AN INTRODUCTION FOR
NEW STUDENTS & STAFF
2018/2019
OPENING TIMES

University Library

The Library is open 24 hours a day, 7 days a week, 362 days a year.

Full service hours (term time and vacation):

Mon - Fri: 9am - 7pm
Sat - Sun: 10am - 6pm (Saturday only in the summer vacation)

King's Manor Library

Term time hours:

Mon - Fri: 9am - 7pm
Sat: 10am - 1pm

Vacation hours:

Mon - Fri: 9am - 5pm

Minster Library

Mon - Fri: 9am - 5pm

For more information about library locations and opening hours, see:
york.ac.uk/library/locations

Opening hours for the Borthwick Institute for Archives are available at: york.ac.uk/borthwick

Keep in touch

twitter.com/uoylibrary
facebook.com/uoylibrary
youtube.com/yorkinformation
instagram.com/uoylibrary
WELCOME

A very warm welcome to the University of York from the Library. This guide contains useful information about the resources and services that we provide to all members of the University.

The Library buildings offer bright, open spaces with a wide range of facilities and study areas, designed to suit all learning styles. We offer collections developed to reflect the research and teaching of academic departments, a vast array of electronic resources, and support from expert staff.

We hope that being part of the Library inspires you, empowers you and supports you in achieving your goals and objectives. Our staff are here to help, whether that’s in person at the Help Desk or via chat, email, phone, Twitter or Facebook. Outside our full service hours, we offer an out of hours chat service to help with your queries.

We value your feedback, so please do not hesitate to contact us if there is anything we can do to improve the service we offer you.

Masud Khokhar
Director of Library and Archives

“The @UoYLibrary Twitter account is super useful for updates and they’re great at dealing with any problems you might have!”

2
YorSearch

YorSearch (yorsearch.york.ac.uk) is the Library search tool which helps you find the resources you need, including:

- books and ebooks
- journals and ejournals
- music scores
- items from the Archives and Special Collections
- exam papers, theses & dissertations
- databases
- audiovisual items

Through YorSearch you can:

- check the availability and location of items in the Library
- Access electronic resources
- Book items from the Key Texts Collections in advance, so that they are available when you need them
- Request items which are on loan
- Search the collections of the Minster Library and the National Railway Museum

Your Library Account

Log in to YorSearch to access your Library Account.

- view the items you have borrowed and their return dates
- Renew items
- Keep track of any requests you make
- Submit and track interlending requests

Your Library Card

Your University Card is also your Library Card.

Always bring it with you as you need it to borrow items, use the York Print Plus devices and to operate the turnstiles when you’re entering or leaving the Library.
Subject Guides

Subject Guides bring together many of the most useful online resources for your department, as well as information and guidance to help you work. More help is available from your Academic Liaison Librarian, including one-to-one appointments to support you in finding and managing information resources.

Find your subject guide at: subjectguides.york.ac.uk

E-resources Guide

Whether on or off campus, you can access e-resources, including ebooks, ejournals and databases that the Library subscribes to, through YorSearch or at: subjectguides.york.ac.uk/e-resources

Don’t forget your University username (e.g. abc500) and password; you’ll need these to access most of our e-resources.

Your reading lists

Find reading lists for your course on the VLE. They contain recommended books, journal articles and other materials.

Can’t find what you’re looking for?

Ask us (see page 7) - we might be able to help you find what you need.

If we don’t have the item in our collections you can:

• make purchase suggestions to your Academic Liaison Librarian
• apply for items using our Interlending service through YorSearch
• visit the British Library at Boston Spa; there’s a free weekly minibus
• apply to the Library for a SCONUL Access card, which gives you access to other UK university libraries

“I liked using my Subject Guide - it was department specific and concise, and gave a wide variety of information and links.”
BORROWING

Flexible loans for fair use

All borrowable items (except those in the Key Texts Collections) have flexible loan periods. Flexible loans are designed to give everyone fair access to the resources they need.

• All students and staff can borrow up to 75 items.

• You can borrow most Library items for eight weeks (or four weeks for external members) unless they are requested by someone else.

• You will not be fined for overdue items unless they have been requested. If an item is requested the return date may change.

• We’ll email to let you know if an item has been requested; you can also check your Library Account.

• Keep in touch with us; let us know if you’re having any problems returning an item.

As a Library user, you’re part of a community which shares the University Library’s resources - our loans service allows us to ensure that everyone gets a chance to use items in high demand.

