Welcome to the University of Liverpool Library. Let us help you get started.

- Your University ID card is also your library card. You need to borrow from the library. Treat it as you would your bank card and don't share your details.
- You need your ID card to visit the library or use the Library App.
- For more help and information see liverpool.ac.uk/library

When can I use the library?

- The Library is open 24 hours throughout the academic year.
- Staff support is available.
  - 9:00am till 9:30pm during the week, and
  - 12 noon till 9:00pm at weekends.
- Bank holiday and summer vacation opening times can be found at libguides.liverpool.ac.uk/hrs

How do I keep in touch and find out more?

- Follow us: @LivUniLibrary
- Like us: facebook/livunilibrary
- Visit: liverpool.ac.uk/library
- Ask us: libanswers.liverpool.ac.uk

How do I borrow books?

- Use the self-service points located throughout the libraries.
- Fines are only charged on equipment and late returned books with a reservation.
- You can renew your books online.
- Regularly check your account and renew your books to avoid any charges.

How do I access my Library account?

- Go to My Library Account at library.liv.ac.uk
- Create a PIN
- Check what you have on loan
- Renew your books
- Pay any charges

What if I need the books for longer?

- You can renew your books online if they are not required by anyone else. Log into My Library Account and renew. 1-day loan material cannot be renewed.

How many books can I borrow at one time?

- Undergraduate (UG) – 20 plus up to two from 1-day loan
- Taught postgraduate (PGT) – 30 plus up to two from 1-day loan

How long can I borrow for?

- Standard loan – three weeks (UG) or four weeks (PGT)
- 7-day loan – seven days
- 1-day loan – one day (or until Monday if borrowed at the weekend)

Choose your study zone

- Group: work and chat with your friends
- Quiet: low level academic chat
- Silent: work silently at all times

Need to contact us?

- Phone us on 0151 794 9500
- Text us on 0151 329 2657
- Email us on ask@liv.ac.uk.libanswers.com
- Tweet us @LivUniLibrary
- Get IT support from the Computing Services Desk or at liverpool.service-now.com/ess

How do I find the books I need?

- Use the library catalogue:
  - at one of the Infospoints in the Libraries
  - on the web at library.liv.ac.uk
  - on your mobile device at m.library.liv.ac.uk/
  - use the Library App
- Check the status to see if the book is available or on loan.
- If the book is available note the location and class number (where you will find the book on the shelves).
- If all the copies of the book you need are out on loan you can request a copy – see the library website for details at liverpool.ac.uk/library

Reading Lists @ Liverpool

- For quick, easy access to the resources your lecturers are recommending – use readinglists.liverpool.ac.uk

How do I use the library?

- The App is packed with great features to help you get the most out of the library.
- Use the virtual ID card to get in and out of the Library.
- View and renew your books.
- Request books for purchase.
- Search for UsL Library in the App or Play store.
Reach your potential with KnowHow

Sharing the library space

Journals, DVDs, maps, music scores, newspapers

Not just the library...

Network PCs and laptop loan

Pass the Book

How do I keep in touch and find out more?

Library staff are here to help

Printing, photocopying and scanning

Subject support from Liaison Librarians

Eating and drinking

Mobile phones

Talking and noise

Remember to take breaks – but don’t leave your valuables unattended and if you are going to be gone for more than 30 minutes please free up the space for others.

Pass the Book is a service that allows University of Liverpool students to buy, sell or donate their textbooks to each other. With many books on Reading Lists and prices from FREE, register now to get a bargain.

http://ptbook.liverpool.ac.uk

Harold Cohen Library

Victoria Gallery & Museum

Houses the University’s collection of art and curiosities, including a Victorian dental surgery and an archaeological dig. http://vgm.liverpool.ac.uk

Garstang Museum of Archaeology

Featuring artefacts from the excavations of John Garstang in Egypt, Sudan, and the Near East. https://garstangmuseum.wordpress.com

Every school has a dedicated Liaison Librarian who can help you get a head start with which resources to use and how to use them.

Ask your Liaison Librarian for in-depth help finding and managing information for your studies.

To find out more go to your subject at: libguides.liverpool.ac.uk

The Library gives you access to high-quality online information resources only available to University students and staff. All you need is your University username and password.

To get started, use Discover, the Library’s search tool which finds results by searching all the Library’s resources.

Find Discover on the library homepage.

Always available online.

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You can print, scan and photocopy in the libraries:

• To pay for printing and photocopying, credit your print account online via the Student Intranet student.liverpool.ac.uk
• Printing and photocopying costs approx. 3.5p per A4 sheet.
• Scanning is free.

As well as our extensive book collection, the Library also provides access to:

✓ A vast collection of online and print journals
✓ DVDs, government publications, music scores, newspapers, maps, plans and standards.
✓ Unique and rare material housed in our Special Collections & Archives – see liverpool.ac.uk/library/sca/ for more details.

If you have any questions or need help, please visit the Help Desk in the Libraries or contact us online.

Go to libanswers.liverpool.ac.uk to find out more.

Chat is online.

Our range of interactive workshops and online resources are designed to help you succeed in your academic work and improve your general wellbeing.

keithknowhow@liverpool.ac.uk

@LivUniKnowHow

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Victoria Gallery & Museum

Houses the University’s collection of art and curiosities, including a Victorian dental surgery and an archaeological dig. http://vgm.liverpool.ac.uk

Garstang Museum of Archaeology

Featuring artefacts from the excavations of John Garstang in Egypt, Sudan, and the Near East. https://garstangmuseum.wordpress.com

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✓ Ask your Liaison Librarian for one to one help finding relevant information for your work. For contact details go to libguides.liverpool.ac.uk
✓ Ask for help at the Help Desk in the Libraries
✓ Ask our Roving team who you will see around the libraries. Or you can email them: hchelp@liverpool.ac.uk and sjhelp@liverpool.ac.uk

Eating and drinking

There are vending machines in both libraries and a café in the Sydney Jones library. You can eat cold snacks and hot and cold drinks in both libraries.

• Hot & cold water is available.
• Be sustainable in the Library – recycle and reuse by bringing your own cups and bottles and dispose of your rubbish in the recycling bins.

Mobile phones

Set your phone to silent and take calls where you won’t disturb other people.

Talking and noise

Choose the appropriate zone (Group, Quiet, Silent) and be considerate to others.

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http://ptbook.liverpool.ac.uk

Visit us:

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Inspiring
Supporting
Informing

University of Liverpool

Library

F arranging
Supporting
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