

Library locations and opening times

There are 10 University of Nottingham libraries. Opening hours vary between libraries, especially in the summer vacation, but up-to-date information can always be checked on the Information Services (IS) website at www.nottingham.ac.uk/is. Telephone numbers and postal addresses for enquiries are given below for each of the libraries.

In all libraries, specialist help with subject enquiries is normally available Monday to Friday 9am to 5pm only. These are the core times for use and when most staff are available at lending desks and subject service points.

Details of closing procedures and any specific access arrangements are given within the relevant library page:

Business Library	2
Djanogly Learning Resource Centre	4
George Green Library of Science and Engineering	6
Greenfield Medical Library	8
Hallward Library	10
James Cameron-Gifford Library	12
Manuscripts and Special Collections	13
Denis Arnold Music Library	14
School of Nursing, Midwifery and Physiotherapy Library, Derby	15
Derby Medical School Library	17
Services for disabled readers	18
Opening Times	18
Borrowing	18
Renewals	19
Emergency evacuations	19

Business Library

Campus: Jubilee Campus

Location: Top floor of the Business School South Building, within walking distance of Queen's Medical Centre, and can be reached by the Jubilee Hopper Bus from University Park.

Address: Top Floor, Business School South, Jubilee Campus, Wollaton Road, Nottingham, NG8 1BB

Tel: 0115 84 **68069** (general)

Subjects:

- Business
- Institute of Work
- Health and Organisations

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Term time

Monday – Friday	8am – 9.45pm
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Saturday	9am – 4.45pm
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Sunday	9am – 4.45pm
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Vacation

Monday – Friday	8am – 9.45pm
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Saturday	9am – 4.45pm
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Sunday	9.30am – 4.45pm
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Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

There is level door access via the front door to the building. A lift is available, and there is a unisex accessible WC. Parking is available near the building for blue badge holders.

After 6pm on weekdays and all day on Saturday and Sunday, access to the Library is open only to some University card holders. If you wish to visit during these hours and do not have access, please phone 0115 84 **68069** to discuss your visit. Where possible, library staff will make arrangements to let you into the building.

Computer room

There is a computer room available at the nearby Djanogly Learning Resource Centre, open 24 hours a day, seven days a week, except for 15 minutes every day each side of library closing time (total of 30 minutes). The premises are cleared completely, and then access to the computer room is by University Card.

Djanogly Learning Resource Centre

Campus: Jubilee Campus

Location: On an island in the lake, opposite The Exchange, within walking distance of Queen's Medical Centre, and can be reached by the Jubilee Hopper Bus from University Park.

Address: Jubilee Campus, Wollaton Road, Nottingham, NG8 1BB.

Tel: 0115 84 **66700** (general)

Subjects:

- Education
- Computing Science
- Commonwealth Education Documentation Centre

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Term time	Library	Lending Desk
Monday – Friday	8am – 9.45pm	9am – 9.45pm
Saturday	9am – 4.45pm	9am – 4.45pm
Sunday	9.30am – 4.45pm	9.30am – 4.45pm

Vacation	Library	Lending Desk
Monday – Friday	9am – 9.45pm	9am – 5pm
Saturday	9am – 4.45pm	9am – 1pm
Sunday	9.30am – 4.45pm	1pm – 4.45pm

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

Entrance to the building is by University of Nottingham University Card/library card/visitor card. Individual visitors without a University Card or library card should report to the reception desk to complete an application form for a visitor card.

Groups without University Cards or library cards should give advance notice to the Building Supervisor of the date and time of their visit. Please contact the Building Supervisor on 0115 84 **66703** (email: jackie.kettlewell@nottingham.ac.uk)

There is wheelchair access at the front entrance to the building. A lift is available near the main entrance, and a unisex accessible WC is located on the ground floor. Parking for blue badge holders is located at the rear of The Exchange Building.

Computer room

The computer room is open 24 hours a day, seven days a week, except for 15 minutes every day each side of library closing time (total of 30 minutes). The premises are cleared completely, and then access to the computer room is by University Card.

Assistive Technology Room

There is a range of assistive technology available. Visit www.nottingham.ac.uk/is/accessibility/index.aspx for more information about what's available where. **Mind Manager** (mind mapping software) is available on PCs in all libraries.

