A Guide to using your Library

The Library building is situated at the heart of campus and is open 24 hours a day, 7 days a week. The entrance to the Library is on Level 2 where you will find the Issue Desk, Copy & Print and Computing Services Help Desk. Books, journals and other printed resources are shelved on all floors:

Level 5   humanities, social sciences, management, languages

Level 4   science, medicine, sport, library research services, university archivist

Level 3   engineering, architecture, design, literature, Language Learning Zone

Level 2   newspapers, short loan collection, PhD theses

Level 1   study spaces and library training room

Study spaces

There are more than 1,500 study spaces throughout the Library and over 500 PCs. Levels 3 and 4 provide a mix of quiet study and group work areas. Level 5 is for silent study, at the request of students. Level 5 has a postgraduate workroom and L1 has a PC training room and a quiet study area. There are self-bookable workrooms on Levels 1 and 4.

What we hold in the Library & how do you find what we have?

The Library has a collection of more than 440,000 e-books, 360,000 printed books, 26,000 online journals and more than 200 current print journals to support study and research. You can find items within the collection by searching the Library Catalogue: http://www.bath.ac.uk/library/ .

If you are off-campus, you will normally need to enter your University username and password to access online resources.

Searching for books and e-books

- To find print books: once you've entered your search term/s and arrived on the search results page, click the drop-down option by the search box and change it from displaying 'Everything' to 'Books' only..

- If you want to find e-books you can then further filter your results by 'full-text online'. Click 'view online' to access the full text.

Finding journal articles

- Enter the journal title and from the results page, click the filter drop-down list and change it from 'Everything' to 'Journals' only. Click the 'view online' link to enter a journal's website. Remember to check which years are included in the Library's subscription. Some journals are still only in print format, shelved in a section on one of the subject floors by PER number.

- To search for specific articles by article title, sometimes it helps to enter a title within speech marks. If you can't find an article by its title, try searching instead for the journal in which it was published.

Borrowing printed books

- The catalogue record of a book indicates whether or not one or more copies are available to be borrowed. The catalogue record includes a shelfmark and floor location.

- **If all copies of a book are on loan,** you can make a reservation. When a copy becomes available, you will get an email asking you to collect it from the Issue Desk within 7 days.

- Most users can borrow up to 30 books at a time, plus 4 short loan items.

- To borrow a book, use one of the **self-issue machines** located next to the Issue Desk on Level 2. To do this, you will need your Library card and PIN. You can find or "Change your PIN" on the [Library webpage](#).

- The loan period for books will be **automatically extended** if no other reader wishes to borrow them. You will be sent a recall notice via your University email account and a due date for return of the item(s) in the following circumstances: another reader has placed a reservation, your library membership has expired or you have had the book on loan for twelve months.

- **Fines may be payable for the late return of recalled items after the advised due date,** which applies to all library users, to encourage the turnover needed to meet demand. All library users have the same rights and responsibilities. **Short loan** items can be borrowed during staffed hours from the Issue Desk. They will be **due for return by midnight** on the next working day (Monday to Friday).

- **If you would like to request a book for Library stock** please contact your Subject Librarian.

- To return your books post them through the "return loans" slots next to the Issue Desk on Level 2 or at the Virgil Building.

Tracing literature, journal articles and other information

- The Library subscribes to a number of databases which index peer-reviewed research, such as Scopus and Web of Science. You can search databases for references to articles, conference papers and other documents from across a wide range of publications. Your Subject Librarian will provide training and support in literature searching.

- **Database search results** often include abstract summaries of articles and a blue and white 'Links' button. Click on 'Links' to look for a link to the full-text of an article.

Inter-Library Loans

If a book or article is not provided by the Library, in either online or print format, you can request it through the Inter-Library Loans service. For more information on how to request an Inter-Library Loan, please visit the service webpage: http://www.bath.ac.uk/library/services/ill/.

Exam papers

Exam papers from previous years are available online at: https://www.bath.ac.uk/library/exampapers/index.php

- Access is limited to the past five years. Some departments have indicated that certain papers cannot be made available: these are marked "Restricted".

- Course syllabuses change each year, so please be aware that **older papers might not be relevant to current units.**

Theses and dissertations

PhD theses written by researchers at the University of Bath are available in print and online formats. Online and printed theses are listed on the Library catalogue. MSc Dissertations are also available electronically on the Library catalogue, but these are only viewable by members of the University of Bath.

Information on how to submit your thesis or dissertation and on finding theses from other institutions can be found on the Library web pages at: https://www.bath.ac.uk/guides/finding-dissertations-and-theses/

Printing, photocopying & scanning

- The managed printing service at the University of Bath allows access to networked printer/photocopying/scanning facilities in student-designated areas anywhere on campus using your library card.

- You can print from any PC in the Library and collect your work from the printers at the back of Level 2. It is also possible to print from your own laptop. Please note you cannot print from catalogue terminals. The Library machines also function as photocopiers and scanners. There are full instructions on each machine, and during office hours you can ask a member of Copy & Print staff for help. For more information please see: http://www.bath.ac.uk/library/services/copy/

- You can use any machine on Level 2 to scan material. This service is free. You can scan and save straight to your 'My Scans' folder in your documents space, or to a memory stick, or send to your email inbox.

- You are only allowed by copyright law to print, photocopy or scan the following amounts: 5% or one chapter of a book; 5% or one article from a journal issue.

Referencing and reference management

- The Library provides help with referencing through guides, training sessions, and one-to-one help from Subject Librarians. We cannot support all the many different referencing styles fully, so we specialise in Harvard (Bath), American Psychological Association (APA), Royal Society of Chemistry (RSC) and Institute of Electrical and Electronic Engineers (IEEE) styles https://library.bath.ac.uk/referencing

- The Library also provides training and support in the use of *EndNote* reference management software. https://library.bath.ac.uk/referencing/reference-management

Research Support

The Library's Research Services team provide support for *Pure*, the University's internal research information system and online publication store. *Pure* takes the details and copies of research publications and makes them freely available on the internet ('Green' open access).   We also manage funds for author payment charges ('Gold' open access), for researchers with UK funding council grants or authors from Bath publishing in fully Open Access journals.

The Library provides advice on research analytics (e.g.impact factors, citation counts), see https://library.bath.ac.uk/research-analytics. We also support research data management and the Library provides the *Research Data Archive* http://researchdata.bath.ac.uk where data produced by researchers at the university can be archived and shared. For an overview of research data management, sharing and archiving see: http://www.bath.ac.uk/research/data or contact the Research Data team with your query: research-data@bath.ac.uk.

Access to other Libraries

The Library belongs to the SCONUL ACCESS Scheme which lets you visit other university libraries in the UK and Republic of Ireland, either for reference purposes, or to borrow books and other items. For more information see: https://www.bath.ac.uk/guides/using-other-libraries/

Resources for your subject and subject librarians

You can access **specialist resources and databases** from the Library's 'Resources for your subject' web pages: https://library.bath.ac.uk/. Each page includes links to a variety of resources such as: patents; standards; statistics; useful websites; images and online reference books.   You will also find contact details for your Department's Subject Librarian, who will be happy to help with literature searching, referencing and any other Library-related enquiries.

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