

Self-Guided Audio Tour of the Library

00 Welcome

Welcome to the University of Portsmouth Library. This tour will introduce you to the building and its services. From six points in the building we hope to show you the most important things on offer.

The Library will play a very important role in your studies. As well as providing key resources like books, journals and computers, the staff are there to help you either as subject specialists or with advice on how to get the most from the facilities. During term time we're open 7 days a week from 8am to Midnight.

You will hear a chime and instructions when it's time to move to the next location.

01 Atrium

[Chime] *Go through the turnstiles and stand in the atrium facing the elevator. Look for the stop number 1 sign.*

On your right, you can see a glass corridor we call 'The Street' on the other side of which is the main **IT suite** which has nearly 200 computers. You can use these computers to get onto the internet and email and also access useful software tools like Microsoft Word. There are also printers, scanners and a help desk.

On your left is our **Issue Desk**. This is where you can borrow, renew or return your books as well as ask questions about your borrower account. You'll need your campus card to borrow anything, so make sure you bring it with you. If there is a long queue here, you may want to use the self-service machines we'll show you later in the tour.

Before you leave this area, turn round and look back towards the turnstiles. Back at the entrance are the only toilets in the Library and there is a café where you can buy food and drinks.

The stairs to your left lead up to the first floor **Special Collections** and the second floor **Literature and History** collections.

02 Information Desk

[Chime] *Go through the doors beside the lift and walk around to the left until you are in front of the **Information Desk**. *There should be a stop number 2 sign.**

The **Information Desk** is open between 9am and 8.45pm Monday to Friday, and from 10am to 4pm at weekends. Please feel free to ask here about Library services. If staff can't answer your question directly they may need to refer you to the **Faculty Librarian** for your subject. The Information Desk also handles **Interlibrary Loans**, so if you've requested an item from another library, this is where to collect it.

Behind you as you face the Information Desk are two Library **seminar rooms**. You may be timetabled here as part of your course, or you can attend the workshops we advertise. Also in this area are the English daily newspapers and some **Library Catalogues**. Catalogues can also be found throughout the Library.

The **Library Catalogue** is the key to finding what you need in the Library *quickly*. The catalogue is also available via the Library homepage at www.port.ac.uk/library so you don't even have to come to the Library to use it. You can search for books, journals, electronic resources, etc. by choosing options from the drop down menu. When you've found the book

you want, click Check availability and write down the numbers and letters listed under Shelfmark as this will help you find the individual book on our shelves. You can also use the catalogue to reserve books that are already on loan. To keep track of your borrower record and **renew** your books, click on **My Account**.

Near to the Information Desk in the direction you've just come from are the **Self Service** machines mentioned earlier. These enable you to borrow or return books without having to queue at the Issue Desk. Library staff will be happy to show you how to use these machines.

Now is perhaps a good time to mention that the Library operates a fine system for late book returns. Make sure that you return your books or renew them in plenty of time. You can renew your books at the self-service machines, over the phone or online.

Also on this floor are the books and journals for **Science** and **Technology**, as well as the offices of the relevant Faculty Librarians. Please take time to discover where the books for your subject are kept. They may be on this floor, or another floor later in the tour. Ask a member of staff if you need assistance.

03 First Floor

[Chime] Leave the Information Desk by walking towards the low level shelves, then head for the stairs. Take the stairs (or the lift) to the First Floor noting the Floor Directory and map as you pass them. Go left to stand in front of the First Floor enquiry desk ahead of you. You should be able to see the sign for stop number 3.

This floor houses the stock for **Social Science**, **Business**, and **Law**. You can ask subject related enquiries at this desk and also ask to see the Business and Law Librarians who have offices on this floor.

Looking back towards the stairs there are more Library catalogues and through the doors at the top of the stairs, you should be able to see the **journal room** which is also a silent study area. Current copies of journals are on the first row of shelves; back issues are on the shelves behind, arranged in alphabetical order of title.

You may wish to take a moment to walk around this floor. Keep an eye out for fire exits in case of emergency.

04 Second Floor

[Chime] Return to the stairs (or lift) and go up to the second floor again noting the Floor Directory and map. Go through the door on your left, and head for the enquiry desk directly in front of you. There should be a sign for stop 4.

This part of the second floor houses **Art**, **Architecture**, **Languages**, **Film**, **Journalism** and **Sport**. You can ask subject related enquiries at the desk or ask to see the relevant Faculty Librarian. Once again, there is a **journal room for silent study** through the doors over by the stairs.

As you walk around the Library you will see different coloured tape on the spines of the books. These indicate the loan period of the book. Green tape marks **reference** books which *cannot* be taken out of the Library; yellow tape means **1 week** loan; books with just a white label showing the shelfmark are **4 week** loans.

Feel free to walk around this floor and familiarize yourself with the layout.

05 Second Floor Extension

[Chime] Walk around the L-shaped enquiry desk and follow the sign to the literature and history collections. Walk across the bridge and turn right. You should see a series of glass walled rooms. This is stop 5.

Three of these rooms are group study rooms which you can book at the **Reception Desk** by the Library entrance. The final room is the Faculty Librarian's office for Humanities and Social Science. The book stock in this area covers **Literature** and **History**.

Beside the double height windows at the other end of the floor you will find catalogues and computers which you can use to access the University network and Library resources, such as e-books, e-journals and databases. There are more computers in other locations around the library. We have a wireless network throughout the library, so if you have a wireless laptop or have borrowed a laptop from the Issue Desk, you can also access the University network and internet.

You can access the Library website at www.port.ac.uk/library This website is available off campus although passwords may be needed to access some of the resources:

* Look out for our **Subject Directory**, the **E-journals A-Z listing** and the **Electronic Book Collections** link.

* **Referencing@Portsmouth** provides a tool to guide you through how to reference accurately.

We strongly advise you to use our Subject Directory and e-resources, rather than just searching the Internet, because these are high quality information sources, many of which the Library buys to help you with your studies and they are not freely available on the Internet.

06 First Floor extension

[Chime] Between the office and the computer area is a walkway through to the atrium staircase. Walk down to the first floor and turn left through the doors to take a look at the special collections. There should be a sign for stop 6.

This area contains **Law Reference**, **Statistics**, **Parliamentary Papers** and the **European Documentation Centre**. Again there are computers to your right and group study rooms on your left past the Business Librarian's office. Explore this floor if you wish, then return to this point.

07 Back in the Atrium

[Chime] Go back through the doors to the stairwell and descend to the ground floor where you'll find yourself back in the Atrium where we started.

Look again at the Issue Desk and go towards the right hand end where there is a set of doors leading to the **photocopy room**. There are several photocopiers which are coin or card operated. On the other side of the photocopy room, you'll find the **Short Loan Library** where your tutors may have placed books or copies of journal articles which are in high demand. These items can only be borrowed for **one day** (blue stripe) or **4 hours** (orange stripe).

08 Thank you

Thank you for taking part in this self-guided tour. We hope you've enjoyed it and found it useful. Remember that Library staff are happy to answer any questions you have.

Good luck with your course and we hope to see you again soon!

[Pause]

Why not try a virtual tour? Go to www.port.ac.uk/library/tour/