

uCreate

uCreate provides multimedia and specialist IT facilities for all staff and students on a self-service basis. In uCreate you can print your own posters, use design software and scan film and documents to high resolution. Self-service poster printing is available at uCreate Main Library and uCreate King's Buildings. Specialist multimedia software and hardware are available at uCreate, including Adobe Creative Suite and large format colour printers. Finally, uCreate provides off-air recording and broadcast media archive service (Box of Broadcasts), which allows staff and students to record and catch up on missed programmes on and off-campus, schedule recordings in advance, edit programmes into clips, create playlists, embed clips into VLEs, share what they are watching with others and search a growing archive of material.

Find more about uCreate:

www.ed.ac.uk/information-services/help-consultancy/ucreate

uCreate Studio

uCreate Studio is the University of Edinburgh's Community Makerspace. We offer equipment, advice, training and support to help you make (almost) anything. We are a digitally focused makerspace with a wide range of equipment including:

- 3D Printers
- 3D Scanners
- CNC mills
- Laser cutters
- VR and AR Headsets
- Electronics components and development boards

Use of uCreate Studio, its equipment and materials is free for anyone in the University of Edinburgh community. The Makerspace is staffed from 10am to 8pm, Monday to Friday and accessible for self-service use (following induction) from 8am to 1am, 7 days a week.

Find more about uCreate Studio: www.ucreatestudio.is.ed.ac.uk



**George Square
Edinburgh EH8 9LJ**

Tel: 0131 650 3409

Web: www.ed.ac.uk/is/helpline

Email: IS.Helpline@ed.ac.uk

Follow the Main Library on Twitter and Facebook:

EdUniMainLib & EdUniLibraries

EdUniLibraries

EdUniLibraries

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

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

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

Designed by Graphic Design Service, LTW, ISG, The University of Edinburgh
www.ed.ac.uk/is/graphic-design

v12 - 2020



THE UNIVERSITY of EDINBURGH
Information Services Group

2020/2021



Welcome to The University of Edinburgh Main Library

**The Main Library is 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



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

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
- Drinking water fountains

Ground Floor

- Library Cafe
- EdHelp desk
- 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
- Group Study Pods (equipped with a PC, plasma screen, headphone sockets and a whiteboard)
- Cloud printing, photocopying and scanning
- Self-issue and self-return machines
- DiscoverEd search points
- New Books
- Drinking water fountains
- Soft drinks vending machine
- Coffee cart
- Exhibition Room

Floor 1

- Training and tutoring rooms
- uCreate - flatbed scanners, specialised software and poster printing
- uCreate Studio
- Group Study Pods (equipped with a PC, plasma screen, headphone sockets and a whiteboard)
- Open access computers
- Accessible Study Rooms
- Cloud printing, photocopying and scanning
- Drinking water fountains
- Hot water drinking point

Floor 2

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

Floor 3

- Printed books shelf classifications Q-Z
- Pamphlets and folios for shelf classification Q-Z
- East Asian Collection
- Self-issue machines
- DiscoverEd search points
- Open access computers
- Cloud printing, photocopying and scanning
- Student Services: Careers
- Drinking water fountain

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
- Drinking water fountains
- Hot water drinking point
- Soft drinks vending machine

Floor 5

- Silent study space
- Designated Postgraduate area
- Cloud printing, photocopying and scanning
- Drinking water fountain

Floor 6

- Centre for Research Collections
- Digital Scholarship Centre
- Drinking water fountain

Welcome to The University of Edinburgh

Main Library



How can I get help?

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

The EdHelp desk provides information regarding:

- Library
- DiscoverEd
- IT Enquiries
- Laptop Loans
- e-learning
- Printing/scanning
- University Card Services
- Student Finance
- Student Administration

At a distance

Please check our EdHelp web pages for information which may help resolve your enquiry regarding any of the above services:

www.ed.ac.uk/edhelp

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

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

www.ed.ac.uk/is/accessibility

Where can I study?

There is a wide variety of approx. 2500 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

WiFi

Members of the University and alumni may connect to the WiFi network by registering at: 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

Cloud printing/photocopying and scanning are available throughout the library:

www.ed.ac.uk/is/printing

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

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

Library yellow card holders can photocopy, scan and print.

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

Library books

The Library has 863,566 books including EAS Collection (East Asian Studies), CDs, DVDs, Music scores, Orchestral Sets.

e-books

The Library has over 1,400,000 e-books. Find e-books on DiscoverEd or by browsing e-book collections: www.ed.ac.uk/is/finding-resources

e-journals

The Library subscribes to over 185,000 e-journals and 1,748 active print journal subscriptions. 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 over 700 specialist licensed databases.

An A-Z of databases is available: www.ed.ac.uk/is/databases-a-z

Find databases for your subject here: www.ed.ac.uk/is/databases-subjects

Streaming videos

84,000 streaming videos are available to view.

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 library fine which can be paid through your DiscoverEd library account. Please note that Short Loan and Standard Loan books can be requested back from you by other users. If another user requests a Short Loan item from you, you will be unable to renew the item beyond its due date. In the case of Standard Loan items, the loan period will be shortened to one week from when it is requested by another user. For more information on this please go to: www.ed.ac.uk/information-services/library-museum-gallery/using-library/borrowing-a-book/books/request-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 for A-P books can be found on Floor 2, shelfmarks PC-Z, pamphlets and folios for Q-Z can be found on Floor 3.

Older lending books

Older lending books and various collections can be found on Floor 4, or off site at the University Collections Facility. 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 University Collections Facility. These may be requested directly from DiscoverEd with deliveries twice daily, Monday to Friday; for Reference Users, a form is available from the EdHelp Desk.

Centre for Research Collections

The Centre for Research Collections on Floor 6 provides access to the University's unique cultural and heritage collections, including archives, rare books, manuscripts, art and musical instruments. Items from the collections are also displayed in the Exhibition Gallery on the Ground Floor and Display Wall on Floor 6. The CRC includes teaching and events spaces, the Conservation Studio, the Digital Imaging Unit and the Digital Scholarship Centre. A growing proportion of the collections is available digitally.

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 University Collections Facility, 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

Information: www.ed.ac.uk/is/university-collections-facility

The Interlibrary Loan Service (ILL) is one way to borrow books or obtain digital copies of articles and journals which are not held in your local library site. For more information please go to:

https://www.ed.ac.uk/files/atoms/files/guide_for_requesting_interlibrary_loans.pdf

Students and staff may recommend books which are not in stock using the online system:

www.ed.ac.uk/is/book-recommendations