The Medical Library is situated in the Polwarth Building within the Medical School on the Foresterhill Campus. Subjects provided for include Anatomy, Biochemistry, Clinical Medicine, Community-Based Medicine, Dentistry, Molecular and Cell Biology, Nutrition, Pharmacology, Physiology and Sports Medicine.

This guide outlines the available library services. Staff at the issue desk and enquiry desk can assist you if you require information about services and can also assist with more detailed enquiries. Full details of all the services available from the Medical Library can be found on our web pages.

**Opening hours**

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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Mon-Thurs</td>
<td>09.00-22.00</td>
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<td>Fri</td>
<td>09.00-20.00</td>
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<td>Sat</td>
<td>09.00-22.00</td>
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<tr>
<td>Sun</td>
<td>13.00-22.00</td>
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Please note all services close 15 minutes earlier.

Variations during the Christmas period apply. Up-to-date opening hours can be found on our web pages.

University of Aberdeen welcomes library users from within the University and from other educational institutions as well as business users and the general public. Security systems are in place in all of our libraries to help ensure a safe and pleasant working environment for all visitors and staff and to help protect the library resources.

Individuals other than registered staff and students of the University of Aberdeen may access the library for personal reference and research. Further information for visitors is available on our website.

**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 Library with the right to borrow material. Students are automatically made members when they register with the University. Staff should bring their ID card to any University of Aberdeen Library site, registration can be completed on the spot. You may then borrow items immediately.

**NHS Grampian staff**

NHS Grampian staff are entitled to free membership of the University Library.

NHS Grampian staff can join in person at any site, although will probably find it more convenient 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. 01224-437870, or see www.abdn.ac.uk/library/using-libraries/for-nhs-staff-277.php.

**Members of the public – individuals**

If you wish to borrow 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 registering for external membership. Further details of library membership including registration fees are available on the library web pages.

**Library regulations**

The library regulations displayed in all the University 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. Library users should be aware that it is not permitted to consume food in certain zones or to make or receive mobile phone calls out with the designated areas.

**Services**

The issue desk provides the full range of standard library services including loans, returns, recalls, reservations, inter-branch requests and inter-library loans.

The enquiry desk is open between 9am - 4.30pm, Mon-Fri, termtime for help with databases, RefWorks and any library-related queries you may have. It is situated on Floor 1 next to the issue desk.

Students also benefit from being able to pay directly into their print budget credit system online using the e-pay PrintManage system or by paying in cash at the issue desk. Minimum payment is £5.

An internal telephone is available on the first floor.

**Printing, photocopying and scanning**

There are two A4 colour Multi-Function Devices (MFDs) in the library, situated on the second floor and top floor. There is 1 A3 colour MFD situated on the first floor. There are also two A3 monochrome MFDs on the ground floor. These devices may be used for printing, photocopying and scanning.
University staff and students must log in with their ID card or computer user name and password.

Members of the public wishing to photocopy may purchase a re-usable card from library service points. This card may only be used for photocopying.

Please abide by the copyright regulations which are displayed in the library.

Facilities for disabled users

Two PCs with enhanced software and height-adjustable tables are available on Floor 1. Priority access is given to disabled users.

An Assistive Technology Booth is available on the first floor. This single occupancy room is available for use by students with disabilities, specific learning difficulties or medical conditions. It provides a selection of assistive software and hardware that couldn’t be provided on the regular classroom computers. The booth has proximity card access for authorised users; online booking is available for the booth.

Study space

Study space is available on all four floors of the library but is concentrated on Floors 2 and 3. The library is zoned into Silent, Quiet and Unrestricted areas as follows:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Area</th>
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<tbody>
<tr>
<td>Ground Floor</td>
<td>Unrestricted area</td>
</tr>
<tr>
<td>Floor 1</td>
<td>Unrestricted area</td>
</tr>
<tr>
<td>Floor 2</td>
<td>Quiet study area</td>
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<tr>
<td>Floor 3</td>
<td>Silent study area</td>
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Details of what is permitted in each area are on display on the notice boards on each floor. There are two bookable project rooms in the library which provide extra study space when not booked. These rooms can be used for discussion groups, rehearsing presentations and coursework.

Project Room 1 is situated on the ground floor and has a whiteboard, data projection facilities and six networked PCs.

Project Room 2 is situated on Floor 1. This is a flexible learning space where students can work together or individually in a relaxed environment. This room is equipped with a networked PC, data projector and whiteboard. There are also sockets available for laptops.

A Viewing Room on Floor 3 is available for studying all forms of visual aid – video, DVD, microfilm/fiche, tape/slide, slides and X-rays.

