



# Edinburgh University Main Library



## How can I get help?

The IS Helpdesk is situated on the Ground Floor where your enquiry will be answered directly or passed to appropriate specialist help.

The IS Helpdesk provides information regarding:

- Library
- DiscoverEd
- Computing
- e-Learning
- Laptop loans
- Printing/scanning
- University Card services

### Drop-in IT Support

Information Services offer drop-in technical IT support and assistance for current staff and students with personal mobile devices. For details see: [www.ed.ac.uk/is/mdc](http://www.ed.ac.uk/is/mdc)

### At a distance

Contact the IS Helpline at: [www.ed.ac.uk/is/helpline](http://www.ed.ac.uk/is/helpline) with your IT, e-Learning or Library enquiry. Visit our web pages at: [www.ed.ac.uk/is/help](http://www.ed.ac.uk/is/help) or contact the IS Helpline: [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk)

### Service Alerts

Library and Information Services alerts are advertised in advance:

<http://reports.is.ed.ac.uk/alerts/>

Academic Support Librarians are available for subject specific Library help:

[www.ed.ac.uk/is/academic-support-librarians-a-z](http://www.ed.ac.uk/is/academic-support-librarians-a-z)

For information on physical access and Library services for disabled users please visit:

[www.ed.ac.uk/is/accessibility](http://www.ed.ac.uk/is/accessibility)

## Where can I study?

There is a wide variety of study spaces throughout the Library to meet your learning needs and preferences, from individual study desks in quiet or silent areas to open access computers, casual soft seating and study pods.

### Study space during examinations

Special arrangements are made during exam times, when the Library is particularly busy.

[www.ed.ac.uk/is/study-space](http://www.ed.ac.uk/is/study-space)

### Wireless

Members of the University and alumni may connect to the wireless network by registering at: [www.ed.ac.uk/is/wireless](http://www.ed.ac.uk/is/wireless)

### Cloud printing/photocopying/scanning

Flatbed scanners, specialised software and poster printing are available in uCreate, Floor 1: [www.ed.ac.uk/is/ucreate](http://www.ed.ac.uk/is/ucreate)

Cloud printing/photocopying/scanning are available on Lower Ground Floor, Ground Floor (HUB area) and Floors 1, 2, 3, 4 and 5: [www.ed.ac.uk/is/printing](http://www.ed.ac.uk/is/printing)

Credit your account online using the Online Print Credit channel on MyEd:

[www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

Send your print jobs to the printers from a mobile device or tablet using EveryonePrint:

[www.ed.ac.uk/is/everyoneprint](http://www.ed.ac.uk/is/everyoneprint)

Library yellow card holders can photocopy, scan and print.

Please visit the IS Helpdesk for information.

## How do I find Library resources?

The Library provides access to a wide range of resources including books, journals, e-books, e-journals, databases and theses. The Library has an e-preference policy which means that many of the books we buy are e-books and many of the resources you need for your study and research are available online.

### DiscoverEd

DiscoverEd is the Library's discovery service. Use it to search the Library's collections, including books, e-books, journals, journal articles, databases and more.

Sign in to your Library Account to manage loans and requests.

Use the DiscoverEd search box on the Library homepage: [www.ed.ac.uk/is/library](http://www.ed.ac.uk/is/library)

or go to the DiscoverEd homepage: <https://discovered.ed.ac.uk>

### Library Books

The Library has 789,585 books including EAS Collection (East Asian Studies), CDs, DVDs, Music scores, Orchestral Sets.

### e-books

The Library has over 700,000 e-books. Find e-books on DiscoverEd or by browsing e-book collections.

[www.ed.ac.uk/is/finding-resources](http://www.ed.ac.uk/is/finding-resources)

### e-journals

The Library subscribes to over 100,000 e-journals. Browse or search for e-journals using DiscoverEd; you can also use DiscoverEd to find journal articles.

### Databases

The Library subscribes to an extensive range of specialist databases.

An A-Z of databases is available: [www.ed.ac.uk/is/databases-a-z](http://www.ed.ac.uk/is/databases-a-z)

Find databases for your subject here: [www.ed.ac.uk/is/databases-subjects](http://www.ed.ac.uk/is/databases-subjects)

### e-Reserve

Some courses provide book chapters or articles via one of the virtual learning environments such as LEARN and EEMec. e-Reserve items do not appear in DiscoverEd. Please consult your course organiser if you have any queries.

## How many lending items may I borrow and for how long?

Staff and Postgraduate Research students may borrow 60 items, Postgraduate Taught students 50 items and Undergraduates 30 items. Alumni can borrow 15 items and external users 5 items. Through DiscoverEd all users may request items which are on loan.

HUB Reserve	HUB Short Loan	Short Loan	Standard Loan*
3 hours	1 week	1 week	4 weeks

\*Standard loan for Staff and Postgraduates is 12 weeks

Late returns incur a fine.

