Making the most of your library

Time, stress and money saving tips

Time

Check the book is on the shelves before you come in. If it is at another campus or on loan, you can reserve it. We will notify you when it has arrived and leave it in the reservations area for you to collect.

Stress

Are you in a queue for a book? Have a look for the electronic copy. Even if you don’t like to read on line it’s still worth taking a peek. You may find that the book doesn’t suit your reading/learning style in which case cancel it and look for alternatives on the shelves, remember books with the same shelf number are about the same topic. Remember to cancel the reservation if you don’t want it, so others who are waiting will get it sooner relieving their stress as well.

Don’t ignore a problem, there are many ways to resolve issues!

- Speak to someone on a help point
- Look at the Libguides (see address below)
- Phone/e-mail me
- Book an appointment with me

Money

If having looked at the eBook you want to buy a paper copy, you could get a cheap second hand copy from somewhere like amazon.co.uk...do check which country the book is coming from, ones from the USA take a long time.

Fines. For many of the books there will be no fines to pay however, reserved books have to returned on time otherwise you pay £2 a day, as others need to use it too. It is your responsibility to make sure they are brought back and you can review your library record at any time in LibrarySearch

Finally, don’t wait until you are doing your final piece of research to use the databases. Start using them as soon as possible, use one for your first essay and a different one for the next, then by the time you get to write your dissertation you will already know how to use them and have a feel for the topics they specialise in. Have some fun, search for your lecturer’s name, see what they have been doing, it might be a good conversation starter.

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