


Hartley Library

Finding Your Way Around the Library – the Basics

For your own safety, it is very important that you are aware of the fire safety procedures for the Library. If you hear an intermittent alarm you do not have to leave the Library but be ready to evacuate. If the continuous alarm sounds you must leave the Library immediately by the nearest fire exit 

This tour is designed to help you find your way around the Hartley Library, which has five levels.

The entrance to the Library is on Level 2.

1. As you enter the Library you will find straight ahead of you the **Reception Desk**. Here you can find answers to basic Library queries and also book Group Study Rooms.

To your right you will find an **Internet Café** and **Lattés**. (Please do not, however, take food and drink, apart from bottled water, into the Library.) To the left of Lattés are some toilets, a water cooler and disabled toilets.

Please note - as a matter of courtesy we ask that you **switch your mobile phone off, or on to 'silent'** whilst in the Library. Calls can only be made and answered in the Entrance Hall on Level 2.

The **entrance turnstiles** are activated by your University ID/Smartcard; touch your card lightly against the electronic pad and wait a couple of seconds until the screen pad reads **unlocked** before passing through the turnstiles. You are now in the Entrance Hall where you will find the **Loans desk** and the **Reserve Collection**.

2. The **Loans Desk** is on your left as you move on into the Library Entrance Hall. This is where you go to borrow or return books and to receive help for any other loans related enquiries. Please remember that you will need your University ID/Smartcard to borrow books. At the end of the Loans Desk on the right-hand side are the **self-issue/return machines** which enable you to borrow and return books even when the Loans Desk is closed.

Term-time staffed hours for the Loans Desk, are Monday-Thursday, 8.30am-7.25pm; Friday 8.30am-5.55pm; Saturday 9am-4.55pm; Sunday 9am-4.55pm. Staffed opening hours are shorter during vacation. Please check our webpage for vacation changes www.soton.ac.uk/library/about/opening/hl.html

3. At the far right-hand side of the Loans Desk you will find the **Book Returns Slots** – return your books through here, rather than queuing at the Loans Desk. If the Library is closed you can return books via the external Returns Box which can be found on the outside wall of the Library to the right of the entrance.

Most of the book stock is on either a 1-week or 3-week loan period, but we also have books that are reference only (and must be used within the Library), short loan (in the Reserve Collection) and 2-day loan.

4. The **Reserve Collection** is to the left of the Loans Desk. This is where you will find copies of key texts from reading lists. These items can be borrowed for 3 hours during the day, or overnight from 4pm until 10am the next morning (and on Fridays, from Friday 4.00pm until Monday 10.00am). A booking system is available from the Loans Desk for overnight or weekend loans. Remember that as Reserve Collections items are in high demand they **must** be returned on time to avoid the risk of incurring a penalty.

The **way out** of the Library is past the turnstiles next to the Reserve Collection entrance.

Move towards the back wall of the Entrance Hall, then follow the corridor to the right to access the copying/printing service, Assistive Technology Service (ATS) and iSolutions computer workstation rooms.

5. The **Copying/printing service**. As you move along the corridor you will find on your right the main self-service copying and printing room. To add credit to your account you will need to use the black **moneyloaders**, these are located further down the corridor on the right-hand side.

Please note that these machines are shut down half an hour before the Library closes.

6. The **Assistive Technology Service (ATS)** is on the opposite side of the same corridor, to your left. This room is specifically for users with disabilities or dyslexia and is equipped with specialist computer software; scanners; printers and a Braille embosser. Help and individual training can be provided, but you need to register with the service to be able to use this facility.

7. **iSolutions workstations** can be found if you continue further along the corridor, past the stairs, in rooms on both sides. These are available until half an hour before the Library closes.

For help and advice with using the printer/copiers (MFDs) or computers you should contact iSolutions ServiceLine either by email to serviceline@soton.ac.uk or by phoning extension 25656, using the phones in the workstation rooms. ServiceLine is open Monday to Friday from 8.30am to 6.00pm on every University teaching day.

The staircase in this corridor leads directly to Level 4 of the Library and provides access to the training rooms 4075 and 4077.

