

## ***A Guide for visitors to the Library***

### **OPENING HOURS**

The Library is usually open for 24 hours. We ask visitors to arrive **after 9am** and **before 9pm**.

For information about Issue Desk, Copy & Print and Information Point service hours please visit

<http://www.bath.ac.uk/library/about/open.html>

### **ACCESS FOR VISITORS**

We welcome visitors to the Library but we have strict rules about when they can enter to help us to meet demand from our student and staff members. In general, any student or member of staff from another institution which has University status can enter the building on any day. You must produce a valid library card from your home institution at the Reception in the Library entrance. All other visitors can enter the Library on weekends, or during any day in the University **vacation** when the library is open. When you visit, please report to the Reception Desk, with appropriate ID (e.g. driving licence, passport or similar) and complete some registration formalities before entering the building.

Visitors who want to visit at any other time *must* have obtained prior permission from the University Librarian. Please be aware that unaccompanied children under the age of 16 will not be granted access. Admission to the Library does not entitle you to borrow books though External membership (with limited loan rights) is available for an annual fee.

We advise visitors with disabilities to visit one of our Information Points. Staff there can advise you on using the Library, and can discuss your individual needs. Our webpages also host other introductory resources which you might find useful as a starting point: [www.bath.ac.uk/library/help/](http://www.bath.ac.uk/library/help/)

Staff and students from other UK universities may be able to apply for access and borrowing rights to this library via the SCONUL Access scheme: <https://www.sconul.ac.uk/sconul-access>

### **FINDING INFORMATION**

Subjects are arranged on different floors of the Library. Staff at the Information Points on each floor will answer any brief questions that you may have. In general terms, you will find:

- Humanities, Social Sciences, Health and Management on Level 5
- Science, Medicine and Sport on Level 4
- Engineering, Design and Literature on Level 3
- Details of all Library stock are held on our catalogue. You can access this online using any of the dedicated catalogue computers throughout the Library, or via the Library homepage at <http://www.bath.ac.uk/library/> You can search the catalogue using a simple keyword search and then filtering your results if necessary or by choosing the Advanced search options and selecting specific search terms, including Author, Title, and Keywords.

## ARCHIVES

The University Archives contain both documents relating to the University and also archival special collections. Anyone with can use the archives by appointment between 9.00am and 5.00pm, Monday to Friday. For further information please see: <http://www.bath.ac.uk/library/services/archives/index.html>

## PHOTOCOPYING

Self-service photocopying equipment is located at the back of the Library on Level 2. To photocopy, you will need a card, which you can get from the vending machine located near the Group Study Rooms. The card costs £2 and contains 50p worth of credit. You may add credit to this initial balance if you wish using the value loader machines nearby. For more information: <http://www.bath.ac.uk/library/users/visitors.html#photocopying>

## ONLINE RESOURCES – VISITOR ACCESS

Visitors may view a range of online resources (e.g. e-journals, e-books and databases), where licence agreements allow use by visitors to the Library. The Library cannot allow access to the full portfolio of online resources due to the terms of the licence agreements of some publishers. Access to these resources is via dedicated catalogue PCs located near staffed offices on Levels 2 to 5 of the Library. You do not need to log on. Visitors can only **view** online resources while physically in the Library. It is not possible to print or save material.

See the Guide to accessing research information for free, which includes links to websites that may help you locate journal articles and other information from home: <http://www.bath.ac.uk/library/help/resourceguides/free-research-info.pdf>

## LIBRARY MEMBERSHIP

If you want to borrow from the Library, you can apply to become an external member. Please ask at the Issue Desk for an application form. You will be allowed to borrow up to 5 books (excluding Short Loan items) at any one time. The annual fee is £150. The annual fee is £50 for Alumni. Please note that this fee does not include use of the campus network or computers, access to our subscription online resources is limited as described above. For further details: <http://www.bath.ac.uk/library/users/external-membership.html>

## GETTING TO THE UNIVERSITY OF BATH

The University is situated on Claverton Down, and is approached by North Rd and Quarry Rd. From the South and South West, approach via Claverton Down Rd and Norwood Ave. Buses provide a regular service to the campus from the city centre. Please be sure to board a bus headed for *University of Bath*. *Bath Spa University* is a separate institution located at the opposite side of city. Further travel information: <http://www.bath.ac.uk/collections/travel-advice/>

## THESES

Online and printed theses are listed on the Library catalogue. Printed theses are available for reference use in the Library. Please ask at the Library Issue Desk during staffed hours.

## FURTHER INFORMATION

General enquiries: + 44-(0)1225-385000 [library@bath.ac.uk](mailto:library@bath.ac.uk)

Archives +44-(0)1225-383464 [liser@bath.ac.uk](mailto:liser@bath.ac.uk)

SCONUL Access Information at <http://www.bath.ac.uk/library/users/sconul-visitors.html>