



Welcome to the Library Service

Eleni Borompoka, September 2021

QG GEN001 [www.abdn.ac.uk/library/documents/guides/qggen001.pdf]

Contact details	
General enquiries	library@abdn.ac.uk tel: +44 (0)1224 27-3330
Library home page	www.abdn.ac.uk/library/
Library contacts for different services	http://bit.ly/AbdnLibraryContacts

Libraries and opening hours

There are three library buildings at the University of Aberdeen:

The Sir Duncan Rice Library (TSDRL) – main site
Bedford Road, Aberdeen (T: +44 (0)1224-273330)

Medical Library

Foresterhill Campus (T: +44 (0)1224-437870)

Taylor Library

(Law & European Documentation Centre)
Dunbar Street, Aberdeen (T: +44(0)1224-272601)

Special Collections Centre

In addition to these we have the Special Collections Centre, located in The Sir Duncan Rice Library, home to the University's historic collections of books, manuscripts, archives and photographs. Lower Ground Floor of The Sir Duncan Rice Library (T: +44(0)1224-272598)

Opening hours over the academic year vary between libraries so, for the most up-to-date information, please refer to our [Library Opening Hours webpage](#).

Please note: The Medical Library is open term-time hours all year round (with some variations around Christmas and New Year).

Access

The Library welcomes not only members of the University to our libraries, but also visitors from other educational institutions, businesses and the general public.

Members of the University

Registered users must carry a valid University ID card to use as a form of identification, for borrowing materials, and for accessing services and facilities. Your ID card is not transferable.

Security systems at The Sir Duncan Rice Library and Taylor Library require you to have a valid University ID card to gain entry.

External members of the Library

External members with borrowing rights should use their Library membership card to gain access to services and facilities. (For information on external memberships, see section: 'Membership' on page 4 of this guide.)

Visitors from other educational institutions, business users and the general public

For access to The Sir Duncan Rice Library and Taylor Library, a day **Access Pass** will be issued to all *bona fide* applicants showing suitable proof of identity. See [our website](#) for further details. You will be offered an extended Access Pass if you wish to consult on a regular basis and you will be offered **External Membership** if you wish to borrow. **Note:** please check our [Covid updates page](#) for the latest information on the service.

Accessing other libraries

The University is a member of the **SCONUL Access** scheme which grants borrowing privileges to many types of library users working or studying at participating HE libraries in the United Kingdom and Ireland. More information on our [SCONUL webpages](#). **Note:** please check our [Covid updates page](#) for the latest information on the service.

Borrowing

In The Sir Duncan Rice Library, use the Self-Service Kiosk located on the Ground Floor and Floors 1, 4 and 6. For site libraries, apart from the self-issue machine in the Heavy Demand section in Taylor Library, take the items you wish to borrow to the Issue Desk together with your ID Card (Library Card). You will be unable to borrow without a valid card.

How many loans?

Undergraduates + Taught Postgraduates	20
Research Postgraduates	30
Staff	50
External Readers / NHS Grampian Staff	10
SCONUL	5
Heavy Demand Collections	2

How long?

Long Loan - Valid until the end of the Summer term, unless recalled.

4-Week Loan – Valid for four weeks, items are renewable up to 9 times if not requested by another reader. Identified by a white band on the spine.

6-Week Loan - Teaching Resource Collection Kits - no recalls allowed for TRC kits.

3-Day Loan - Has a yellow band on the spine. Return within 3 days, including weekends. Items are automatically renewed up to 9 times unless requested by another reader.

24-Hour Restricted Loan - Return within 24 hours from the time of issue, including weekends.

Heavy Demand - From Monday to Thursday the loan period is 1 day; loans are due back by 10:30am the next day. Books can be borrowed at any time of the day provided that they are back by 10:3 the next morning.

For The Sir Duncan Rice Library, Medical and Taylor Libraries - Heavy Demand items borrowed on a Friday or over the weekend are due back by 10:30am on Monday. Please return HD items to the site they were borrowed from.

Requests

Log in and search Primo, then use the **Request** link on the **Availability** tab if you want to:

- request material currently out on loan
- ask for an item in a closed access store or at a library on a different UoA campus
- book Heavy Demand material in advance

For standard loans, a message is sent to your **University e-mail address** when the item is available. Please check your e-mail inbox regularly for 'collect' messages and requests for return of items you have out on loan.

