Welcome to the Library Service
Ewan Grant, July 2017
QG GEN001 [https://www.abdn.ac.uk/library/documents/guides/qggen001.pdf]

Contact details

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<th>Category</th>
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| 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 | www.abdn.ac.uk/library/support/contacts-106.php                        |
| Print Shop & thesis binding enquiries   | printshop@abdn.ac.uk
  tel: +44 (0)1224 27-2578                                                   |

Libraries and opening hours
There are 3 libraries at the University of Aberdeen:

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

Medical Library
Forsterhill Campus (T: +44 (0)1224-437870)

Taylor Library (Law & EDC)
Dunbar Street, Aberdeen (T: +44(0)1224-272601)

In addition to these we have the Special Collections Centre, home to the University's historic collections of books, manuscripts, archives and photographs.

Special Collections Centre
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.

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 Library Card if you wish to consult on a regular basis, and 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 most floors. 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.

Your ID card is also your borrowing card
How many loans?
Undergraduates + Taught Postgraduates 20
Research PGs 30
Staff 50
External Readers / NHS Grampian Staff 10
Heavy Demand Collections 2

How long?
Long Loan - Valid until the end of the Summer term, unless recalled.
4-Week Loan – Standard loan period, valid for four weeks. 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. Automatically renews if not requested (max. 9 times).
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 10.30am 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 ask at your particular site for variations.

Requests
Login 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 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 posted in the external slot to the Returns Room. Please do not return heavy demand books from other libraries to the 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.

The Library Catalogue (OPAC) is one of the sources searched by Primo. It lists items held in all libraries and shows their availability. Full details on how to use the OPAC are available in Library Guide QG CAT003 How Do I Use the Catalogue?

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; Print Shop; Gallery; Returns Room; Public PCs; 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); Multimedia Room; Music Room; Toilets; Newspapers; PCs and Macs.

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; Information Point; 2 Silent Study Rooms; Toilets.

Floor 5
400-699 Language & Linguistics; Biological & Physical Sciences; Maths; Engineering; Business.
Co-Labs; MFD; 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; Reader Carrel; 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)
Covers 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 QG MOB001 Library on your Smart Phone.

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.

Workshops
If you want to learn how to use our electronic databases, search the library catalogue or use RefWorks why don’t you come along to one of our library skills workshops? They are all free of charge.
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.

Workshops 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.
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 pay for this service. For more information see IT Service’s Printing webpages.
Please abide by the Copyright Regulations displayed at MFDs.

The Print Shop, located on the Ground Floor in The Sir Duncan Rice Library, offers same-day lamination, dissertation and thesis copying and binding; colour photocopying; photographic services; and sells gifts.
Contact tel. +44 (0)1224-272578.

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 should bring their ID card or proof of contract to a University library and registration can be done on the spot. You can borrow immediately.

Retired and honorary staff are also entitled to library membership.

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; 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 Library stock, you may do so through your local public library or by paying to become an external member. Please provide written identification, including name and address, when taking out external membership.

For further information contact the Information Centre in The Sir Duncan Rice Library, tel. +44(0)1224-273330.

Corporate

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

Further details of library membership, including joining fees, are available on our Library Membership web page.

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 webpages to learn how the Library can help.

Please do not hesitate to ask for help