



2016/2017

Welcome to
Edinburgh University
New College Library

THE UNIVERSITY
of EDINBURGH



New College Library
Mound Place
Edinburgh
EH1 2LU

Tel: 0131 650 8597
Email: IS.Helpline@ed.ac.uk

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

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www.ed.ac.uk/is/graphic-design

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About us

New College Library is located within the School of Divinity and it is housed in what was formerly the Free High Church. The original Playfair design was adapted for Library use in 1934 by Lorne Campbell.

Today, it is one of the largest theology libraries in the UK, with over a quarter of a million items, many of them rare and valuable.

The Library is on 5 levels and houses an extensive book and journal stock to meet the study needs of our students.

The Library is a Wireless Network Zone. Students and alumni may connect to the wireless network by registering at www.ed.ac.uk/is/wireless on an open access computer.

What is on each floor?

Upper Floor

- David Welsh Reading Room
- Microfiche/film readers
- Library Staff work space (no public access)

Floor 1 Library Hall. Entrance level.

- IS Helpdesk
- Funk Reading Room
- Seating space
- Photocopying, printing and scanning room
- Computers and DiscoverEd search points
- General Lending Stock (Library of Congress)
- Reserve (High Use Books)
- Reference books
- New books
- Current journals
- DVDs
- Self-Issue machine

Stack 1

- General Lending Stock (Library of Congress)
- Older Lending Stock (including "s" prefix)
- Pamphlets
- Folios
- Re-shelving area for recently returned stock

Stack 2

- Older journals
- Older unclassified stock
- Older pamphlets and folios
- Closed stack area – no public access

New College Library Semester timetable

Days	Building open	Building closes
Monday - Thursday	9.00am	6.00pm
Friday	9.00am	5.00pm
Saturday	12.00pm	5.00pm

Summer and Christmas Vacation timetable

Days	Building open	Building closes
Monday - Friday	9.00am	5.00pm



DiscoverEd

A large and growing proportion of the learning materials provided for you by the Library are available online. This digital content complements our extensive print material.

Searching for material

DiscoverEd is the Library's discovery service. Use it to search the Library's collections: this includes books, e-books, journal titles, journal articles, databases and more. Use EASE to sign into your Library Account and manage loans, requests and fines.

Use the DiscoverEd search box on the Library homepage: www.ed.ac.uk/is/library or go to the DiscoverEd homepage: <http://discovered.ed.ac.uk>

Not all pre-1985 material can be found on DiscoverEd so check the printed catalogue too.

Other resources

e-books

The Library has over 360,000 e-books. Find e-books using DiscoverEd or by browsing e-book collections. More information on available e-book collections: www.ed.ac.uk/is/finding-resources

e-journals

The Library subscribes to over 40,000 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

Find databases for your subject here: 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 9. E-Reserve items do not appear in DiscoverEd.

Please consult your course organiser if you have any queries.

Special Collections at New College

New College Library welcomes users engaged in research requiring access to its holdings in archives, manuscripts and early printed books. All readers must have a current library card/consultation card. Items are requested in the Library by completing a printed slip available at the Helpdesk, or can be requested in advance of your visit by telephone, email or letter.

Requests received before 11am will be fetched the same day.
Requests after 11am will be available the following day.

The Funk Reading Room

The Funk Reading Room is a dedicated room for users of Special Collections, i.e. rare and historical material. When visiting The Funk Reading Room users are asked to leave their belongings in one of the lockers provided and must adhere to the special collections regulations.

www.ed.ac.uk/is/new-college-special-collections

The David Welsh Reading Room

Can't find a study space?

The David Welsh Reading Room provides additional 30 study spaces, and a quiet environment for study.

The Reading Room is open to all students, staff and external users and is a Wireless Zone.

Access is available via the staircase at the end of the Library Hall.

Desks cannot be reserved.

Printing, Photocopying and Scanning

You can credit your account online using the Online Print Credit channel MyEd at www.myed.ed.ac.uk or at the Helpdesk.

In addition, cards for visitor photocopying may be purchased at the Helpdesk.

For further details see here:

www.ed.ac.uk/is/printing

New College Library

- The Library Hall is a quiet zone
- Helpdesk for enquiries and guidance
- Specialist subject help available from the Academic Support Librarian
- Self service
- Printers/photocopiers
- Toilet facilities are provided on the staircase leading to the Library entrance
- Accessible PC with assisted software for disabled users

Closing Bell

Closing bell rung 30 minutes and 15 minutes before closing time.

Photocopiers switched off 15 minutes before closing time.

Helpdesk shuts 10 minutes before closing time.

Require further assistance?

Contact Helpdesk staff:

- In person
- By phone: 0131 650 8957
- By email: IS.Helpline@ed.ac.uk

Your enquiry will be answered directly or passed to appropriate specialist help.

Service Alerts

Library and Information Services alerts are advertised in advance:

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

Follow @Isalerts on Twitter: www.twitter.com/isalerts

Quick borrowing guide

Staff and research postgraduates may borrow 60 books, taught postgraduates may borrow 50, undergraduates may borrow 30, alumni may borrow 15, external users may borrow 5. Reserve books may only be borrowed by University of Edinburgh Staff and Students and only 3 may be borrowed at one time.

Reserve	Journals	Standard Loan	Short Loan
3 hours	1 week	4 weeks UG 12 weeks PG and staff	1 week

Late returns incur a fine.

Requests for items on loan or held in the Library Annexe may be made through DiscoverEd: www.ed.ac.uk/is/self-requests

Reserve books cannot be requested. More information can be found here:

www.ed.ac.uk/is/library-borrowing

"Request a Book" (book recommendations)

For information: www.ed.ac.uk/is/book-recommendations