Returning loans

The Sir Duncan Rice Library: use the **Returns facility** located on the Ground Floor.

Site libraries: During opening hours please return material to a member of staff at the Issue Desk.

Wait until each item is discharged. Items still issued to your Library card remain your responsibility.

Heavy Demand material **must** be returned to the site where you borrowed it (other types of material can be returned to any University of Aberdeen Library site). Secure boxes are placed outside the doors of Taylor and Medical Libraries for anyone wishing to return Heavy Demand loans before opening time.

The Sir Duncan Rice Library **Heavy Demand books** can be placed in the external slot to the Returns facility.

Your ID card is also your borrowing card

Please do not return Heavy Demand books from other sites to TSDRL.

Requests for return of items on loan to you will be sent to your University e-mail address. If you have books out on loan remember to check your e-mail inbox at regular intervals for messages from the Library.

Please return items requested from you by the date given; someone else is waiting for them. All loans (with the exception of TRC kits) are subject to recall at any time, including vacations.

Fines are charged for late returns of all loans

Finding what you want

Primo

Primo is an online resource discovery tool that searches across all our resources at once. You can find printed resources as well as e-journals and e-books from our databases, museum objects, and material from our special collections and archives. Primo is available to search from our [Library home page](#).

Library regulations

The Library Regulations, displayed in all libraries, are designed to provide a pleasant and peaceful working environment for everyone. It is a condition of Library membership that you read and follow them. They can be [found online](#).

Change of address/loss of card

Please notify the library at once if you change your address (home or term) or lose your ID card.

One library on three sites

The Sir Duncan Rice Library and Special Collections Centre

Lower Ground Floor

Special Collections Centre and Glucksman Conservation Centre. North-east material, special printed books, manuscripts and archives.

Ground Floor

Welcome Desk; Hardback Cafe; Gallery; Returns; Events Area; Short-Stay PCs; Public Access PC; Self-service machine; Toilets.

Floor 1

Assistive Technology Booths; First Aid Room; Heavy Demand Collection; Information Centre; IT Service Desk; ILL Service; Maps; MFDs (photocopies, scans, prints); Music Room; Newspapers; PCs and Macs, 2 bookable rooms; bookable study pods, Self-service machine, Toilets.

Floor 2

All Print Journals; PC Classrooms; Seminar Room; Information Point; Microform Materials and Microfilm/fiche Reader; MFDs; Toilets.

Floor 3

900 - 999 Archaeology; History; Travel Geography; Co-Labs; MFD; Information Point; 2 Silent Study Rooms; Toilets.

Floor 4

700 - 899 Literature; Classics; History of Art and Architecture; Film; Theatre; Music books. Assistive Technology Booths; Co-Labs; MFD; Multimedia PC; Information Point; 2 Silent Study Rooms; Self-service machine; Toilets.

Floor 5

400-699 Language & Linguistics; Biological & Physical Sciences; Maths; Engineering; Business. Co-Labs; MFD; Multimedia PCs; Information Point; Silent Study Rooms; Toilets.

Floor 6

300 - 399 Education; Human Geography; Politics; International Relations; Sociology; Economics; Teaching Resource Collection; MFD; Information Point; Co-Labs; 1 Silent Study Room; Self-service machine; Toilets.

Floor 7

000 - 299 Computing Science; Psychology; Philosophy; Divinity and Religion. Management Offices; Meeting Rooms; Break Out Room; Flexible Learning Area; Group Study Rooms.

Taylor Law Library and European Documentation Centre (EDC)

Taylor Building, Old Aberdeen
(tel: +44 (0)1224-272601)

Law; UK Official Publications; OECD and UN publications; European Space Agency publications; EDC. MFDs; 2 bookable Project Rooms (enquire at Issue Desk).

Medical Library

Foresterhill (tel: +44 (0)1224-437870)

Medical Library covers Anatomy, Biochemistry, Clinical Medicine, Molecular and Cell Biology, Pharmacology, Physiology, Community Based Medicine, Dentistry & Nutrition.

MFDs (photocopying, scanning, printing).

See our [A campus map](#) showing the locations of our libraries and museums.

The Library on the web

Need help to find information for your assignment? Then visit our **Information Skills** wiki at <http://finditfastlibraryworkshops.pbworks.com>.

