

Script for Library Tour - Floors 1&2

Information Centre

As you walk onto the first floor of the library you will see the Information Centre. This is where staff can help you with any questions regarding borrowing and returning books, inter-library loans, your library record or any other basic enquiries you may have.

There will also be a Subject and Enquiries desk within the Information Centre at set times Monday-Friday for help with using Primo, searching for books, accessing electronic resources and databases, referencing, Copyright and subject-related queries.

Heavy Demand

Just to the right of the information centre is the Heavy Demand section which holds our core texts with the shortest loan time. The Heavy Demand section also houses the majority of the Library's DVD collection. Also in this area is a self-issue machine, some study spaces and a colour printer. Heavy Demand books are short loans, only available to loan until 10:30am the next day. You can borrow a maximum of 2 Heavy Demand books at a time.

Like the rest of the library, the books are arranged by the Dewey Decimal Classification system. Please see our presentation on the subject floor layout for a description on how this works.

There are security gates just at the doorway to Heavy Demand, this just makes sure that books are borrowed before leaving the area. This can be done at the self-issue machine. Walking through the gates without borrowing will trigger the security gates to alarm and red lights will flash for a few seconds. There are study desks in the Heavy Demand area that you can use to consult texts without having to borrow them. Please speak to a member of staff at the Information Centre if you need help with anything in Heavy Demand.

Non-Heavy Demand books that you have requested or recalled can be collected from the Holds Shelf in the Heavy Demand area. These are kept on the first row of shelves and are in alphabetical order by surname. You will receive an email when these are ready for collection.

Rest of the Floor

The rest of the floor is made up with PC and study desks for you to use. You can also find the **Music Resource Room** towards the back of the first floor. We also have two bookable **Assistive Technology Booths** for registered users on **Floor 1**, with another two up on **Floor 4**. These can be found just across from the Self-Service machines. Further information on the Assistive Technology Booths is available from the IT Services webpage, as is online support for any technical issues.

Group Study Areas

There are bookable group study pods available on the first floor which can be booked via the student hub. These are within a room at the back right of the floor. Other bookable spaces on Floor 1, Rooms 111 and 112, and Group Study Rooms on Floor 7 are still managed by Information Centre Staff. These can be booked either in person, or by emailing groupstudyrooms@abdn.ac.uk.

Floor 2

We have recently refurbished this floor, which historically held our print journal collections. This was done in response to surveys and focus groups with the student community, and we now have a range of high quality group study spaces available for collaborative work, meeting a growth in demand and to reduce the need for group conversations to happen close to those trying to study quietly.

We also intend to use this floor to display themed collections and to promote the University's services and events. If you have any comments or ideas about the use of the space, please drop them in the comments box on the floor, or contact us on library@abdn.ac.uk.

Our collection of print journals are being relocated to our remote store in Inverurie. It will still be possible to use the journals by [requesting them via Primo](#) and having them delivered to any of our three libraries. Such a request will bring titles back within 24 hours, Mon-Fri. The microfilm collection and microfilm reader on this floor has also been moved. The microfilm is now in the remote store, accompanied by the same request and delivery service, and the reader is available at the Taylor Law Library.

Also on Floor 2 are our 3 PC Classrooms, which are available for you to study in whenever they are not being used for Library teaching or events.