

Transcript of the Library induction video 2021-2022

Welcome to your University Library and our introductory presentation.

Your library provides a huge range of resources to support you in your studies. We have thousands of print and electronic books and journals and a large range of specialist databases for every subject.

Most importantly there are friendly staff to help you.

The library is located in the heart of the campus and on the map it is shown on the main parade, facing the lake.

The library is open 24/7 so it's always available when you need it day or night. Our online resources are available off-campus from anywhere in the world, so you can take the library in your pocket wherever you go!

You enter the library on level two from the parade. The security gates are open during the first week. After this time you will need to scan your library card to enter so keep it with you at all times.

Check the TV screen as you enter for news, information and training events on offer.

You are welcome to bring in hot and cold drinks in reusable 'keep cups'. Please wear a face covering when you are walking around or when you enter staff offices.

The library is arranged over five levels.

If you get hungry you can snack in the refreshment area at the front of level 2.

Books for each subject can be found on levels 3, 4 and 5 and there is a lift to all levels.

The issue desk, the IT Service desk and a variety of drop in study spaces are found on level 2. Bookable study spaces found on the other floors and there are additional study areas on campus and in the Virgil Building in Bath city centre. See our web site for more details on how to book a study space.

Two assistive technology rooms are available on Level 2 of the Library. They provide specialised equipment and study space for those registered with the Disability Service. The Assistive Technology Team can provide support with digital accessibility issues. Contact them via the IT Service desk.

You can print, photocopy or scan using the machines at the back of level 2. You can send files to print from any computer on campus including your laptop, tablet or mobile phone. You will need sufficient credit on your printing account before printing or copying, but scanning is free! Simply add credit online.

At the self-issue machines you can borrow books, following the on-screen instructions.

When you've finished with them, put the books in the book returns box in the library or in the book drop at the Virgil Building in Bath city centre.

When you borrow books from the Library shelves, the loan is automatically renewed for you every week for up to 12 months, unless it is reserved by someone else.

If the book you have borrowed has been reserved, a recall notice with the return date of the item will be sent to your University email account. Remember to check your email regularly to avoid charges for non-returned items.

If all copies of a book you need are out on loan, request a reservation on the Library catalogue.

The library has a wide collection of academic sources to help you find information for your studies including high quality, academic publications and specialised databases for your subject area. This is expensive content not available via Google, but accessible to you as registered students at Bath.

The library collection is too big to browse, so to find out what we have, use the Library catalogue.

The catalogue is available via dedicated computers on each floor of the library and on our homepage.

Many of you will have teaching sessions with your subject librarian covering search skills, using databases and referencing. You can also find lots of guidance on our web pages including a range of short videos.

Follow the link to the library's website from the students' homepage.

There's a wealth of information available on the Library webpages, and you can also use our 'Ask a Librarian' service and chat service for help.

We hope you enjoy your time at Bath and make the most of your Library. Thanks for watching.