Welcome to Northumbria University Library

The Library is here to support you with your learning throughout your time at Northumbria and we provide a range of help and support to enable you to get ahead with your studies. Here’s what you need to know to get started, more information is available at library.northumbria.ac.uk/info-student.

Where are the Libraries?
You can find our 4 physical Libraries across the campus
- City Campus Library is the largest of our libraries, located off the quad at City Campus West.
- Coach Lane Library is based on the east side of Coach Lane Campus.
- The Law Practice Library is on the first floor of CCE1 Building (Business & Law).
- The University Library Digital Commons is on the ground floor of Northumberland building.

How do I get into the library?
You’ll need your Smartcard to access any of the libraries, any time of the day. Please help us to provide a safe and supported learning environment for you by carrying your University Smartcard with you at all times. Your Smartcard is your University ID. Do not lend your card to anyone else and if you lose it please report this to Ask4Help.

What are the term-time opening hours?

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<tr>
<th>Library</th>
<th>Opening Hours</th>
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<tbody>
<tr>
<td>City Campus Library</td>
<td>24/7</td>
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<tr>
<td>University Library Digital Commons</td>
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<tr>
<td>Law Practice Library</td>
<td>9am - 9pm, Mon - Fri 9am - 5pm, Sat - Sun</td>
</tr>
<tr>
<td>Coach Lane Library</td>
<td>7am - midnight, Mon - Fri 9am - midnight, Sat - Sun</td>
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Eating and Drinking
You can drink hot (covered) or cold drinks. Cold food (sandwiches, crisps, sweets, fruit, ‘fork food’ i.e. salads, noodles, rice etc.) is permitted throughout the Library.

Please help to keep your learning environment tidy, by using the bins and recycling points available throughout the libraries.

Please respect others
Please act with consideration for others, if you are going away from your desk for more than 30 minutes please take all your belongings with you or use the lockers if you are at City Campus Library.

There may be different opening hours during vacation times; these will be advertised within the libraries and online: library.northumbria.ac.uk/opening-hours
**City Campus Library**

**Where are the books?**
The print books can be found on floors 1-6 and the sub-basement of the City Campus Library. You can find a rough guide of where to find books by subjects in the lift lobby on each floor.

**Where can I study?**
There are silent spaces (on floors 2, 4 and 6 - including a keyboard-free silent area with no tapping to disturb you), quiet spaces (floors 1 - 6) and social areas for you to collaborate with your friends (Reading Room on floor 1 and the Basement).

If you are on a taught postgraduate course, you can access our dedicated Masters Reading Room using your smartcard so you can work quietly and concentrate on your studies.

We know you need a break from studying, so there are also more comfortable spaces in the Basement where you can sit away from a screen, and chat with a coffee.

The Basement shop sells a range of hot and cold drinks, snacks and lunch options, as well as some basic stationery, and is open pretty much whenever the Library is - even during the night when the Library is open 24/7.

**Coach Lane Library**

**Where are the books?**
The print books can be found on floors 1 and 2. As a rough guide, you will find books on the relevant subjects as follows:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Subjects</th>
<th>Shelfmarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Psychology, Sociology, Social Work</td>
<td>001 - 369</td>
</tr>
<tr>
<td>2</td>
<td>Education, Health, Medicine, Nursing, Sports Sciences</td>
<td>370 - 999</td>
</tr>
</tbody>
</table>

**Where can I study?**
Starting at the top, floor 2 is for silent study (ssh!), floor 1 is for quiet study and the ground floor is for social study and collaboration.

**Law Practice Library**

**Where are the books?**
Law reports, encyclopaedias, statutes & statutory instruments Rows 1-7
Practitioners texts, key textbooks Rows 8-14
Print journals Rows 15-21

More law resources are available on floor 2 of City Campus Library, including textbooks you can borrow.

**Where can I study?**
There is a silent study room on the right after you've gone through the security gates into the library and the rest of the library is for individual or quiet collaborative study.

**University Library Digital Commons**

**Where can I study?**
ULDC provides individual and collaborative learning spaces, with PCs offering AppsAnywhere (meaning you can access pretty much any software you might need for your studies), as well as tables with large screens for group work and Macs and breakout spaces.

**Tell us what you think about your library**
- Email yourlibraryyoursay@northumbria.ac.uk
- Fill in the online feedback form or complete a 'Your Library, Your Say' card available at each Library
- On social media: @NULibrary (Twitter & Instagram) or @NorthumbriaUniLibrary (Facebook)

We use your feedback to improve the Library for you. All feedback is considered and acted upon, where appropriate. We aim to respond within 7 working days to feedback where an email address has been supplied or has been sent through social media. library.northumbria.ac.uk/yoursay
Finding the resources you need
The Library provides an extensive collection of print and online resources, including books, ebooks, print and ejournals, as well as scholarly resources, including databases, collections of early historical books and primary digital archives.

