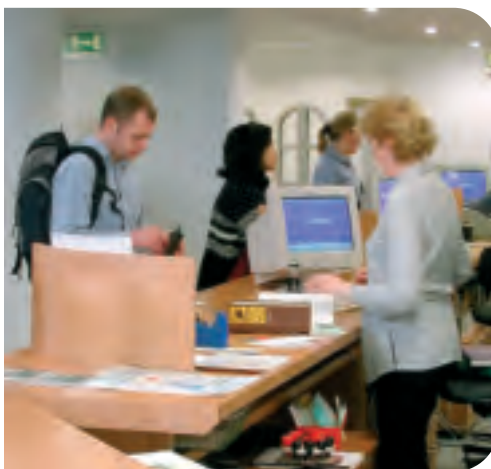


# The Library Service at the University of Ulster

*Belfast • Coleraine • Jordanstown • Magee*





## How to contact us

*Tip - the area code for all our phone numbers is 028*

### General numbers

24 hour information and book renewal line	028 9036 8530
Belfast LRC	028 9026 7268
Coleraine LRC	028 7032 3128
Jordanstown LRC	028 9036 6964
Magee LRC	028 7137 5264

### Subject Support Teams

#### Arts

Frank Reynolds	UUC	028 7032 4540	fj.reynolds@ulster.ac.uk
Lorna Reid	UUB	028 9026 7411	lj.reid@ulster.ac.uk
Joanne Knox	UUJ	028 9036 8178	j.knox@ulster.ac.uk
Lewis Childs	UUM	028 7137 5067	l.childs@ulster.ac.uk
Jayne Dunlop	UUC	028 7032 4546	ja.dunlop@ulster.ac.uk

#### Art, Design and the Built Environment

Jim Fitzsimons	UUJ	028 9036 6963	tj.fitzsimons@ulster.ac.uk
Lorna Reid	UUB	028 9026 7411	lj.reid@ulster.ac.uk
Mick Carragher	UUJ	028 9036 6687	m.carragher@ulster.ac.uk

#### Computing and Engineering

Jim Fitzsimons	UUJ	028 9036 6963	tj.fitzsimons@ulster.ac.uk
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Mick Carragher	UUJ	028 9036 6687	m.carragher@ulster.ac.uk
Lewis Childs	UUM	028 7137 5067	l.childs@ulster.ac.uk

#### Life & Health Sciences

Janet Peden	UUC	028 7032 4257	je.peden@ulster.ac.uk
Joan Atkinson	UUC	028 7032 4287	jce.atkinson@ulster.ac.uk
Mary Rose Holman	UUJ	028 9036 8003	mr.holman@ulster.ac.uk
Frank O'Deorain	UUM	028 7137 5065	f.odeorain@ulster.ac.uk

#### Social Sciences

Niall Burns	UUJ	028 9036 6970	nd.burns@ulster.ac.uk
Seamus Wray	UUC	028 7032 4029	j.wray@ulster.ac.uk
Joanne Knox	UUJ	028 9036 8178	j.knox@ulster.ac.uk
Janice McQuilkin	UUM	028 7137 5066	j.mcquilkin@ulster.ac.uk

#### Ulster Business School

Gerard McFall	UUJ	028 9036 8144	gj.mcfall@ulster.ac.uk
Lorna Reid	UUB	028 9026 7411	lj.reid@ulster.ac.uk
Seamus Wray	UUC	028 7032 4029	j.wray@ulster.ac.uk
Trevor McCullough	UUJ	028 9036 6262	t.mccullough@ulster.ac.uk
Janice McQuilkin	UUM	028 7137 5066	j.mcquilkin@ulster.ac.uk

# Help and Advice

*Tip - our opening hours are on the back cover of this guide*

You can find all our services on our Library homepage at <http://library.ulster.ac.uk/>



## General enquiries

Any of our staff are happy to help with general enquiries. Just ask at our Issue Desks or Information Points in person or by phone. All contact details are on the page opposite.

## Subject enquiries

There are teams of subject librarians who can offer subject support and advice. Just contact your campus subject librarian (all contact details are on the page opposite) or use the Library Subject Enquiry Form which can be found online at

<http://library.ulster.ac.uk/contact/>

## Online Subject Guides

All Faculties have a collection of online subject guides. They can be found on the library homepage.

## Help for Students with disabilities

The library provides additional support for users with disabilities. This help can include a one-to-one, hands-on library introduction from your subject librarian, flexibility with book borrowing, and the ability to book our study rooms to meet your support tutor. This help can be arranged through your local Student Disability Adviser.

## Induction and Information Skills Classes

Combined ICT (computing) and Library Induction sessions are provided for new students at the start of the semester. Students always find these sessions useful as they give a short and friendly introduction to all our services.

Our Subject Librarians also provide information skills classes that are tailored for each subject. These classes explore the paper and online resources most relevant for your student group and will show you how to be an expert library user.