Group bookings for the project rooms and the Viewing Room can be made at the Medical Library issue desk. If not booked the rooms may be used, for individual study.

Traditional resources

Top Floor

Books, folios, double folios and pamphlets from 1980 onwards are shelved on the third floor. Folios and pamphlets are identified in the catalogue by the prefix f (folio), ff (double folio) and p (pamphlet) and are shelved at the end of the classified book section. Folios are books that are too big for the normal library shelves so are located separately. They are arranged in the Dewey Decimal classified sequence used throughout the University Library sites.

Second Floor

Periodicals, bound and unbound, from 1995 onwards are shelved on the left-hand side of the second floor. Periodicals from the current year are shelved on the right-hand side in cupboards with recently received issues on display on shelves on the cupboard doors. Periodicals are shelved by title in alphabetical order. All medical periodicals have a shelfmark beginning Per 610.

First Floor

The first floor contains the Reference and Heavy Demand sections.

Ground Floor

The ground floor is fitted with electronic mobile shelving and houses all the older material, pre-1995 periodicals, books, pamphlets, and folios from 1920 to 1980 which may be borrowed, and pre-1920 books, pamphlets, folios and double folios which are reference only.

Please contact the library if you require access to the material on the ground floor.

Library Catalogue

The Library Catalogue includes all items held in all sites of the University Library and gives their location and status.

Primo will search both the catalogue and electronic resources available to Aberdeen University staff and students.

There are OPACS (Open Access Catalogue) on each floor in the Library.

The Library Catalogue and Primo can be accessed from any PC with an internet connection.

Electronic resources

The University presently subscribes to over 20,000 full-text electronic journals with more being added regularly. The library also subscribes to over 80,000 e-books with full-text via the web. Each e-book is also listed individually in our Library Catalogue along with a link with which to access it.

Medline, CINAHL, The Cochrane Library (evidence-based medicine), the National Research Register, WOK, BIOSIS and many other biological and scientific resources are also available.
To access these resources both on and off campus link through the Find Databases option on Primo.

The wider resources of the internet are also accessible via the PCs within the library.

Students can visit the MyMBChB website to access their latest lectures, personalised timetables, e-learning and a variety of other web-based services.

Access to electronic resources
Electronic resources can be accessed via any PC that can connect to the University Network; this can also be achieved from home. A guide to accessing electronic information from home is available in the Learners’ Toolkit Convenient links to essential information and software for remote-access users can also be found in the Learners’ Toolkit.

The Medical Library has three suites of computer workstations, one Assistive Technology Booth plus four open areas. On the ground floor there is a 20-seater classroom, on the third floor a 10-seater classroom, on the second floor a small computer room with 8 workstations and on the first floor the Assistive Technology Booth. The open areas are at the east end of the third floor (6 PCs), the east end of the second floor (12 PCs), the entrance area on Floor 1 (two PCs for disabled users) and in the ground floor project room (6 PCs).

Multi-Function Devices (MFDs) which can print, copy and scan are available on the ground floor, first floor, second floor and top floor.

Wireless internet access is available in the library using the Eduroam service. Eduroam provides University staff and students with authenticated access to Aberdeen’s network. Visitors from other participating institutions can also connect to the eduroam network when visiting Aberdeen by using credentials provided by their home institution.

Further information on configuring your laptop to use the service can be found in the Learners’ Toolkit.

Members of the public can connect using Aberdeen-city-connect. All you need is a Wi-Fi enabled laptop.

IT provision for NHS staff
Four networked PCs and a printer reserved for the use of NHS staff are located on the first floor opposite the issue desk. These PCs are connected to the NHS network.

Research rooms
Lockable research rooms are available for a three-month period to Postgraduate Research students and staff for research and writing-up. They are located on the third floor; there are four single rooms, two rooms with three spaces and one room with two spaces. Each research place is equipped with network computer access points.

Teaching
Information skills are particularly important in the field of medicine as they will be required throughout the working life of the doctor.

The library has developed an extensive programme for teaching library and information skills to all levels of user. All undergraduates in Medicine are timetabled for such instruction. The ground floor project room can be converted into a teaching room seating up to 60 students. It is equipped with computer and projection facilities.

Liaison with departments
Because the library operates a devolved budgeting system, co-operation with academic staff is a vital part of stock acquisition and maintenance. Senior Medical Library staff and Library Representatives of all departments, both University and Clinical, are involved in such co-operation which covers reading lists, research assessment, etc.

Evaluation
Regular surveys are undertaken of student, academic and library staff attitudes to various aspects of library service and provision. Students are requested to fill in course assessment questionnaires and have the opportunity to comment on all aspects of teaching and course work, including library matters, at Staff/Student Committee meetings.

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