **Borrowing Books**

When you are borrowing books from the library, please be aware of our different loan periods, signified by a band of coloured tape around the spines:

- 3-day loan (yellow tape): Initially you can borrow these items for three days. They'll renew automatically up to 9 times if no one has recalled the item from you, and you must return them within 3 days if this happens.
- 4-week loan (white tape): You can borrow these items for 4 weeks, and if recalled there is a 5-day window for returns. Like 3-day loans, they will automatically renew if they are not requested, and similar rules apply if this happens: you'll have 5 days to return the book.
- Long loan (no tape): These loans run across the academic year, so are due to be returned by the end of the Summer term.
- All books are subject to recall (i.e. if another reader requests it you will receive an email telling you the new due date and asking you to return it). Please remember to check your University email account regularly as this is where all Library notices are sent.
- More information on using Primo can be found in the [Quick Guide](#) or the [Library Guides](#).

### **Self-Service Machines & PIN Numbers**

Books can be issued using the **Self-Service Machines**. These are on the Ground Floor and the 1<sup>st</sup>, 4<sup>th</sup> and 6<sup>th</sup> Floors, next to the Multi-Function Devices. They're operated using your University ID card and a 4-digit PIN number of your choice. You'll receive a library email to set up your PIN when you register as a student. You can also scan the QR Code displayed on the machine, and follow the guide to register and activate your PIN. Once you have logged into the Self-Service Machine, follow the instructions on-screen to issue your books.

Once you have finished, you will have the option to print a receipt of your loans, or you can simply access the information online via Primo. If you have any problems with using the

machines, please do ask Library staff for help at the **Offices** on Floors 4-6, or come to the **Information Centre** on Floor 1.

### **Borrowing Rules, Fines and Regulations**

There are limits on the number of books that you can borrow at any one time. They are as follows:

- Undergraduate Students: 20 books
- Taught Postgraduate Students: 20 books
- Research Postgraduates: 40 books

More information on this topic can be found on the [Library website](#).