

## Guide 5

**Welcome to Wheatley Library!**

This Library provides specialist support and access to information in business and technology.

**Location**

The Library is in the Tower Block (Building HL) in the centre of the campus. See our map: <http://www.brookes.ac.uk/about/findus/documents/wheatley.pdf>

Swipe card access for disabled students is via the ground floor of building HLG and the lift inside the entrance to building HLG. A stairlift is available for access to the upper mezzanine floor. Please carry your University ID/Library card when using the Library.

A **podcast audio tour** of the Library is now available for download at

<http://www.brookes.ac.uk/library/podcast/wheatley/home.html>

**Library opening times in semesters (see website for vacation opening)**

Mondays to Thursdays	08.30 – 21.00 (Self-service 08.30-09.00)
Fridays	08.30 – 18.00 (Self-service 08.30-09.00)
Saturdays and Sundays	10.00 – 16.00

The University is closed on Bank Holidays and at Christmas and Easter. For details see <http://www.brookes.ac.uk/about/documents/semesters11-12.pdf/view>

**What help can you give me?**

<b>Enquiry Desk</b>	☎ <b>01865 485869</b> How to find information on assignments/dissertation Help to access a database or find a journal or e-book How can I access the Bodleian Library?
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<b>Electronic enquiries</b>	<a href="mailto:wheatleylibrarians@brookes.ac.uk">wheatleylibrarians@brookes.ac.uk</a> Help to access a database, e-book or electronic journal Help with passwords for using databases off-campus Reserving a place on a training session
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<b>Reception</b>	☎ <b>01865 485869</b> (hearing induction loop available) Reserving Group Study Rooms Credit Hallnet/charge account and buy USB sticks, cables Collecting colour printing at Wheatley Finding a particular book in the Library
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**Please use the self-service machines for taking out and returning main stock material.**

Our automatic renewals number is ☎ **01865 483133** (items reserved by other people can't be renewed)

For **database training sessions** see

<http://www.brookes.ac.uk/library/business/training.html>

## Working in a group?

- Phone or ask at Reception to book a Group Study Room
- Use the Group Study Area on the lower floor of the main Library

## Working on your own?

- If you want to work **silently**, please use the Journals areas across the bridge
- If you prefer a busier area, please use the study areas in the main library, but **remember to turn off the ringer on your mobile phone**

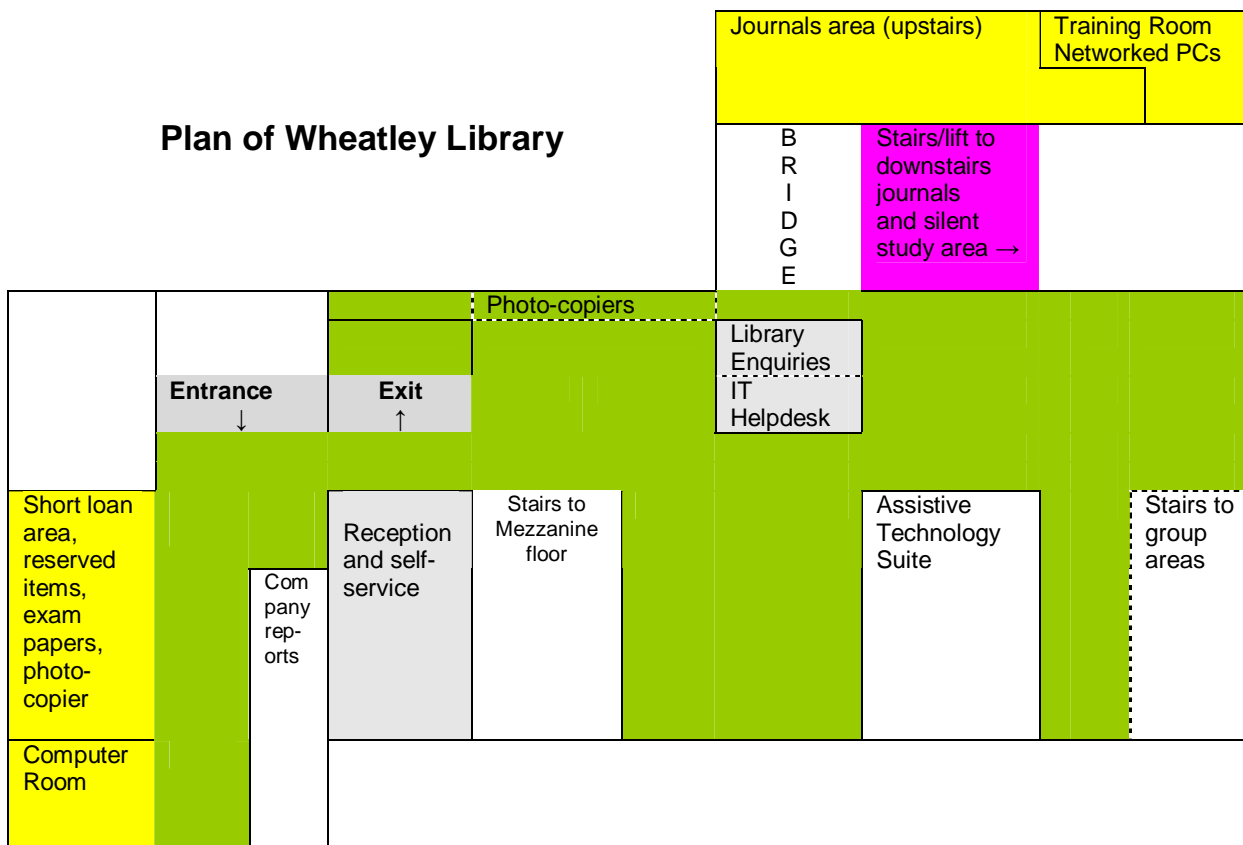
## Working with a friend?

- Please use the study areas in the main library but speak quietly so you don't disturb others!

## What equipment does the Library have?

- |                           |   |
|---------------------------|---|
| • DVD/video player        | Group Study Area  |
| • Library catalogue PCs   | Main Library, Journals areas                                  |
| • Networked PCs           | Computer Room, Library, Training Room, Group Study Rooms      |
| • Wall-fixed LCD monitors | Group Study Rooms   |
| • Photocopiers            | Main Library, Short Loan area                                 |
| • Printers                | Main Library, Computer Room, Training Room, Journals          |
| • Scanner                 | Training Room, Main Library                                   |
| • Laptop points           | Journals areas, Group Study area                              |
| • Whiteboards/marker pens | Group Study Rooms   |
| • Wireless                | Power points in Journals area, Main Library, Group Study Area |

The **Assistive Technology Suite** is situated on the upper floor of the main library near the stairlift. It contains a video magnifier, a scanner, networked PCs with Supernova, Zoomtext and more...



**Key:**  busy area  quiet area  silent area