How will I know what to read?
Module tutors work with the Library to create online reading lists for each of your modules. Check your online reading lists to find out what you should be reading. You can access your reading lists through the Reading list link in Blackboard for each module, directly at readinglists.northumbria.ac.uk or from the link on the Library Search home page. You can search for the name of the module, by module tutor or the module code, which you will find on Blackboard.

How many books can I borrow and for how long?
As a taught student, you can borrow up to 25 books at any one time. Books are loaned for either 4 weeks or 7 days initially, but they will automatically be renewed for a period of up to 1 year, unless they have been requested by someone else, or you have charges of over £20 on your account.

We will send a message to your University email account to remind you when your books are due back, but you can also check your Library account in Library Search to make sure you bring your books back on time.

How do I borrow and return books?
To borrow the books, take them to the self-issue machines on the ground floor and follow the instructions on screen. Don't forget your Smartcard! Don't borrow books for other people - you are responsible for anything on your account including any overdue fines or charges for lost or damaged books.

You also need your Smartcard to return books, as this enables you to get an e-receipt, however you can also hand them in at an Ask4Help desk at City Campus or Coach Lane Libraries if you don’t have your Smartcard with you (please carry it at all times though!).

Full information and FAQs on borrowing and returning can be found at library.northumbria.ac.uk/borrowing

What is Library Search?
Library Search is the Library’s online search tool which allows you to search across and access resources in the Library’s collections and beyond. Library Search is available on Library online (library.northumbria.ac.uk) and at northumbria.ac.uk/librarysearch, and on the touch screens located on each Library floor.

Do I need to sign into Library Search?
Signing in gives you access to your Library account and information regarding the books you have on loan, as well as any library related messages. It also allows you to see enhanced search results, gives you the ability to save items and provides more detailed availability and request options for items in the Library collection.

How can I tell the difference between print and electronic resources in Library Search?
Your search results will state:
- “Find it on campus”: Physical resources available in our Libraries (print books and journals)
- “Read it online”: Digital resources available online (ebooks and ejournals)

What do the numbers on the books mean?
Our collections are arranged by subject using a combination of numbers and letters, called a shelfmark, which is printed on a label on the spine of the book. Books on similar topics are generally arranged together.

How do I find the books on the shelves?
Shelfmarks are arranged in numerical order from the front to the back of each floor. Shelfmarks and subjects are listed on panels at the end of each row. Check the shelfmarks until you get to the one you need. Some books have very long shelfmarks, but don’t panic! Compare the numbers in turn until you find the correct one. Where there are lots of books at the same shelf mark, the 3 letters at the end are used to further sort the books into alphabetical order by author.
Learning Skills Support
The University Library provides a range of support on and off campus to help you become an independent and effective scholar.

The Northumbria Skills Programme supports you to develop your learning skills on topics such as:
- Effective searching techniques
- Evaluating scholarly materials (critical thinking)
- How to plan & structure academic writing
- Referencing to avoid plagiarism
- Planning, through to completing your dissertation

Skills Plus has a range of help guides, tutorials, videos and quizzes, available on and off campus. northumbria.ac.uk/skillsplus

Classroom style sessions are held throughout the academic year at City Campus and Coach Lane Libraries. Many sessions have a hands-on element and you can practice your skills with the support of our Skills team. Book online: libcal.northumbria.ac.uk

The Library runs regular drop-in sessions throughout the year where you can get study skills advice. Just come along, no appointment necessary!

One-to-ones can be booked with a librarian to discuss your specific queries if you cannot attend a drop-in or you require more in-depth support. These can take place face-to-face, by telephone, email or Skype. You can request a one-to-one via your Student Portal.

Additional Support
Part-time students and distance learners
The Library provides additional support to students who may not be able to visit the Libraries in person, such as distance-learning students or students studying part-time or on a work-based placement as part of their course. Full details of the services available to part-time and distance learning students can be found at library.northumbria.ac.uk/info-student

Support for students with a disability/dyslexia
The University’s Student Life and Wellbeing team will assess any student who requires additional support during their time at the University, and will recommend to the Library what specific support we should make available to each individual student. Full details of the Library services that may be recommended for students who need additional support can be found at library.northumbria.ac.uk/info-disability

All open access PCs in all our Libraries have JAWS, Text Read and Write, Mind Genius and Zoom text installed.

If you have a support worker, or regularly need the support of a friend or relative to help you use the Library, you can request a reference-only Smartcard, if they do not have a University Smartcard in their own right. They will need to apply for a Smartcard at an Ask4Help desk, showing two forms of ID, one with a current address and one form of official photo ID.

You can request they are added to your library account as a proxy borrower, this means that they can borrow books on your behalf, and that these books will be issued on your library account as normal, including with any additional loan periods you are eligible for.

Getting help
There is extensive information, help and support available online where you can find links to reading lists, information on learning spaces, skills development and much more.

northumbria.ac.uk/library

If you want to talk to someone or contact us, please talk to our colleagues in Ask4Help, they are available to provide guidance and support whenever City Campus Library is open, and they are also on duty at the Law Practice and Coach Lane Libraries. You can also call them on 0191 227 4646 or log an enquiry through your Student Portal.