Library Fines may be paid online through your DiscoverEd library account. Books may also be renewed online (except Reserve items).

## Where can I find books and other materials?

Please check DiscoverEd for the availability and location of all materials.

### HUB (High Use Books)

The HUB collection, located on the Ground Floor, consists of books (both Reserve and Short Loan), offprints, DVDs and CDs.

Self-issue laptops for Edinburgh University Students.

Requested items for collection.

### Main Collections

Library of Congress shelfmarks A-PB, pamphlets and Folios can be found on Floor 2 and PC-Z on Floor 3. Library of Congress shelfmarks are first alphabetical then numerical, for example, **PR 431 Kin**.

### Older Lending Books

Older lending books and various collections can be found on Floor 4, or off site at the Library Annexe.

Older books may have Dewey shelfmarks using decimal numbers, for example, **.3582 Bry**

### Print journals

Print journals are located on Floor 4 and are arranged by shelfmark PER followed by a number denoting the broad subject range, for example, **Per.41 Tra**.

Some of our journals are stored off site at the Library Annexe. These may be requested directly from DiscoverEd with deliveries twice daily; for Reference Users, a form is available from the IS Helpdesk.

### The Centre for Research Collections

The Centre for Research Collections on Floor 6 provides access to the collections of rare books, manuscripts, theses, University Archives, Lothian Health Services Archive, art and musical instruments. Items from the Collections are also displayed in the Exhibition Gallery on the Ground Floor and the Display Wall on Floor 6. The CRC includes teaching and events spaces, a Conservation Studio, a Digital Imaging Unit and a Digital Scholarship Centre. A growing proportion of the collections is available digitally.

[www.ed.ac.uk/is/crc](http://www.ed.ac.uk/is/crc)

<http://images.is.ed.ac.uk>

<http://collections.ed.ac.uk>

## Library Resources Plus

Requests for Standard and Short Loan items already on loan, or held in the Library Annexe, may be made through DiscoverEd and collected from the self-collection shelves in the High Use Books area on the Ground Floor.

Information: [www.ed.ac.uk/is/self-requests](http://www.ed.ac.uk/is/self-requests)

Information: [www.ed.ac.uk/is/library-annexe](http://www.ed.ac.uk/is/library-annexe)

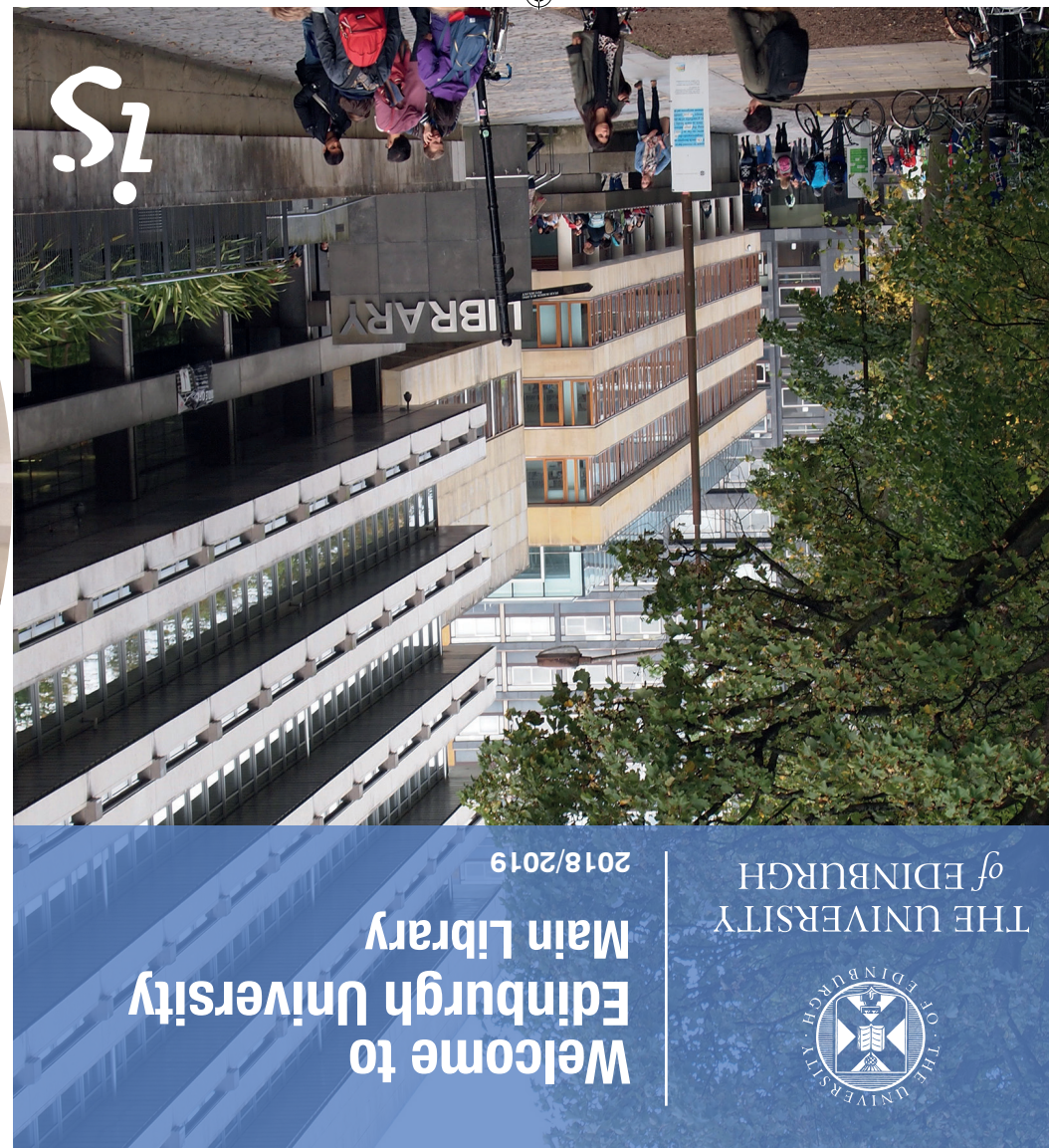
The Interlibrary Loan Service (ILL) is one way to borrow books or obtain digital copies of articles or journals which are not held in your local site library. Use of this service requires a one-off registration on the ILLiad system: <http://illiad.lib.ed.ac.uk/illiad>