George Green Library of Science and Engineering

Campus: University Park

Location: Centrally placed on the science site

Address: University Park, Nottingham, NG7 2RD

Tel: 0115 95 **14570**

Subjects:

- Biological sciences
- Pure sciences
- Engineering
- Psychology

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Term time	Library	Lending Desk
Monday – Friday	8am – 9.45pm	8am – 9pm
Saturday	9am – 4.45pm	9am – 4.45pm
Sunday	9.30am – 4.45pm	9.30am – 4.45pm

Vacation	Library	Lending Desk
Monday – Friday	9am – 8.45pm	9am – 8.30pm
Saturday	9am – 4.45pm	12.30pm - 4.45pm
Sunday	9.30am – 4.45pm	9.30am - 4.45pm

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

Entrance to the building is by University of Nottingham University Card/library card/visitor card.

Individual visitors without a University Card or library card should report to the reception desk to complete an application form for a visitor card.

Groups without University Cards or library cards should give advance notice to the Building Supervisor of the date and time of their visit. Please contact the Building Supervisor on 0115 95 **14581** (email: anna.pelekanou@nottingham.ac.uk)

Access is via a ramp at the front door, with lift access to all floors, and there is a unisex accessible WC on the ground floor. Parking for blue badge holders is available at the back and side of the library.

Computer room

The computer room is open 24 hours a day, seven days a week, except for 15 minutes every day each side of library closing time (total of 30 minutes). The premises are cleared completely, and then access to the computer room is by University Card.

Greenfield Medical Library

Campus: Medical School

Location: A Floor in the Medical School, easily accessible from University Park via the footbridge over Clifton Boulevard

Address: A Floor, Medical School, Queen's Medical Centre, Nottingham, NG7 2UH

Tel: 0115 82 **30555** (general) 0115 82 **30556** (subject)

Subjects:

- Medicine
- Health Sciences
- Also serves the Nottingham University Hospital NHS Trust and associated Trusts

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Term time	Library	Lending Desk
Monday, Thursday, Friday	8am – 11.15pm	9am – 9.45pm
Tuesday, Wednesday	8am – 11.15pm	9am – 9pm
Saturday	9am – 5pm	12.30pm – 4.45pm
Sunday	9.30am – 5.45pm	9.30am – 4.45pm

Vacation	Library	Lending Desk
Monday – Friday	8am – 11.15pm	9am – 6pm
Saturday	9am – 5pm	Closed
Sunday	9.30am – 5.45pm	Closed

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

Entrance to the library is by University of Nottingham University Card/library card/visitor card. Individual visitors without a University Card or library card should report to the reception desk to complete an application form for a visitor card.

Groups without University Cards or library cards should give advance notice to the Building Supervisor of the date and time of their visit. Please contact the Building Supervisor on 0115 82 **30554** (email: adam.pickard-brace@nottingham.ac.uk)

There is door access via the ramp at the front doors of the Medical School. The Medical School has a lift to all floors and a unisex accessible WC on the ground floor near the library.

After 6.30pm on weekdays and all day on Saturday and Sunday, access to the library is via the stairway in the car park south of the Medical School block, Queen's Medical Centre. Alternative access arrangements can be made for anybody who cannot access the building via the stairway. Please speak to library staff for more information.

Hallward Library

Campus: University Park

Location: Centrally located near the Law and Social Sciences building

Address: University Park, Nottingham, NG7 2RD

Tel: 0115 95 14555

Subjects:

- Arts
- Humanities
- Law
- Social sciences
- The European Documentation Centre (EDC)

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Term time	Library	Lending Desk
Monday – Friday	8am – 9.45pm	8am – 9.45pm
Saturday	9am – 9.45pm	9am – 4.45pm
Sunday	9.30am – 9.45pm	9.30am – 4.45pm

Vacation	Library	Lending Desk
Monday – Friday	8.30am – 8.45pm	9am – 5pm
Saturday	9am – 4.45pm	9am – 12.30pm
Sunday	9.30am – 4.45pm	Closed

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

This is a large building to clear and close, and some areas and equipment will be unavailable earlier than the closing time.

Access to library

Entrance to the building is by University of Nottingham University Card/library card/visitor card. Individual visitors without a University Card or library card should report to the reception desk to complete an application form for a visitor card.

Groups without University Cards or library cards should give advance notice of the date and time of their visit. Please contact: Teresa O'Regan on 0115 95 14622, email: teresa.breedon@nottingham.ac.uk or Stuart Warren on 0115 95 14580, email: stuart.warren@nottingham.ac.uk

There is level door access on Level 2 (ground floor), with a lift to all floors, with two unisex accessible WCs on Level 1 and one on Level 2. Parking for blue badge holders is available at the front of the building.

Assistive Technology Room

There is a range of assistive technology available.