## Any comments or suggestions

We welcome any comments or suggestions on how we can improve our service. Just use the Suggestion boxes in your LRC or use the online form “Comments and Suggestions” at

<http://library.ulster.ac.uk/contact/>



## Books

### How to find books

Use the **LIBRARY CATALOGUE** to search our book collection.

You can search by Author, Title or Keyword.

The catalogue is available from the Library homepage:

<http://library.ulster.ac.uk/>

*Tip – a short guide to using the Catalogue is available from all our Issue Desks and in the Library Catalogue help section*

### Borrowing Books

Your Student ID card is also your **LIBRARY CARD** – please bring it with you when you want to borrow books.

### MY ACCOUNT

The “My Account” option on the catalogue allows you to see online what you have borrowed, renew your books and make reservations.

### Loan “types” – what does that mean?

Type of loan	How many & how long	Fines
Standard loan	8 for 4 weeks May be renewed twice May be recalled if reserved by another student	50p per day per book
One week loan Blue spot on spine	4 for 1 week May be renewed twice	£1 per day per book
Short loan	4 hours during the day May be borrowed overnight & weekends	£1 per hour per book
Part-time loan (Part-time students only)	4 for 2 weeks May be renewed twice	£1 per day per book
Offprints Copies of articles & book chapters	4 for 4 hours during opening hours	£1 per hour per offprint

## Renewing books

### You can renew books in 3 ways:

- By phone – **028 9036 8530** 24 hour Library Information Line
- In person at the Issue Desks
- On-line by selecting **MY ACCOUNT** on the catalogue



### What if we don't have what you need on the shelves?

If a book is on loan you can **RESERVE** it by:

- Using the library catalogue OR
- Completing a green **RESERVATION** card (available at Issue Desks)

### What if the book is on another campus?

You can request it through our **INTER-CAMPUS LOAN** service.

Complete the green request card available from all Issue Desks.

THE LIBRARY SERVICE

**24/7** **Phone Renewals**

**Be smart and avoid FINES!**

*Phone us any time on*  
**028 9036 8530**



## Journals

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*Tip – a short guide to finding journals is available from all our Issue Desks.*

### **What are JOURNALS?**

Sometimes called serials, magazines or periodicals, journals are anything published regularly such as NATURE or HARVARD LAW REVIEW. The Library has **BOTH** electronic & print journals.

### **Electronic Journals**

Use the **Electronic Journals** link on the left of the library homepage to access our ejournal collection.

The University's ejournals are available from any PC/Laptop with Internet access so can be accessed on or off campus 24 hours a day.

You will need your **ATHENS** username & password to use the electronic journals.

*Tip – Page 7 of this guide has more information on your ATHENS username & password.*

### **Print Journals**

If the journal you need is not available as an electronic journal then check our **Print Journal** collection.

Use the **LIBRARY CATALOGUE** to search for the journal by its title and select the Journals option.

# Online Access and Passwords

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## Accessing student PCs

Information on how to find your username and password can be found in the ICT (computing) guide for students, or just ask at one of our LRC Information Points.

## Athens Password

A huge amount of the library's information is now made available online, e.g. electronic journals, e-books and databases. You will need Athens authentication to access most of these resources. You can login from the Library homepage, but you will also be authenticated for Athens when you log into the Ulster Portal or WebCT.

Find out more at: <http://library.ulster.ac.uk/athens/>

You can always get help at the Information Point in the library or contact a member of library staff at:

<http://library.ulster.ac.uk/contact/>

**Remember - passwords can be a bit confusing.  
Always ask library staff for help if you are having problems**

## Databases

The Library can give you access to hundreds of databases. These are online resources which let you search for journal articles, reports, conference papers etc.

The appropriate Subject Librarian on your home campus can provide help and advice on how to use and search a database.

All our Subject Librarians' contact details are on Page 2 of this guide.





## Belfast Learning Resource Centre

The library service in the LRC at Belfast caters for the needs of all students and staff on the Belfast campus. Subjects include architecture, art & design, business & management, hospitality and tourism, history, languages and literature. The LRC opened on 9<sup>th</sup> June 2008, has a central location on the same floor as the Conor lecture theatre and is the base for all Information Services staff at Belfast.

### Facilities

- Information Desk with library, IT & Reprographics staff to provide help and advice.
- Self-service book issue unit
- 148 reader places in a combination of formal desks and casual seating
- 2 Group Study rooms which students may book for small group work
- TEK panel (large, flat screen computer with internet access) for students doing group work
- 6 bookable Quiet Rooms - one with priority booking for users of assistive technologies
- wireless computing in all areas
- video/DVD viewing facilities
- 108 computers (Macs and PCs)
- self-service photocopying and computer printing - also available outside library hours in line with campus opening times.

### Collections

Library stock reflects the needs of all subjects taught on the campus but has strong collections on architecture and art & design with particular emphasis on exhibition catalogues and information on art & design in Ireland. Library staff maintain a collection of press cuttings which gives information about art and design in Ireland since 1974. These cuttings are often the only source of information on artists exhibiting in Ireland and an online index has been created to help users find the information they need.