Information: [www.ed.ac.uk/is/inter-library](http://www.ed.ac.uk/is/inter-library)

Students and staff may recommend books which are not in stock using Request a Book (RaB).

For further information: [www.ed.ac.uk/is/book-recommendations](http://www.ed.ac.uk/is/book-recommendations)





## Welcome to the Main Library

Edinburgh University Library offers a wealth of Library and Information Resources to support your studies. You should find everything you need, but, if not please tell us:

[www.ed.ac.uk/is/feedback](http://www.ed.ac.uk/is/feedback)

In common with other leading Universities we have made a major investment to improve facilities and services at the Main Library. Use them and enjoy your time at Edinburgh University!

## What is on each floor?

### Lower Ground Floor

- Study spaces
- Group Study bookable rooms
- Cloud printing, photocopying and scanning
- Open-access computers

### Ground Floor

- Library Cafe
- IS Helpdesk
- HUB (High Use Books), offprints, self-issue laptops, DVDs and CDs
- Self-collection of requested items
- Open access computers including quick use computers and study pods
- Cloud printing, photocopying and scanning
- Self-issue and self-return machines
- DiscoverEd search points
- New Books

### Floor 1

- Training and tutoring rooms
- uCreate - flatbed scanners, specialised software and poster printing
- Open access computers and study pods
- Cloud printing, photocopying and scanning

### Floor 2

- Printed books shelf classification A-PB
- All pamphlets and folios for A-P books
- Music Collection
- Self-issue machines
- DiscoverEd search points
- Open access computers
- Cloud printing, photocopying and scanning

### Floor 3

- Printed books shelf classification PC-Z
- Pamphlets and Folios for Self Classification R - Z books
- East Asian Collection
- Self-issue machines
- DiscoverEd search points
- Open access computers
- Cloud printing, photocopying and scanning
- Student Services: Careers, Counselling and Student Disability

### Floor 4

- Journals
- Printed books: Dewey, CAS, Sergeant, Watt and Smith Collections
- Newspapers
- Self-issue machines
- DiscoverEd search points
- Open access computers
- Cloud printing, photocopying and scanning

### Floor 5

- Silent study space with designated Postgraduate area
- Cloud printing, photocopying and scanning

### Floor 6

- The Centre for Research Collections
- Digital Scholarship Centre



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Tel: 0131 650 3409

Web: [www.ed.ac.uk/is/helpline](http://www.ed.ac.uk/is/helpline)

Email: [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk)

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### University Security 24/7

Based at 13 Infirmary Street, Edinburgh, EH1 1LT  
Tel: 0131 650 2257 or, in an emergency, 2222 on internal extensions.

Email: [security@ed.ac.uk](mailto:security@ed.ac.uk)

If you require this document in an alternative format such as large print, Braille etc. please contact [Irene.Gordon@ed.ac.uk](mailto:Irene.Gordon@ed.ac.uk)

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Designed by Graphic Design Service, LTW, ISG, The University of Edinburgh  
[www.ed.ac.uk/is/graphic-design](http://www.ed.ac.uk/is/graphic-design)

v10 - 2018

The Main Library is now open 24/7 on selected floors;  
during exam times all floors are accessible.

For festive season opening hours please check:

[www.ed.ac.uk/is/main-library-opening](http://www.ed.ac.uk/is/main-library-opening)