Visit: www.nottingham.ac.uk/is/accessibility/index.aspx for more information about what's available where. **Mind Manager** (mind mapping software) is available on PCs in all libraries.

James Cameron-Gifford Library

Campus: Sutton Bonington

Location: Sutton Bonington Campus, behind the main building. This is 12 miles from University Park and can be reached by the Sutton Bonington Hopper Bus from University Park.

Address: Sutton Bonington Campus, Loughborough, Leicestershire. LE12 5RD

Tel: 0115 95 **16390** (general) 0115 95 **16388** (subject)

Subjects:

- Applied biosciences
- Veterinary medicine and science

Opening Times

Self service machines enable you to borrow and return books whenever the library is open.

Evening and Saturday hours may vary slightly, particularly in the summer vacation - please check first.

Term time

Monday – Friday	8am – 9.45pm
Saturday	9am – 4.45pm
Sunday	9.30am – 4.45pm

Vacation

Monday – Friday	8.15am – 9.45pm
Saturday	9am – 4.45pm
Sunday	9.30am – 4.45pm

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

There is level door access via the front door. A lift is available within the library and a unisex accessible WC is nearby. There is parking for blue badge holders in Main Building car park.

Manuscripts and Special Collections

Campus: King's Meadow

Location: To the left of the main building entrance

Address: King's Meadow Campus, Lenton Lane, Nottingham, NG7 2NR

Tel: 0115 95 **14565** (general) 0115 95 **18914** (lending)

The department holds extensive collections of local estate, literary and institutional archives, together with special collections of rare books. The East Midlands Collection is the only open-access collection held.

Readers of closed access collections are individually registered on their first visit, and are encouraged to seek the advice of staff about the research holdings.

Advance appointments are recommended.

Full details of collections and services can be found on the Manuscripts and Special Collections website:

www.nottingham.ac.uk/ManuscriptsandSpecialCollections/index.aspx

Opening Times

Restricted materials (manuscripts and special collection items) must be ordered before 4.15pm. Materials can be used until 15 minutes prior to closing time.

Term time and Vacation

Monday – Thursday	9am – 6pm
Friday	9am – 5pm
Saturday, Sunday	Closed

There is level door access via the front door and a unisex accessible WC nearby. Parking is available for blue badge holders at the front of the building.

Denis Arnold Music Library

Campus: University Park

Location: The north end of the Arts Centre in the School of Music

Address: Arts Centre, University Park, Nottingham, NG7 2RD

Tel: 0115 95 **14596**

Subjects:

- Musical scores
- Sound recordings collection
- Classical, ethnic and 20th century classical music

LPs and CDs may not be borrowed, but listening and recording facilities are available.

Opening Times

Term time

Monday – Friday	9am – 9pm
Saturday	1pm – 5pm
Sunday	Closed

Vacation

Monday – Friday	9am – 12.30pm and 1.45pm – 4.45pm
Saturday	Closed
Sunday	Closed

Vacation opening hours vary, especially during the summer vacation, please ring 0115 95 **14596** or 0115 95 **14561** to check.

Access to library

There is level door access via the front door and a unisex accessible WC nearby. Parking is available for blue badge holders behind the building.

School of Nursing, Midwifery and Physiotherapy Library, Derby Education Centre

Campus: Derby Education Centre

Location: Centrally placed in the School of Nursing building

Address: Derby Education Centre, Division of Nursing, University of Nottingham, London Road Community Hospital, London Road, Derby, DE1 2QY

Tel: 013327 **24948** (general) 013327 **24950** (subject)

Subjects:

- Nursing
- Sociology
- Psychology
- Health

Opening Times

Term time

Monday, Wednesday, Thursday	8.30am – 5pm
Tuesday	8.30am – 8.30pm
Friday	8.30am – 4.30pm
Saturday	10am – 2.30pm
Sunday	Closed

Vacation

Monday – Thursday	8.30am – 5pm
Friday	8.30am – 4.30pm
Saturday, Sunday	Closed

Opening times may vary in the summer vacation, please ring 013327 **24948** to check.

Closing procedures

Last entry is 15 minutes before closing time. Staff will announce the closing procedures, starting 30 minutes before closing time.

Access to library

For door access after 5pm on Tuesdays and at any time on a Saturday, full-time students will need to have their University Card. Learning Beyond Registration students will need to obtain a door access card at a cost of £5.00 (refundable on surrender of the card). Please see library staff for further details.

The library is on the first floor and mezzanine of the School. There is no lift available. Staff will be happy to collect books to help you study elsewhere. Please call ahead for advice or to make arrangements.