Look out for **QR codes** – introduced into our libraries for use with your smart phone or tablet. There's a QR code on the front of this guide. Use a barcode reader on your phone to link to information online about library resources, services and information guides. Find out more in Library Guide [Library on your Smart Phone](#).

Workshops

If you want to learn how to use our electronic databases, search Primo or use RefWorks why don't you come along to one of our library skills workshops? **Note:** please check our [Covid updates page](#) for the latest information on the service.

Research postgraduates:

Book free information skills workshops offered as part of the **Researcher Development Programme** via the [Coursebooking web page](#).

Undergraduates

and Taught Postgraduates:

Free workshops can be booked online via the [Coursebooking web page](#). Our *Find it Fast!* workshops for UGs and PGTs last for 1 hour and are held mostly between 12 noon and 2pm at key times throughout the academic year. They take place in the PC classrooms on Floor 2 of The Sir Duncan Rice Library.

Small group training: If you can organise a minimum of 6 students we will endeavour to run a tailored workshop at a time to suit.

Please contact Susan McCourt (s.mccourt@abdn.ac.uk) for more details.

RefWorks is an online reference management software that stores your references and automatically formats bibliographies in a specific citation style for an assignment, paper or thesis.

For more information see our [Library Guide to Legacy RefWorks](#)

Computing facilities

PCs are available in all site libraries. They are linked to the University network and provide access to the internet, e-mail and various software packages for **educational purposes**.

Please ask library staff for directions.

Wireless Campus

Wireless internet access is available for registered users from most University buildings, including the libraries and the **Hub**. From the wireless network you can:

- connect to the internet, your student/staff portal, course materials on MyAberdeen
- access the Library's electronic databases
- access your University e-mail account
- send a file to a classroom print station to print
- access your home file space using secure FTP

Refer to the ['Wireless' web page](#) for more details.

Photocopying

Photocopying is done on a **MFD** (Multi Functional Device). MFDs also scan and print documents. You must top up your print budget online in order to use this service. For more information see IT Service's [printing webpages](#).

Please abide by the Copyright Regulations displayed at MFDs

Membership

University of Aberdeen staff and students

All registered staff and students of the University of Aberdeen are entitled to free membership of the University libraries with the right to borrow material. Students are automatically made members when they register with the University.

Staff and Honorary Staff are normally registered automatically. If you have any queries, please contact Marion Blacklaw, the Circulation Services Manager. [m.blacklaw@abdn.ac.uk]

Retired Staff should consult Human Resources to determine their eligibility for Library membership. Temporary Services Staff who are not issued with an ID card but who have a contract with a University department should contact their department about a temporary Library membership.

Download the [Membership Proposal Form](#)

NHS Grampian Staff

NHS Grampian Staff are allowed free membership of the University Library. NHS Grampian staff can join in person at any site, although it is probably easiest to register at the Medical Library. To join, please bring your NHS ID card and a copy of your contract; registration can be completed immediately.

For further information please contact the Medical Library Issue Desk, tel. +44 (0)1224 437870 or see [our webpages](#).

University of Aberdeen graduates and others

AU graduates and **Friends of the Library** may become members on payment of a reduced fee. For further information contact the Information

Centre in The Sir Duncan Rice Library, tel. +44(0)1224-273330.

Members of the public – individuals

Individuals, other than registered staff and students of the University of Aberdeen, are currently allowed free access to the Library for personal reference and research. If you wish to visit The Sir Duncan Rice Library and Taylor Library you must provide proof of identity, including address, before an **Access Pass** is issued. Currently there is no requirement for an Access Pass in the Medical Library.

If you wish to borrow from our Library stock, you may do so by paying to become an external member. Please provide written identification including name and address, when taking out external membership.

For further information, visit:

www.abdn.ac.uk/library/using-libraries/accessing-our-libraries-145.php#ext-mem or contact the **Information Centre** on Floor 1 of The Sir Duncan Rice Library, tel. +44(0)1224-273330.

Corporate

Please call +44(0)1224-273824 for details

Information and Enquiries

[Information Consultants](#) based in our libraries help with specialist subject enquiries, and library staff are happy to answer your questions on library services and resources.

Visit our ['Support and Guidance' webpages](#) to learn how the Library can help.

Please do not hesitate to ask for help