

# A guide to your University Library



[www.lboro.ac.uk/library](http://www.lboro.ac.uk/library)

 Loughborough  
University



## How do I join the Library?

Once you become a student or member of staff at Loughborough you automatically become a member of the Library.

If you are not a student or member of staff, but would like to join the University Library, please consult our External Readers and Visitors leaflet.

Additional information is available for part-time and distance learners in our Part-Time and Distance Students leaflet.

## Where do I get my Library card from?

Your University ID card is also your Library card.

## Access to electronic resources

Some electronic resources require the use of your University user name and password, others may be accessed using the Athens authentication service.

## Access to electronic resources from Off-Campus

The Library's catalogue, Library Catalogue Plus, is accessible to all via our website. Many more e-journals and resources are available off-campus using Cisco Connect VPN before you login to the Library Catalogue. For more details, consult IT Services web pages.

## Opening Hours

### During term

Monday – Friday	8.30am – 12.00 midnight*
Saturday	9.00am – 12.00 midnight*
Sunday	10.00am – 12.00 midnight*

### During vacation

Monday, Wednesday – Friday	9.00am – 5.30pm*
Tuesday	9.00am – 8.00pm*

### During exam and revision times, the Library is open 24/7.

\*Last admission to the building will be 10 minutes before closing.

For up-to-date opening hours and services that are offered by the Library please visit our website.



“The Library provides an invaluable service which facilitates much research and prevents duplication of experimentation.”



The Library offers a wide variety of facilities and services to its members including:

## Core Services

- Loan of books and other items\*
- Access to a range of electronic databases, journals and other resources\*
- Variety of study spaces including bookable silent study carrels and group rooms with data-projector and computer access
- Academic skills courses, online modules and advice sheets

## IT Facilities

- Over 160 computers, access to the wireless network and remote working options
- Photocopiers and printers (user charges apply)

## Other Services and Facilities

- Enquiry service
- Open3 – flexible study space
- Café 641
- Library Shop
- University Archives
- David Lewis Collection of rare books and serials
- European Documentation Centre
- Collection of PhD theses
- Media equipment is available, including microform readers, printers, audio equipment and TV/DVD players
- Inter-Library Loan (ILL) service – borrowing items from other libraries\*

\*this is dependent upon membership type

Full details of all our services and how to access them are available on our website.

## Location of Resources

Our Library map details the location of each of our resources and services. A paper copy is available in the Library building and can also be found online.

## How to Borrow Items

Search for the items you want to borrow or use on Library Catalogue Plus. The catalogue contains information on all Library resources and can also be used to manage your personal Library account.

Once you have found what you require, you will be able to see a location code (known as the shelf mark). This code indicates the shelf position of the item within the library.

Once you have located the item, please take it to one of the Library's self-service machines, located on every floor of the Library, to borrow it using your ID card.



## Borrowing Allowances by Membership

Type of Member		Number of Items	
1st and 2nd Year Undergraduate		15	
Final Year Undergraduate & Postgraduate Taught		20	
Postgraduate Research and Staff		30	

  

Name of Loan	Loan Length	Part-time allowance	Identify loan type
Long Loan*	4 Weeks	6 Weeks	No sticker on spine
One Week Loan**	1 Week	2 Weeks	Green sticker on spine
High Demand (Short Loan)	24 Hours	24 Hours	Yellow sticker on spine

\* Long Loan books can be borrowed by Distance/Part-time Learners and those with Additional needs for 6 weeks, as long as no one else requires them.

\*\* Week loans can be borrowed by Distance/Part time Learners and those with Additional needs for 2 weeks, as long as no one else requires them.

## Overdue Charges

50p per day for long and week loan books

50p per hour or part hour for high demand loans

## High Demand Loans

These are very popular items that you can borrow four of as part of your borrowing allowance at any one time.

### How to borrow a High Demand item:

1. Reserve a 24 hour time slot online using your Library account or with a member of Library staff.
2. Go to the High Demand section located next to the Enquiries Desk on Level 3 to locate and borrow your item from 2.30pm on the day booked.
3. Return your item before 2.30pm the next day or if borrowed on a Friday, before 2.30pm on the following Monday.

## Borrowing a book that is not on the shelf

Books that are on loan to another user can be requested via Library Catalogue Plus.

“Studying part-time can be really difficult at times, the library however make it easy for me to find what I need when I am on campus but also at home. The attention to detail and quality service all really help!”



A wide range of electronic resources are also available via Library Catalogue Plus including:

- Over 700,000 books
- Over 4000 e-books
- Over 22,000 e-journals
- Over 130 databases
- Reading lists for academic courses
- The Institutional Repository – showcasing Loughborough’s collection of research output
- Loughborough’s Cisco Connect VPN – enabling you to work away from the University
- Refworks – enabling you to create and manage your personal bibliography

## Accessing other Libraries

The University Library, as well as offering an Inter-Library Loan service, is a member of the SCONUL Access Scheme. This scheme allows you to access other university libraries and offers some of our members the ability to borrow books.

**[www.lboro.ac.uk/library/sconul](http://www.lboro.ac.uk/library/sconul)**

## Supporting You

Library staff are dedicated to providing you with the help you need whenever you need it. We can help you with everything from general enquiries about our services and facilities to specific subject queries. Our Academic Librarians are information professionals dedicated to helping you find the information you need – find yours on the Library website.

You can contact our staff in person, by telephone or via ‘Ask a Librarian’. We aim to answer any questions you might have within 24 working hours.

The Library is a place where people can both relax and study. Level 3 has Cafe 641 with casual seating where you can meet friends and chat. If you need to concentrate on your studying, then Levels 1 and 2 provide silent study areas.

## Courses, Workshops and Advice Sheets

The Library offers a wide range of courses, online modules and advice sheets that aim to help you develop your academic skills, such as presentation giving, using the Library effectively and report writing.

**[www.lboro.ac.uk/library/studyskills](http://www.lboro.ac.uk/library/studyskills)**

## Students with Additional Needs

The Library is committed to providing support to those students with additional needs. All students who are registered with the Counselling and Disability Service on campus are eligible to borrow items for longer periods of time. The Library also provides wheelchair access, a deaf alerter, induction loop and equipment to help with reading.

**[www.lboro.ac.uk/library/additionalneeds](http://www.lboro.ac.uk/library/additionalneeds)**



## Any suggestions?

We are always keen to improve our services so if you have ideas or suggestions please use our Suggestion Box on Level 3, contact a member of Library staff or use the Ask a Librarian service on our web site to get in touch.

## One last thing

The Library would like your visit to be as comfortable as possible therefore we would ask that you please observe the Library Regulations which can be found at [www.lboro.ac.uk/library/regulations](http://www.lboro.ac.uk/library/regulations) and help us to maintain a clean and pleasant working environment.

## Contact details

University Library, Loughborough University, Leicestershire LE11 3TU

T: +44 (0)1509 222360 E: [library@lboro.ac.uk](mailto:library@lboro.ac.uk)

## Social networking

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[blog.lboro.ac.uk/blog/](https://blog.lboro.ac.uk/blog/)



Rebecca Hall, BA (Hons) Illustration, Artist in Residence created the above illustrations as part of the 30 years celebration of the Pilkington Library.

This publication is available in large print.  
Please contact 01509 222190 and quote  
ref: 46224 to request a copy.



Cover image: submitted to the 2011 University Library photography competition by Adam Williams.

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