

Guide 3

Welcome to the Headington Library! This is a brief guide to services and facilities at this particular Library site. Library staff will be pleased to help you find your way around.

The Library is on three floors - floor plans are available from the Enquiry Desk.

- **Ground Floor** - covers Social Sciences subjects, including psychology, sociology, economics, tourism, law, politics, health care and education – shelfmarks 100 - 399.
- **First Floor** - is the Science and Technology area, including computing, publishing, natural sciences, medicine, nursing, technology, business and catering – shelfmarks 000-099, 500 - 699.
- **Second Floor** - covers Arts and Humanities subjects, including art, planning, architecture, music, languages, literature, history and geography – shelfmarks 400 – 499, 700 – 999.

Contact details

Headington Campus, Gipsy Lane, Headington, Oxford, OX3 0BP

Enquiries: 01865 483156 24 hour Renewals: 01865 483133

Fax: 01865 483998 Lending Services Enquiries: 01865 483155

Library opening times

| Semesters | Library open | Self Service hours – entry by Student card only |
|-------------------|---------------|---|
| Monday - Thursday | 09.00 – 22.00 | 08.30 – 09.00 |
| Friday | 09.00 – 20.00 | 08.30 – 09.00 |
| Saturday & Sunday | 10.00 – 23.45 | 16.00 – 23.45 |

For the most current information, for information about 24 hour opening at exam time and for vacation opening hours please see <http://www.brookes.ac.uk/library/ophours.html>. You must always carry your Student card when using the Headington Library and remember that during self service hours – no card – no entry.

Services we offer

Help with finding information and using printed and electronic resources is available from the **Enquiry Desk**. From here you may also:

- Book group study rooms and individual study rooms
- Place interlibrary loan requests
- Ask for items to be fetched from the Stack
- Ask for dissertations / theses to be fetched from the Theses Room

The **Self Service Points** are available at all times for borrowing, renewing and returning items.

The following services are available from the **Library Counter**:

- You may collect interlibrary loans, or pay your fines
- You may credit payments to your charge account
- If you have forgotten your portal password we can provide a replacement
- Change is available for photocopier cards
- We sell memory sticks and acetates for the photocopiers
- Lost property

24 hour and 4 hour loan items may be borrowed and returned using the Self Service points located in the Short Loan and Reservations area adjacent to the Library counter.

Reservations awaiting collection are kept in the Short Loan and Reservations area. They will be arranged by the first three letters of your family name followed by the last four numbers from your student number.

Introductory **Library tours** are run at the beginning of every semester. Every semester we run a series of regular **Library training sessions** to help you make good use of information resources - look out for posters or check the Library Web pages for details.

Facilities we offer

Photocopiers are available as follows:

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| Photocopier Room, Ground Floor | 4 black and white and 1 colour/black and white 1 microfiche reader/printer |
| Short Loan, First Floor | 1 black and white |
| Newspaper Area, Second Floor | 1 black and white, 1 microfilm reader/printer |

- Photocopying cards may be purchased and/or recharged using machines outside the Library entrance. Cards may also be recharged in the Photocopier Room, Ground Floor.
- Heat resistant transparencies may be purchased from the Audio Visual Unit, Ground Floor (or from the Library Counter evenings and weekends).

DVD players / video players are available on all floors.

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| Catalogue pcs are provided in the following areas: | |
| Ground Floor | North Library (4) |
| First Floor | South Library (2 plus 1 in Short Loan) North Library (4) |
| Second Floor | North Gallery (6) |
| Pooled room pcs are provided in the following areas: | |
| Ground Floor | North Library (33) |
| First Floor | South Library (4) North Library (17) Upgrade Carrel, East Library (1 pc available when the room is not required by the Upgrade service) Legal Practice Resources Room (17) |
| Second Floor | North Gallery (8) Map Collection, East Library (1) Newspaper Area (7) Computer Room (12) Group Space (12) |
| A pc with an A4 and an A3 scanner is available in the Photocopier Room, Ground Floor | |

Many areas of the Library are **wireless** enabled – go to <http://www.brookes.ac.uk/services/cs/wireless/index.html> for details of how to register for the Brookes wireless service.

Personal **laptops** may be used with accessible power sockets in the Library. We cannot guarantee against power surges in the electricity supply so use is entirely at your own risk. Please do not leave trailing wires where other Library users may trip up. Do not leave your laptop unattended at any time.

The **IT Service Desk** (located in the North Library, First Floor) is open during semester Monday – Friday from 08.30 to 20.00, Saturdays and Sundays from 11.00 to 16.00. The IT Service Desk staff provide first-line support for the pooled computer rooms and the most popular applications.

Assistive technology: on the Second Floor is a quiet room for disabled library users (L3.11). The room has 4 pcs, one large CRT monitor and one large TFT monitor, 3 scanners, a colour video magnifier (CCTV) and a printer. There is one electric height-adjustable table. The computers provide the full pooled room menu, and in addition have assistive software to support people with a visual impairment.

Study spaces in the Library

Headington Library has designated spaces for silent study and group study.

Seven group study rooms (all with PC, interactive whiteboards and data projectors or large LCD monitors) are available to be booked by groups of 3-8 students for up to two hours per day per group. The Group Space on the Second Floor provides a range of informal group work areas. A quiet group study space is also available on the South Gallery, Second Floor.

Silent Study Spaces are located in the North Library, Ground Floor, the East Library, First Floor and the East Library, Second Floor. Individual study rooms are located on the First and Second floors. All study rooms may be booked at the Enquiry Desk.

Information collections available for use at all times

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|-----------------------------------|--|
| Company Reports | North Library, First Floor |
| Dissertations and theses | Ask at the Enquiry Desk |
| Examination papers | Photocopier Room, Ground Floor |
| Law Reports | North Library, Ground Floor |
| Local Collection | East Library, Second Floor |
| Maps and atlases | East Library, Second Floor |
| Medical Sciences Video Archive | East Library, First Floor |
| MOMA Collection | North Gallery, Second Floor |
| Music resources (CDs, scores etc) | Audio Visual Unit, Ground Floor |
| Newspapers | Newspaper Area, Second Floor |
| POVAL Collection | North Gallery, Second Floor |
| Publishing in Africa | North Library, First Floor |
| Statistics Collection | Newspaper Area, Second Floor |
| Subject Floor Quick Reference | Subject specific dictionaries, encyclopaedias etc. are kept on the same floor as the books and journals for that subject |
| Tourism Literature Collection | North Library, First Floor |

Special Collections

The following collections are available under restricted conditions in the Special Collections Reading Room. Please ask at the Enquiry Desk.

Andre Deutsch Collection
Booker Prize Archive
Dorset House Archive
Fuller Collection
Grigson Collection

Ken Hom Library
Michael Jackson Collection
National Brewing Library
Oxfordshire Society of Architects Collection
Welfare Collection

Upgrade Study Advice Service

Upgrade offers advice in Statistics and Maths and in Study Skills to any Brookes student, on any course, at any stage. Upgrade is located in the South Library. Drop-in sessions are run during semester time (see posters or the Upgrade website <http://www.brookes.ac.uk/services/upgrade/> or you can book tutorials (1:1 or with a friend) during drop in sessions or by email (upgrade@brookes.ac.uk).