

# Library self-guided tour

This tour is aimed at those attending visit / open days to help them find out about the Library and IT services and facilities available to UEA Students. We hope you enjoy your visit.



Enter the Library on Floor 0. Your tour starts at the **Reception Desk**. Users enter through gates using their campus card. The Library is open **24/7/365**.

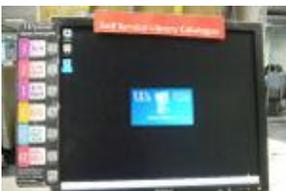
Enter and turn right past the main stairs to the middle of the floor.



To the right you will find the **self-issue machines**. Behind the white partition you will find copying and binding equipment, a change machine and facilities for adding printing and photocopy credit to your campus card. All of these self-service facilities are available 24/7.



To the left there are the **Library and IT Helpdesks**. **Library Helpdesk** staff can help you navigate the building, find books, access many other resources and assist with self-service facilities  
**IT Helpdesk** staff can help with IT queries including printing and network connectivity and queries relating to campus cards.



Near to the Helpdesks there are some **Library Catalogue PCs** where you can check the availability of books, etc. without logging in. You will find more of these Catalogue PCs located on other floors and they are clearly labelled. If you want to search the Library Catalogue today you can use these PCs.



Ahead there are Pods for **Group Study** and there are further Group Study Rooms on other floors. Floor 0 is the main area for social learning with comfortable seating. Cold food and drink are allowed here.

**The whole of the Library is wi-fi enabled** so you can use your own laptop throughout the building.



Retrace your steps back past the main staircase and turn to the right passing the lifts to the **area where books are returned**. As with issuing this is self-service and available 24/7.





Continue straight ahead into the **IT Area**. There are also groups of computers on every floor with a total of 250+ in the building. A screen to the left has real-time information about PC availability across campus. Retrace your steps and use the main staircase or lift to go up to Floor 2.



On each staircase landing there is a map and guide to the floor to help you find your way around. **Floor 2** is a typical example of where you will find books and space to study in an open area, an individual study room or a group study room. Feel free to walk around the floor, with its views of the campus but please be as quiet as possible because **most floors are silent study zones**.

**How do we select the books?** Faculty Librarians select books from reading lists, in conjunction with academics and recommendations from students. We also have a collection of electronic resources (e-journals, e-books, databases), which we work with academics to select. The Library might look daunting at this stage but all Library staff are here to support students.



Go down to Floor 1, enter the floor and walk straight ahead between the bookshelves and turn left. This is where the Faculty Librarians work, providing the link between the Library and the Schools and Faculties. **They teach in lectures and seminars about how to find information**; provide 1:1 tutorials and liaise with academics.

Walk past all the offices (who would your Faculty Librarian be?) and turn left through the double doors. Note the Silent Reading Room on your right, with more views over the lake and comfy seating. Continue through the next 2 sets of doors (passing the stairs on your right) and turn left, past the law journals on your left and offices on your right. Other library teams are located in these offices. The **Electronic Services Team** administer and troubleshoot the electronic resources, and the **Collections Team** administer the book and journal stock, including the interlending scheme, where users can access material from other libraries not currently held at UEA.

Following the natural path round you will arrive back at the main staircase. The lift is slightly further round on the right. Go down to Floor 0. You are now back at the Library entrance where this tour ends.

Please feel free to explore the Library further. You can find the subject area you are interested in studying using the floor guides and maps in each staircase landing. If you want to find a particular book you can use one of the Library Catalogue PCs. Please ask staff at the Helpdesks or Reception on Floor 0 if you have any questions.

After your visit if you wish to find out any more information about our services then please check our website: <http://www.uea.ac.uk/is> where contact details are also available if you have further questions.

