

How do I find a journal article?

The simplest way is to type the author's surname and words from the article title into DelphiS.

If you can't find the article on DelphiS, it probably means that the Library doesn't have online access. But we may have the article in hardcopy.

To check for hardcopy, search WebCat for the journal title (not the author and title of the article). Look at the 'Holdings' in Webcat to find out if the year you need is available.

Group Study Rooms

If you want to work in a group, you can book a group study room at:

<http://libcal.soton.ac.uk/booking/hartleyrooms>

Academic Skills Hub

Drop in for help with referencing, plagiarism, academic writing, critical thinking, presentation skills & more...

Hartley Library, level 2

Mon-Fri

10.00-12.00 & 14.00-16.00

<http://library.soton.ac.uk/sash>

Online resources

Subject help:

<http://library.soton.ac.uk/subjects>

Click on your subject for a guide to finding books, journal articles, databases and more.

Off-campus access

You will find it difficult to access e-books, e-journals and other online resources from home, if you do not have a connection to the University network.

Both SVE (Southampton Virtual Environment) and VPN (Virtual Private Network) connect you to the University network, giving you access to the Library's online resources from home. SVE will also enable you to access some University software and your saved files.

For **SVE** access go to:

go.soton.ac.uk/sve

We recommend... if you are using your own computer, install the **VMware Horizon Client** version.



Hartley Library

Library Basics - what you need to know

Mathematical Sciences

Social Statistics

Southampton Business School

<http://library.soton.ac.uk>

Contact the Library

Ask: in the Library (level 2 desk)
Email: libenqs@soton.ac.uk
Phone: 023 8059 2180

Subject help

<http://library.soton.ac.uk/subjects>

Hartley Library Opening Times

Times vary during the year, see:
<http://library.soton.ac.uk/opening/hl>

How many books can I borrow at one time?

Undergraduates:	15 items
Taught Postgraduates:	20 items
Research Postgraduates:	no limit

Loan periods

- Long Loan (about half a year, unless recalled - recalled books must be returned within 7 days)
- 1 Week
- Course Collection/Short Loan (normally until 11am the next morning, unless you borrow on Saturday. Books borrowed on Saturday are due at 11am on Monday. Always check your receipt.)

How do I join the library?

When you enrol at the University you automatically become a member. Your University ID card is also your library card.

How do I find out if the library has a book?

Use the library catalogue, WebCat. For specific books, search by author surname and word(s) from the title. Or just enter keywords on your topic. Alternatively, you will find books on the library search system called DelphiS.

Where do I find the books?

Note the call number from WebCat or DelphiS (something like 'HA 100 WAT').

To find the floor where the book is shelved, use a touch screen computer in the Hartley Library.

How do I borrow?

Take your book(s) and your University ID card to a self-issue machine. Alternatively staff at the level 2 desk will issue books to you.

Logging into WebCat

It is not essential to log in to WebCat, but logging in will give you access to extra services. Log in with your

University username and password. Under 'My Account' you can see which books you have on loan, check their due dates and renew books online. You can also place 'Holds' and access online readings for modules.

Placing Holds

Allows you to recall books if all Long Loan and 1 Week copies are 'On loan'. You can also place a Hold to transfer Long Loan and 1 Week books between libraries. You will get an email when your book is ready to collect, and you can collect it from the Holds shelves in the Course Collection. (You cannot place Holds on Course Collection items.)

Renewing books

You can renew books using 'My Account' on WebCat. As long as no one else has placed a hold, you can renew 1 Week and Long Loan books as many times as you like. Course Collection items cannot be renewed.

How do I know what's in the Course Collection for my modules?

Log in to WebCat and click on the 'Course Collections' button. Enter your module code with a space between the letters and numbers, e.g. UOSM 2008. Click on 'Search by Course Code'. (You won't be able to link to online readings if you haven't logged in.)