Key Texts Collections

There are two Key Texts Collections, one in the JB Morrell University Library and one in the King’s Manor Library. Copies of items in high demand are placed in these collections. Borrowing periods are short and texts can be booked in advance using YorSearch.

More information on borrowing can be found at: york.ac.uk/library/borrowing

Book Delivery Service

We run a book delivery service between the University Library, King’s Manor Library, and the Minster Library for your convenience.
Returning items

Flexible loan items can be returned at the University Library, King’s Manor Library, or the Minster Library.

Items from the Key Texts Collections must be returned to the Library from which you borrowed them.

If you’re on Campus East, you can return items at our book drop-in the Ron Cooke Hub; it’s available 24/7. Books are collected once a day and removed from your account when they arrive at the Library.

You can also post items back to us if you’re away from campus.

Postal Loans Service

If you are a student on a course with irregular attendance at the University, we will post items to you.

For more details of this service, please visit: york.ac.uk/library/borrowing/postal

“The book delivery service to King’s Manor has saved me time, money, and from back pain. Thank you @UoYLibrary”
WE'RE HERE TO HELP

There are a number of ways you can get in touch with us for help, advice or information:

**Contact us**

**Phone:** 01904 323838  
**Email:** lib-enquiry@york.ac.uk  
**Web:** york.ac.uk/library  
**In person:** Visit the Library & IT Help Desk in the Morrell and the King’s Manor Library Help Desk.

**Online help and support**

Use LibAnswers, our online support system, to check FAQs or ask us a question: libanswers.york.ac.uk

**Subject support**

Contact your Academic Liaison Librarian for specialist subject help, including one-to-one appointments: subjectguides.york.ac.uk

**Research support**

Additional specialist support for staff and postgraduate research students is provided by the Library's Research Support Team. Contact the team for help with open access publication, research data management, bibliometric indicators and copyright www.york.ac.uk/library-research.

**Chat Service**

Our chat service is available to give you library related help and information. york.ac.uk/library/contact/chat

**Text us**

Our text service means you can ask for help if you've got a problem in the Library. We don't reply to texts, but will investigate for you.  
**Text us on:** 07919 293133
Services for users with disabilities

We are committed to ensuring that all students and staff can make the best use of our services. If you have a disability which affects your use of the Library, please speak to us - where possible, we’ll provide a bespoke service.

Facilities include:

- bookable, accessible study rooms with adjustable desks and lockers
- assistance with collecting items
- longer Key Texts loans (for students registered with Disability Services)
- accessible PCs and Library Catalogue PCs
- staffed copying and scanning service
- a hearing loop installed at the Help Desk
- accessible lockers
- lifts and accessible toilets in all three buildings in the University Library

“Never be afraid to ask a librarian, they are friendly, helpful and also know a lot about the library (odd that)”
STUDY SPACES

We provide a wide range of study spaces at the University Library, the Piazza Building, pop-up spaces and at the King’s Manor Library.

These spaces provide you with flexible options for studying, and with areas for single and group study. There are also dedicated accessible study rooms and postgraduate study spaces.

Single and group study rooms in the Morrell can be booked in advance. All study rooms are available to use if unoccupied, however, you will be asked to vacate the study room if it has been booked by another user.

For more information on study spaces, visit: york.ac.uk/library/study

Busy in the Library?

During term time, you can check where there are free seats at: york.ac.uk/library/study/availability

If the IT rooms are busy, you can borrow a laptop from the Morrell Lounge, the Piazza Building or at King’s Manor Library: york.ac.uk/library/borrowing/laptops

You can also look for free PCs across campus at: york.ac.uk/it-services/it/rooms

Lockers

If you need somewhere to store your belongings while working in the Library, a number of lockers are available. These can be found in the Compact Store corridor, just off the Morrell Lounge, and the Research Study and Lounge in the Fairhurst.
WHERE TO STUDY

We want to make sure our libraries suit your needs, that’s why we’ve got dedicated zones across our buildings enabling everyone to choose a space which suits them.

**Silent zones**

If you need peace and quiet, Silent zones can be found on the north (car park) side of floors one and two in the Morrell (which include single study rooms) and in the Burton.

**Quiet zones**

Quiet zones, where noise is kept to a minimum, can be found on the south (University Road) side of floors one and two and all of the third floor in the Morrell.

**Studious Buzz zones**

Studious Buzz zones can be found in the Morrell Lounge, the group study rooms, and all of the Fairhurst. Perfect for collaborative group work.