Derby Medical School Library

Campus: Derby

Location: Medical School Building ground floor

Address: University of Nottingham, Royal Derby Hospital, Uttoxeter Road, Derby, DE22 3DT

Tel: 013327 **24650** (general) 013327 **24651** (subject)

Subjects:

- Medicine
- Health sciences

Opening Hours

Term time

Monday – Friday	8am – 9.45pm
Saturday	10am – 5.45pm
Sunday	1pm – 8.45pm

Vacation

Monday – Friday	8am – 9.45pm
Saturday	10am – 5.45pm
Sunday	1pm – 8.45pm

Closing procedures

Last entry is 15 minutes before closing time. A tannoy is used to announce the closing procedures, starting 30 minutes before closing time.

Access to library

The Medical School core opening hours are 8am - 5pm (Monday - Friday). Outside these hours you will need a University Card to access the library. If you have a library card rather than a University Card please phone the library to enquire about access outside core hours.

There is ramped door access through the main door of the Medical School and a unisex accessible WC nearby. Parking for blue badge holders is available near the Medical School.

Services for disabled readers

Opening Times

Some libraries offer extended opening hours. Please refer to the information in previous sections of this document.

Most libraries are particularly busy in the period leading up to undergraduate examinations towards the end of each semester.

At other times there are generally fewer readers at the weekend or late evening. You should therefore be aware that there will be reduced staffing at these times.

Borrowing

Library Online Catalogue (UNLOC)

UNLOC is on the internet and is accessible via the Information Services home page: www.nottingham.ac.uk/library/

Follow links to UNLOC from the Library tab on the IS website, or access it directly at: aleph.nottingham.ac.uk/ALEPH

Inter site loans and returns

Books can be requested for pickup at any UK University of Nottingham library site of your choice. Requests are made by searching UNLOC and selecting your pickup location from the list.

Library members who are restricted to borrowing from Greenfield Medical Library or Derby Medical School only are not eligible to use the intersite loans service.

Books can also be returned to any of our 10 library sites.

Book Save Service

Students with an Access Card for Library Use provided by Academic Support can have up to 10 books saved for them for up to two working days. The service is available at all The University of Nottingham's Libraries.

Extended Short Loans– arrangement for disabled students and those with dyslexia and / or a long term medical condition.

If you experience difficulty with the standard Short Loan periods, we may be able to extend the loan for a further short loan period. Please ask lending desk staff for details.

Proxy borrowers' cards for Study Support Workers

For those students who have an official study support worker arranged through Academic Support, we can provide the support worker with a proxy card so that they can borrow books on the student's behalf. Please contact Academic Support who will arrange this with us.

Support with fetching books

If you need support with regard to finding and carrying books it is possible for a member of staff to fetch the items for you. If you have a list of books you need, it will help if you can allow us time to collect them for you, particularly at busy times.

Please ask at the appropriate subject service point (or when unstaffed, at the lending desk).

Renewals

Online and telephone renewals

Self service renewal of loans can be done on UNLOC.

A telephone renewal service is also available. Please telephone the appropriate lending desk.

Renewals can also be made in person either via the lending desk or self service machines.

If you would like to use the self service machines but are unsure how to do this, please ask a member of staff for assistance.

Emergency evacuations

For access plans showing emergency exits and e.g. refuges for wheelchair users please follow the link below:

www.nottingham.ac.uk/estate/buildingaccess.htm

Please familiarise yourself with the exits, fire exits, and assembly points shown on notices and floor plans in the buildings you use. In most buildings the emergency signal is the continuous sounding of alarms on every floor. There are no visual alarms. Deaf or hearing-impaired people should be aware of this, particularly when working in closed rooms.

Everyone should vacate the building quickly and go to the assembly point outside. Go to the nearest exit quickly and ask others to give you any assistance required. Lifts must not be used to get out of the building in an emergency.

If you are a wheelchair user please inform others around you if you require assistance. If there is no one to assist you down the stairs, stay close by the designated escape stairs until help arrives. Refuges have been installed in Hallward Library, located near the fire escapes on Levels 3 and 4, and in George Green Library, located at the back stairs on floors C and D. EVAC chairs are available in some of the libraries, and staff are trained to use them.

Always assume that the alarm signal is genuine unless a member of staff has told you beforehand that it is a practice. In this case, when the alarm goes, wait a few moments until the other people have left and go as quickly as possible to the nearest fire exit or refuge on the same floor. Stop there until the practice ends.