

Name:

Name:

Using the Hartley Library for Southampton Business School Students

HELP!!!

If you need help, please ask at the **Level 2 Desk** in the Library.

Start at the main entrance. To your left is the **Level 2 Desk**. Here you can ask for information and get help entering the Library if you forget your ID card.

To your right there is a **café, vending machines, a water fountain and toilets**.

Before entering the main part of the Library please **switch your phone to 'silent'**. Calls can be made and answered in the Entrance Hall but not in the rest of the Library.



1. The Hartley Library has five levels. When you enter the Library which level are you on?



2. Look at an 'Eating & Drinking' sign. Which levels can you study on if you don't want people eating around you?

This is a self-service Library. To borrow a book you should take it from the shelf yourself.

Two ways to borrow a book:

- 1) Use a **self-issue/self-return machine** (opposite the main stairs)
- 2) Take it to the **Level 2 Desk**

There is information about borrowing here: <http://library.soton.ac.uk/loans>

You'll normally need your ID card to borrow. If you don't have your ID card yet, ask for help at the Level 2 Desk.



3. As a taught postgraduate, how many books can you borrow at one time?

Also opposite the main stairs are red **Returns Bins** – you can return your books here by posting them into the boxes. If the Library is closed, use the external Returns Box on the outside wall of the Library, to the right of the entrance.

You can access more information at our website: <http://library.soton.ac.uk>



4. What time does the Hartley Library open on Sundays during term time? (see: <http://library.soton.ac.uk/opening>)

Using Library Search

(Library Search is the University Library's new search engine. Use it to find books, articles, databases and more.)

Go to the CLS workstations on level 2: find the back wall of level 2 (it has a sign on it for 'Academic Skills Hub') > walk in the direction of the Academic Skills Hub > walk past the Academic Skills Hub and through 2 archways / doorways – you will see a sign above the 2nd archway for 'CLS Workstation rooms' > the 2 CLS workstation rooms are on your left: rooms 2055 & 2061. Find a free PC in one of these rooms and log in (use your University username & password.)

Once you are logged in to a PC open up internet explorer and go to: <http://library.soton.ac.uk/library-search-help> > this is the help page for Library Search. (You can also use this page to access Library Search itself.)



5. Watch the short video and read the document 'Library Search quick guide' (in the section 'Search Tips')

a) After you have searched you will see the results screen: you can divide your results into 2 categories – what are these? -----

b) What does selecting 'My Account' allow you to do? -----

Level 1

Go to the main stairs and go down to **Level 1**. There is also a lift to all floors further along the corridor.

Journals: most journals (or ‘periodicals’) are available online but the Library still has some hardcopy journals. Most, including the **business journals**, are on level 1.

Why are journals important?

You could think of journals as academic magazines. Researchers from the Business School, and other universities, often publish the findings of their research as articles in journals. Journal articles will be important for your assignments and your dissertation.

Books on level 1: theology, classics, linguistics, modern languages, fine arts, history and education

Where can I study in the Library?

If you want to work quietly by yourself, you will find individual study space around the edge of level 1. There is individual study space on all other levels.

If you want to work in a group, you can book a **group study room** at <http://libcal.soton.ac.uk/booking/hartleyrooms>

Stay on level 1 and walk around to your left. After training room 1009, you will find group study rooms 1a, 1b and 1c. There are more group study rooms on levels 2, 3 and 5. Some have presentation equipment.



6. How can you book a group study room?

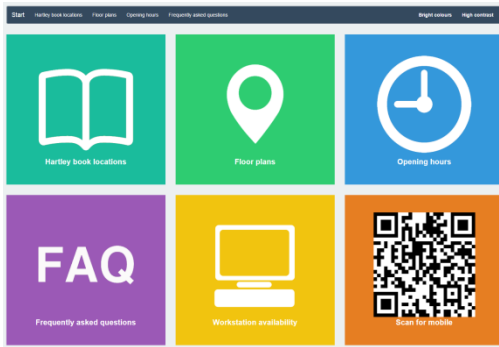
Level 3

From Level 1 go up two floors to **Level 3**.

Books on level 3: law, psychology, geography, engineering, health, medicine, physical sciences, mathematics, social sciences, economics and business

Most of the books you will need are here.

How can I find the physical location of my books?



Important call numbers

HD – management, organisational behaviour, economics

HF – marketing, human resource management, accounting

HG – finance

At the top of the stairs on level 3 is a **touch screen** computer.



7. Use the touch screen - which level(s) are the HD, HF & HG books on?

Levels 4 and 5

You don't have to go to levels 4 and 5, but please do if you are interested. They have more books, study desks, group study rooms and computers. Level 4 also has an exhibition area, the Library's Archives and Special Collections.

Books on level 4: archaeology, history

Books on level 5: film, music, philosophy, literature

Go back downstairs to **Level 2**.

At the bottom on the stairs, turn left and walk along the corridor in front of you. On the left you will see the **Academic Skills Hub**. Read the tall, purple sign to find out how the Hub can help you.



8. The Business School requires you to use Harvard referencing in your written work. Can the Academic Skills Hub help you with referencing?

Next to the Hub is the **Assistive Technology Service (ATS)**. This is for students with disabilities or dyslexia and is equipped with specialist computer equipment

and software. You must register to use it. Email enable@soton.ac.uk for more information.



Opposite the Hub, is the main **self-service photocopying and printing room**. The machines in this room are printers and photocopiers. To use them you must log in using your **University username and password**.

You will also find printer/copiers in the Course Collection and on most other levels.

To print and copy you need to add credit to your account. You can either do this using a money loader or you can credit your account online at: <https://www.printcoppayments.soton.ac.uk>



9. Look at the information on the walls in the photocopying and printing room. How much does it cost to print a double-sided, black and white A4 sheet?

Computers in the Library

Beyond the staircase are a number of rooms containing **iSolutions workstations**. Workstations are computers with the Internet, Microsoft Office and other software. You can use these whenever they are free.

You will find a smaller number of workstations on all other levels of the Library.

If you bring your own laptop, you can access the **wifi** network (called Eduroam) in most parts of the Library. Alternatively, if you have an **ethernet** cable, you can plug your laptop in at some study desks.

Laptop loans are available at the Loans Desk.

Help using the computers or printer/copiers

Visit: IT Help Desk on level 2 of Hartley Library

Email: serviceline@soton.ac.uk

Phone: 25656 (use the phone outside the main self-service photocopying and printing room)