

Guidelines for using the library

Facilities and Regulations

Computer rooms

Within many of our libraries, we have clusters of PCs that provide access to The University of Nottingham computer network. Some of the larger sites have dedicated computer rooms that are open 24/7, by University Card entry outside library opening hours.

From these PCs it is possible to access email, word processing software, the internet, library services, other software packages and printing facilities.

A full list of computer room locations and opening hours can be found at <http://workspace.nottingham.ac.uk/download/attachments/62363459/computerresourceareas2mar2010.pdf> [University of Nottingham access only]

Study spaces

Libraries aim to provide an environment to support and facilitate learning, and a range of study spaces is available. Learning Hubs in four of our libraries offer facilities including flexible learning spaces with interactive smartboards, plasma screens and PCs. Several libraries have group study rooms and meeting rooms which are bookable through Laptop/room bookings on The University of Nottingham Library Online Catalogue (UNLOC). To avoid losing your booking you must borrow the key from the lending desk.

Hallward Library has a cafe, bookable group study rooms and workshops available to all, plus bookable study rooms for postgraduates. For details of specialist equipment available in Hallward Library and Djanogly Learning Resource Centre please see:

www.nottingham.ac.uk/is/accessibility/assistive-technology/assistivetechology.aspx

Laptops are available in six libraries for use within the library. Further details of facilities in each library are available from:
www.nottingham.ac.uk/is/libraries/locations/whichlibrary.aspx

Some spaces in each library are designated as quiet or silent study zones — please be aware of the environment in which you are studying and respect other readers.

Use and care of the collections

The University intends its libraries to serve all its members: staff, students and others. All of our books and periodicals (also called journals) are heavily used, and as a consequence, suffer wear and tear. We try to protect both books and periodicals by using a variety of binding materials, but we ask that you treat all library items with care and respect. Please do not make notes, highlight or underline comments in books.

Unfortunately, some items go missing, are stolen or are badly damaged which seriously undermines our ability to provide a quality service to all readers. Replacing items is expensive, time consuming and sometimes impossible. Equally, pages that are torn out of books or periodicals need to be replaced. The seriousness of the problem may not become apparent until you wish to consult an item that is missing or incomplete.

To protect library material from theft, our libraries have security systems installed at the exit gates. Items that are not properly issued will set off an alarm when you leave. If the alarm sounds, you will be asked to open your bag or briefcase for inspection, or to show any books in your possession.

Everyone needs to use library books and periodicals, so please look after them. The theft or mutilation of library materials denies access to information to others. It is also a violation of Library Regulations, and therefore is subject to disciplinary measures which may affect your access to the library.

In support of the University's research and teaching, Information Services (IS) provides material that covers a wide range of moral, political, racial, religious and sexual viewpoints. While some of this material will inevitably be controversial, academic freedom requires that it is available to scholars. The provision of such material does not imply any endorsement by IS or the University of the views expressed.

Conduct in libraries and IS computer rooms

Information Services is committed to providing a friendly service that responds to your needs and helps you to study.

We ask that you respect the needs of all other library and IS computer room users, and treat IS staff with respect and courtesy at all times.

Generally

- bottled water is allowed
- cold food and drinks other than water are allowed in some areas
- use of mobile phones is permitted in some areas but should not disturb other library and computer room users or staff. Please switch ring tones off and vibrating alerts on when entering the building

Check each area/building for local guidance.

Please do not:

- eat or drink (other than bottled water) outside permitted areas
- use your phone in silent study areas, in areas where use may compromise health and safety regulations or at service points
- smoke - it is not permitted in any area.

More information about the regulations governing the use of facilities can be found at: www.nottingham.ac.uk/is/about/policies/index.aspx

Notice boards and suggestions

Library announcements and regulations are displayed in each library/learning resource centre. Some libraries display posters advertising events. If you wish to display one, please ask at the service/enquiry point.

IS welcomes suggestions from readers. Books for purchase should be suggested to faculty librarians. For other matters please use the suggestions box in any library.

Guidance on safety and security

All library users should make themselves aware of the safety procedures in any section of the library that they use.

People are asked to contact library staff about any safety aspects that concern them.

Regrettably, within libraries there are incidences of theft, and we emphasise to readers the importance of being vigilant with their personal belongings and never leaving valuable items unattended while in the library. IS cannot accept responsibility for any thefts or losses suffered by readers.

In our libraries a security device operates to prevent unauthorised removal of books, journals or other library material. Please give staff your full co-operation — personal items may be subject to inspection at the exit. Access management has been introduced in Djanogly Learning Resource Centre, Greenfield Medical Library, George Green Library and Hallward Library and it may be rolled out to other sites in due course. Please make sure you have your University Card or library card with you, as you will need it to gain entry into these libraries.

Emergency procedures (excluding Greenfield Medical Library)

The fire alarm is usually tested weekly. Regular fire practices are also held at all times of the day and during evenings and weekends. In most areas the signal is a continuous sounding siren or bell.

All those inside the library should immediately make their way to a designated assembly point outside the building. **Please always respond to the alarm — you will not know if it is a practice or a real emergency.**

If you discover a fire, raise the alarm by operating the nearest break glass call point and then dialling internal extension **8888** (external **0115 951 8888**) to notify University security of the fire's location.

We ask readers using 24 hour facilities to familiarise themselves with emergency procedure arrangements — relevant signage is displayed.

In case of a serious injury or medical condition in the absence of library staff, dial internal extension **8888** (external **0115 951 8888**) and ask for an ambulance. Using this University extension means that Security are aware of the problem and can guide the emergency services quickly to the correct location, so please do not dial 999.

Emergency procedures for Greenfield Medical Library

In the event of a continuous alarm sounding, do not leave the library unless directed to do so by library staff.

There is a fire detection system in operation that will raise the alarm automatically in the event of a fire. If you discover a fire, and the alarm has not sounded, the alarm can be raised by dialling extension **2222** on an internal phone or by breaking the glass in the fire points by the emergency exits.

Alternatively, you can use the University's emergency telephone number **8888** (external **0115 951 8888**).

In case of a serious injury or medical condition dial **63720** for Accident and Emergency or dial **740** for the hospital switchboard.