The LRC holds a collection of 35mm slides which can be borrowed for use in lectures and seminars. They cover a wide range of subjects and may be borrowed by students as well as staff.

# Coleraine Learning Resource Centre

The Coleraine LRC offers an excellent integrated learning environment providing a quality experience for students and staff. Within the innovative setting of the LRC users can avail of the quality Library, IT and Reprographic services.



## Facilities

- Over 680 study spaces including:
  - 190 student PC workstations
  - 5 group study rooms which students may book for group activity including 4 which are equipped with TEK panels (large flat screen computers with internet access)
  - 1 bookable study room with assistive technology software
  - 40 seat IT suite that can be used for workshops in information skills and library resources or for quiet study
- Wireless networking (Wi-Fi) throughout the facility
- TEK panels (large, flat screen computer with internet access) for students doing group work
- 24 hour opening of the IT area
- Library/IT information and helpdesk
- Reprographics room with self-service photocopying available outside opening hours
- Self-service book issue facilities to provide speedy service
- Soft seating area

## Collections

- Extensive book and journal print collections to support teaching and research
- A walkthrough Short Loan Collection - students have direct access to this collection
- Special Collections Room - containing the Hedlam-Morley Collection, the Henry Morris Collection and the Irish Collection and providing consultation facilities
- Rare Book Room and display area for the University's most significant



## Jordanstown Learning Resource Centre

The LRC in Jordanstown is at the centre of the campus. The LRC is on two floors and provides access to a vast range of information resources both in print and electronic form. There are extensive study and IT facilities including a substantial number of networked User PCs and access to group study facilities. Wireless networking (Wi-Fi) is also available throughout the LRC for use of personal laptops.

### Help and Support

The staff at the general Issue Desk and at the Library/IT Information desk on the first floor will help you to make the best use of our services and facilities. In addition we have a team of librarians to help with specialised enquiries in your specific subject.

### Facilities

#### First Floor

- 277 Computers
- 6 Black and White Printers
- 2 Colour Printers
- Two Self Service book units
- A bookable Assistive Technology Room
- One group study room with TEK Panel
- A Silent Study Room (seating 50+)
- Main journal collection
- A walk through Short Loan room containing:
  - Photocopiers
  - The Short Loan Collection
  - The Part-time collection
  - Quick Reference Collection
  - Part of our theses collection

#### Ground Floor

- 112 Computers
- 3 Black and White Printers
- 700+ study spaces (250 for quiet study)
- Main book/pamphlets collection
- 10 bookable Group Study Rooms
- Information Skills Room

# Magee Learning Resource Centre

Magee students will find everything they need contained within the three floors of our LRC – even a sandwich bar to keep you going while you work and study.

## Ground Floor

Library book issue/returns  
Library information and help  
IT User Services helpdesk  
Photocopy room  
Video / DVD / Music Room (Non-book Media Room)  
Short Loan books behind Issue Desk - just ask for them  
Print Journals and Newspapers

## Middle Floor

Cohn's Café  
Book - Standard & One Week Loan  
Reference books  
Group Study Rooms  
TEK panels (large, flat screen computer with internet access) for students doing group work

## Top Floor

Electronic Classroom MM221  
Group & Silent Study Rooms  
Student PCs and printers  
Laptop Access Area

## Key facts for Magee LRC users

- Wi-fi works everywhere – sign-up at the IT helpdesk
- Group study rooms are booked at the Library Issue Desk
- If you need to use your mobile phone – go to Cohn's Café
- There are over 150 study places on the first two floors and more than 200 PCs on the top floor
- There is a Self Service book issue machine at the issue desk providing speedy service



MAGEE CAMPUS

# Opening Hours (Term time)

LRCs are open all year to support teaching, learning and research.  
For the latest update on opening hours on your campus, go to our website at:  
<http://library.ac.uk/info/hour.php>  
or ask in your LRC

## Belfast campus

Monday – Thursday	8.45 am – 10.00 pm
Friday	8.45 am – 6.00 pm
Saturday	10.00 am – 5.00 pm
Sunday	Closed

(The PC labs are open longer - dependent on the campus opening hours)

## Coleraine campus

Monday – Thursday	8.45 am – 10.00 pm
Friday	8.45 am – 8.00 pm
Saturday & Sunday	1.00 pm – 5.00 pm

(IT Open Access area is open 24 hours)

## Jordanstown campus

Monday – Thursday	8.00 am – 10.00 pm
Friday	8.00 am – 8.00 pm
Saturday & Sunday	1.00 pm – 5.00 pm

## Magee campus

Monday – Thursday	8.45 am – 10.00 pm
Friday	8.45 am – 8.00 pm
Saturday & Sunday	1.00 pm – 5.00 pm

24 Hour Library Information and Book Renewal Line  
028 9036 8530