Welcome to the Library Service
Ewan Grant and Eleni Borompoka, June 2019
QG GEN001  [www.abdn.ac.uk/library/documents/guides/qggen001.pdf]

Contact details
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General enquiries</td>
<td><a href="mailto:library@abdn.ac.uk">library@abdn.ac.uk</a> tel: +44 (0)1224-273330</td>
</tr>
<tr>
<td>Library home page</td>
<td><a href="http://www.abdn.ac.uk/library/">www.abdn.ac.uk/library/</a></td>
</tr>
<tr>
<td>Library contacts for different services</td>
<td><a href="http://bit.ly/AbdnLibraryContacts">http://bit.ly/AbdnLibraryContacts</a></td>
</tr>
</tbody>
</table>

Libraries and opening hours
There are three library buildings at the University of Aberdeen:

The Sir Duncan Rice Library (main branch)
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.

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.

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?
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates + Taught Postgraduates</td>
<td>20</td>
</tr>
<tr>
<td>Research Postgraduates</td>
<td>30</td>
</tr>
<tr>
<td>Staff</td>
<td>50</td>
</tr>
<tr>
<td>External Readers / NHS Grampian Staff</td>
<td>10</td>
</tr>
<tr>
<td>SCONUL</td>
<td>5</td>
</tr>
<tr>
<td>Heavy Demand Collections</td>
<td>2</td>
</tr>
</tbody>
</table>

Your ID card is also your borrowing card
Returns Room.

books

The Sir Duncan Rice Library

opening time.

wishing to return Heavy Demand before

doors of Tayl

Library site). Secure boxes are placed outside the

can be returned to any University of Aberdeen

site where you borrowed it (other types of material

Heavy Demand

to

material to a member of staff at the Issue Desk.

The

Returning loans

items you have out on loan

for 'collect' messages and requests for return of

available. Please check your e

University e

For standard loans, a message is sent to your

book Heavy Demand material in advance

library on a different UoA campus

ask for an item in a closed access store or at a

material to a member of staff at the Issue Desk.

Requests

Log in and search Primo, then use the Request link

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

Room 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 Room.

Please do not return Heavy Demand books from

other sites to the SDRL Returns Room.

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 books, 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

Room; Toilets; Events Area; Short-Stay PCs; Public

Access PC.

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; Toilets;

Newspapers; PCs and Macs, 2 bookable rooms;

bookable study pods.

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; Toilets.

Floor 5
400-699 Language & Linguistics; Biological & Physical Sciences; Maths; Sociology; Economics; Teaching Resource Collection; MFD; Information Point; Co-Labs; 1 Silent Study Room; 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; 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
Forasterhill (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 QG MOB001 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?

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 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