Turn around and head back along the corridor towards the Entrance Hall. To the right of the end of the Loans Desk you will find the **main staircase** which connects each level of the Library. A lift which serves all floors is located further down the corridor on your right.

Go down to –

8. Level 1 which houses print collections of periodicals/journals, newspapers, microfilms, map collection, books in the subject areas of Theology, Classics, Linguistics, Modern Languages, Fine Arts, Education, the LATEU collection and Reports H-T. You will also find Group Study Rooms 1a, 1b, 1c and Training Room 1009 on this level. As you reach the bottom of the stairs you will see a floor plan of Level 1 facing you, this will help you to locate the collections and rooms on this floor. Floor plans are always positioned at the entrance to each level, and printed copies of them are available at our enquiry points for you to take away.

From here go up two floors to –

9. Level 3 which holds the book stock for Allied Health, Engineering, Nursing & Midwifery, Law (plus the Law journals), Mathematics, Medicine, Psychology, Science, Sports Science and Social Sciences. The British Official Publications collection, European Documentation Centre and Group Study Rooms 3a-3f are also on Level 3.

The **Subject Enquiry Service** which is facing you as you reach the top of the stairs is where you will find in-depth help with queries. This service is staffed Monday-Friday, 9am-7.25pm in term time; and Saturdays from 10am-12.55pm. Staffed opening hours are shorter during vacation. Please check our webpage for vacation changes www.soton.ac.uk/library/about/opening/hl.html . You will also find our touch screen here which helps you to find the location of books and periodicals within the University Libraries.

For your information, there are 2 other Levels to the Hartley Library. They do not have material in your core subject. Please do visit them, though, if you are interested:

10. Level 4 houses books on Archaeology and History and you will also find Library's Archives and Special Collections, the Exhibition Gallery, the Parkes Collection (Anglo-Jewish and European Jewish history), the Cope Collection and printers/copiers.

11. Level 5 houses the Music collection including music scores, material on Philosophy, English Literature and the literature of other modern European languages. You will also find Group Study Rooms, Workstations and WebCat terminals on this floor.

General Information

On every floor you will find **WebCat** terminals and **iSolutions workstations**.

WebCat lists the Library's collection of books; journals; DVDs and other materials and covers the holdings of all sites of the University Library. To use it fully, log on with your University ID/Smartcard number and Library PIN (available from the Reception, Loans or Enquiry Desk). Please note that you cannot access electronic books or electronic journals via WebCat; to do this you must use a **workstation**.

iSolutions workstations can be used to access the internet; you can also open electronic journals, electronic books and bibliographic databases to search for journal references using these computers.

Laptops - Please note that there are plenty of network plug-in points for your laptop; and wireless access is enabled everywhere - though generally it is better on the side of the building which faces University Road.

Hartley Library operates a laptop loan service, allowing you to borrow a laptop for a 3 hour period for use within the Library. Full details of this service are at <http://www.soton.ac.uk/library/services/laptoploans.html>

Please do not use laptops in the designated laptop free areas. These areas are clearly marked on the floor plans.

Books - are shelved using call numbers - a system of letters and numbers which indicate the subject - these call numbers are on every WebCat record, in capital letters - e.g. WY 100 PEN. Notices at the end of each range of shelves list the call numbers which they hold. The Education books, which only have numbers, not letters e.g. 378.4 can be found on the far left-hand side of Level 1.

In addition to our print books, we now have a growing number of electronic books. Details can be found via WebCat www.soton.ac.uk/library/resources/ebooks.html

Journals/periodicals - Journals are available in two forms, electronically (full text) or in print. Library holdings of both print and electronic titles can be accessed via [TDNet](#) our e-journals gateway.

The print copies are kept on **Level 1** (excepting Law which are kept on Level 3) of the Hartley Library. They are shelved alphabetically by their title, within their correct call number e.g. per W, per M. Use TDNet/WebCat to find out the call number for a specific journal.

Finally, please approach any member of Library staff for help at any time.

This leaflet will be updated periodically to reflect the changes which inevitably happen in a large organisation.