

# Introduction to the Library

## “What do I need to know about the Library?”

### Where is the Library?

The main library is The Sir Duncan Rice Library (TSDRL) but if you are studying Law or Medicine you will find specialised material to support your studies in the Law Library and the Medical Library which are separate from TSDRL. All three libraries and their locations on Google maps can be viewed on the links section of this resource.



### How do I find out about the Library?

Come on a tour! There are bookable tours and talks during the first two days of Welcome Week. [See here to book a place](#). Over the rest of the Welcome week, and the following two weeks, other tours of The Sir Duncan Rice Library are also available, and you do not need to book a place. Just turn up and wait near the Welcome desk on the Ground Floor. Tours start at 10.00 and 14.00 and will take up to 45 minutes including an optional demonstration of how to use Primo, the library catalogue, to find a book on your reading list. If you are studying Law or Medicine you are likely to have a library tour of your specialist library included in your timetable.

### When is the Library open?

The opening hours of the libraries vary through the academic year with longer hours (24/7) available at the main library at certain times of the year e.g. revision and exam weeks. For the most up to date information please refer to the [Library Opening Hours online](#)

### How do I get into the Library?

You'll need your student card to:

- Go beyond the ground floor in The Sir Duncan Rice Library
- Get into the Law Library (in the Taylor Building, Blocks C and D)

You will not need your student card to get into the Medical Library (at Foresterhill), however you will need your ID card to issue books, so please have it with you at all times.

During extended opening hours you will need to swipe your student card to get into The Sir Duncan Rice Library after 22.00 – use the swipe entry door to the left of the main entrance

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## What kind of resources can I access in the Library?

**Book** – Written, printed and illustrated pages as a physical, tangible object

**Database** – An electronic collection of records from a large number of journals or other resources related to one subject or area. Some databases give only citations or abstracts, others are full records

**Electronic Book** (e-book) – A complete book which is available online

**Electronic Journal** (e-journal) – A Journal which can be accessed online

**Journals** – Publications which are produced on a regular basis, usually publishing the latest research on one particular subject or group of subjects (also known as Periodicals or Serials)

## The Sir Duncan Rice Library A-Z

**Access:** You will need your ID card to pass through the access gates of TSDRL to get to Floors 1-7, or the Lower Ground Floor where the Special Collections Centre is located. 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 (Floor 1) and one on Floors 4 and 6. There is also one located on the Ground Floor just before you pass through the exit gates. These allow you to borrow books and other items - simply follow on-screen instructions. You will need your student ID card and a PIN number to borrow. Speak with Library staff to set up your PIN number.

**Co-Labs:** On Floors 3-6 collaborative work spaces allow groups of students to work together using a PC, plasma screen and headphones. Groups of 3 or more have priority over smaller groups. These Co-Labs are not bookable.

**Eating/Drinking:** The Café is on the Ground Floor, as are two vending machines. Bottled water, hot drinks in covered containers and cold food is allowed beyond the access gates. Each floor has a water fountain.

**Flexible Learning:** On Floor 7 there is an open space with wireless access for personal devices, plasma screens, study tables and seating, which you can adapt for your own needs, group work for example.

**Group Study:** Equipped with PC and plasma screens, there are two bookable group study rooms on Floor 7 for groups to work together – on projects, presentations etc. There are also other bookable areas and Group Study Pods available on Floor 1 of TSDRL. For more information, or to book, please ask at the Information Centre on Floor1 or [see our website](#).

**Help:** Please ask for help if you need it. There are many areas where Library staff are available to help you such as

- Welcome Desk (Ground Floor): for general and directional enquiries
- Information Centre (Floor 1): for help on borrowing, library services, ID card issues and IT queries
- Information Points (Floors 4-6): for help with subject related topics including sources/databases to support assignments and projects, and queries related to journals (Floor 2)
- [Online support](#)

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**MFDs:** Multi-functional devices allow you to print out, photocopy or scan books and 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.

**PCs:** There are PCs on all floors for using MS Office, email, 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). Floor staff or the 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 area against the south Gallery wall on the Ground Floor.

**Study Places:** A variety of study places are available to suit all preferences; these include quiet study areas (Floors 1-7), silent reading rooms (Floors 1, 3-6) and soft seating areas (Floors 1-6).

## Further Help and Information

- [The Library web pages](#)
- [Information Guides](#)
- [Library Skills Workshops](#)
- [Contact The Library](#)

–  [Facebook](#)

–  [Twitter](#)

–  [Blog](#)