To find out more about the different Library zones, visit: [york.ac.uk/library/study/behaviour](http://york.ac.uk/library/study/behaviour)

“Whatever your mood, there’s a study space to suit it, although the comfy booths in the Fairhurst Building are clearly a firm favourite!”
**Need a break? Visit the Library Café**

The Library Café on the ground floor of the Morrell provides a space where you can take a break from your studies and enjoy hot and cold food and drink. When the Café stops serving overnight, the space remains open and hot water is provided if you wish to make your own drink. There is also the Fairhurst kitchen.

You can eat and drink in some areas of the Library too and you’ll find vending machines selling drinks and snacks in the Fairhurst and the Morrell Lounge.

**Library regulations**

Please take the time to read the Library regulations; these are in place to ensure all our users get the best out of our facilities.

You can find them at: [york.ac.uk/library/using-the-library/regulations](http://york.ac.uk/library/using-the-library/regulations)
OUR COLLECTIONS

The Morrell houses our core collections which support your study and research in all subject areas; more specialist resources can be found in a number of different places:

**Borthwick Institute for Archives**

The Borthwick Institute ([york.ac.uk/borthwick](http://york.ac.uk/borthwick)), in the University Library, is dedicated to collecting and preserving archives, and making them widely available. It holds archives dating from the 11th century to the present day, many with regional, national or international significance. It also houses many of our microform collections. You can find items in the Borthwick collections using their online catalogue, or via YorSearch (see page 3).

**Special Collections**

The Library’s Special Collections can be accessed at the Borthwick. They are strong in local history, including printing, medical history, and 18th century book illustration.

**Raymond Burton Library**

The Burton, in the University Library, is home to the Elton Collection of history books and the Humanities Research reference collection.

**King’s Manor Library**

Our library on the City Centre Campus focuses on archaeology, architecture, and design.

**York Minster Library**

All staff and students can use the Minster Library. Collections relate to local and medieval history, and church architecture and history.

**John Barry Audiovisual Collection**

On the ground floor of Fairhurst, this holds Blu-rays, DVDs, and CDs, and provides viewing facilities.

**John Paynter Music Library**

On the ground floor of Fairhurst, this houses music books and scores, keyboards, and PCs (specialist music software is available on IT Services PCs).

**York Digital Library**

York Digital Library ([dlib.york.ac.uk](http://dlib.york.ac.uk)) provides online access to resources including images, audio, past exam papers, dissertations and theses.
SKILLS SUPPORT

Develop your academic skills with a range of support services based in the Fairhurst:

**Academic Liaison**

Each department has its own dedicated Academic Liaison Librarian. They can help you to find, manage and evaluate information resources, and can also talk to you about relevant IT tools including support for managing your references.

To find out who your Academic Liaison Librarian is, visit: [subjectguides.york.ac.uk](http://subjectguides.york.ac.uk)

If you’re a member of academic staff, contact us to help embed core skills at an appropriate point in the curriculum. This can be via formal lectures, seminars or practical workshops to suit the needs of you and your students. Delivery and content is tailored to help students and staff find information for anything from short essays to in-depth research.

**Learning Enhancement Team**

This team is based in the Fairhurst Building, providing help and support with core academic integrity skills. They also offer specialist maths and writing support, including one-to-one appointments:

**The Writing and Language Centre**
Drop in or make an appointment for help with your academic writing: [york.ac.uk/writing-centre](http://york.ac.uk/writing-centre)

**Maths Skills Centre**
Drop in or make an appointment for help and support with maths and statistics: [york.ac.uk/maths-skills-centre](http://york.ac.uk/maths-skills-centre)
Teaching & Learning Team

The Teaching and Learning team has expertise in digital literacy, including ICT literacy, information and research skills, data and media literacy. The team can help you in the following areas:

• the use of Google Apps for Education, both for teaching, research and administrative purposes
• development of student and graduate digital capabilities and information literacy
• support with the use of a range of web and desktop applications
• embedding digital capabilities across academic programmes.

The team provides support to staff and students in the development of digital capabilities, through generic and discipline-specific training sessions, as well as one-to-one support. We also offer one-to-one consultancy on the use of digital tools to enhance teaching, research and administrative practices.

Brush up your skills

Skills Guides

Take a look at our Skills Guides to find interactive tutorials, videos, workbooks and links to specific help for developing your digital and information searching skills.
subjectguides.york.ac.uk/skills

Digital Wednesdays

Every Wednesday afternoon through term-time we’ll be running training sessions in the Fairhurst Building, from quick bitesized introductions to computer workshops. Find out the things you didn't know you didn't know, learn new tools and improve your research skills.
subjectguides.york.ac.uk/skills/training
Photographs by John Houlihan:
johnhoulihan.com