

Script for Library Tour: Subject Floor- Services and Spaces

Information Points and offices

There are Library staff based in offices on Floors 5 and 6 who will be happy to help with any subject enquiries/research, reading lists, using Primo to search library resources, locating print & digital materials, referencing, inclusive collections, or anything else to do with the library. The offices are staffed Monday to Friday, 09:00-17:00. For help outside these times, please see Library staff at the Information Centre on Floor 1. Alternatively email library@abdn.ac.uk (subject line: "attention of S&E Team) or [book an online appointment](#) with the team.

MFDs

The multi-function devices (MFDs) can be used for printing, photocopying, and scanning. You will need your University ID card to log in - hold it within a few inches of the card reader and you will see any documents which you have sent to your print queue. It will also show how much print credit you have. You can top up your print credit online via the PaperCut [PrintManage](#) system. More information on printing, copying, and scanning is available on the [University IT Pages](#). The [quick guides on Toolkit](#) are there to get you started and you will also find guides on the noticeboard above the MFDs. Please wipe down the MFDs before and after use with the anti-bacterial wipes provided.

Seating areas/Noise policy

The subject floors have a variety of study spaces to suit different needs. We now operate different noise levels across our floors. Floors 1-3 are our group study/collaborative floors, Floors 4, 6 and 7 are the quiet floors and Floor 5 is our silent study floor. Banners on each floor indicate the expected behaviour and rules which we ask that our users observe. Across the floors you will find round tables, collaborative spaces(Co-Labs), individual study desks, banks of study desks with desks facing each other, study desks with PCs, height adjustable desks and comfortable seating. Study spaces with PCs are mostly situated on the side of the floors, nearest to the lifts. We ask that calls are taken in the stairwells, or on the ground floor. Please keep conversations quiet.

Silent Study Rooms

On Floors 3, 4 and 5 of The Sir Duncan Rice Library there are silent study rooms in the south-east and south-west corners. You can use electronic devices in all these rooms. For those who like an even quieter study environment, there is a silent study room in the south-west corner of Floor 6 where no electronic devices are permitted. Silent study room spaces are in high demand during revision and exam periods, along with the Silent Study Floor (Floor 5). Please note that consumption of food is not allowed in these rooms.

Co-labs

The Co-labs are collaborative group study spaces. They are available on a first-come, first-served basis, and groups of three or more users have priority. The Co-labs are in the north-west corner on Floors 3 to 6. There are four on each floor, so 16 in total. Although the space can be shared, the Co-labs on Floors 4 and 6 are for quiet study purposes and the Co-labs on Floor 5 are for silent study. Each Co-lab has a PC with a plasma display screen and multiple ports for plugging in headphones and other devices. You can also share your own device screen wirelessly, following the instructions provided. Please speak with Library staff if you need any assistance.