



The Sir Duncan Rice Library - quick guide

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QG GEN016 [www.abdn.ac.uk/library/documents/guides/qggen016.pdf]

Please check our [Covid updates page](#) for the latest information on the Library service

Access	You will need your ID card to pass through the access gates to get to Floors 1-7. Always keep your ID card with you. Facilities on the Ground Floor are open to all.
Borrowing	There are two Self-service Kiosks in Heavy Demand, one on the Ground Floor and one on each of Floors 4 & 6. These allow you to borrow books and other items. Follow the on-screen instructions. You will need your ID card and a PIN number to borrow.
Co-labs	On Floors 3-6 these collaborative working spaces allow groups of between 3 and 7 students to work together using a PC, plasma screen and headphones. Groups of 3 or more have priority over smaller groups.
Eating/drinking	The Cafe is on the Ground Floor, as are three vending machines. Cold food and hot and cold drinks can be consumed beyond the Access Gates. Each floor has a water fountain.
Flexible Learning Area	This is an open space on Floor 7 with wireless access for personal laptops, plasma screens, study tables and seating, which students can adapt to their own needs and purposes - for group work, for example.
Group study	There are two bookable group study rooms on Floor 7, for groups of up to 8. They have PCs and plasma screens. There are also 6 bookable study booths on Floor 1, for up to 6 people. Some of these have plasma screens to which you can connect your laptop. There are two further study rooms on Floor 1. All bookable at Floor 1 Information Centre.
Help	Please ask for help if you need it. There are many areas where library staff are available to help you such as: <ul style="list-style-type: none"> • Welcome Desk (Ground Floor): for general and directional enquiries • Information Centre (Floor 1): for help on borrowing, library services, problems with your ID card, and IT-related queries • Information Points (Floors 3-6): for help with subject related topics including sources/databases to support assignments and projects and queries related to journals (Floor 2)
MFDs	Multi-functional devices allow you to print and photocopy or scan from books, journals etc. MFDs are located in Heavy Demand on Floor 1 and on Floors 2-7. You will need your ID card and credit on your print budget, to use these.
Mobile phones	You can use your mobile phone on the stairwells. Please set to silent or vibrate mode everywhere else - do not start, or take calls, on the floors at all.
Opening hours	For up-to-date information on Term, Exam and Vacation opening times please see our webpages .
PCs	There are PCs on all floors for using MS Office, email, the Internet, databases etc.
PIN	You will receive a default Personal Identification Number by email, with guidance on how to change the default PIN. You will need your PIN to use some services (e.g. borrowing books). Information Centre staff (Floor 1) can help you with this.
Short-stay PCs	If you just want to check email quickly or something similar - use the PCs in the short-stay PC area against the south Gallery wall on the Ground Floor.

Study places	A variety of study places are available to suit all preferences, including soft-seating areas, silent reading rooms and quiet study areas across all floors.
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Floor Directory			
Subject	Floor	Services and facilities	Floor
Accounting	5	Accessible toilets	All Floors
Agriculture	5	Assistive technology booths	1, 4
Anthropology	6	Break Out Room	7
Archaeology	3	Cafe	Ground Floor
Art History	4	Co-labs	3 - 6
Biological Sciences	5	Current newspaper area	1
Biomedical Sciences	5	Disabled reader carrels	2 - 3, 5 - 6
Business & Management	5	Events area	GF
Classics	4	Exit	GF
Chemistry	5	First Aid Room	1
Computer Science	7	Flexible learning area	7
Criminology	6	Gallery	GF
Economics/Finance	6	Glucksman Conservation Centre	Lower Ground
Education	6	Group study areas - bookable	1, 7
Engineering	5	Heavy Demand collection	1
English	4	Information Centre	1
Film Studies	4	Information points	LG, 2 - 6
Geography (human)	6	Meeting Rooms 1 to 3	7
Geography (physical)	5	MFDs (print/photocopy/scan)	1 - 7
Geology	5	Microform Materials	2
History	3	Multimedia PCs	4, 5
History & Philosophy of Science	5	Music Resource Room	1
Journals (Print)	2	PC classrooms 1 to 3	2
Languages (Modern)	4	Print journals	2
Linguistics	5	Returns room	GF
Literature	4	Self-service kiosks	1, 3 - 7
Mathematics	5	Seminar Room	2
Music	4	Short stay PC area	GF
Philosophy	7	Silent study rooms	1, 3 - 6
Plant Science	5	Special Collections Centre	LG
Politics & International Relations	6	Teaching Resources Collection (TRC)	6
Psychology	7	Toilets	All floors
Religion	7	Water fountains	All floors
Social Sciences	6	Welcome Desk	GF
Zoology	5		

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No hot food is permitted in the building. The stairwells are the only areas designated for mobile phone conversations.**