A General Introduction to the Library
Getting Help - Enquiries

- **IT and Library Support Desk- Templeman C Block.**
  - 01227 824999
  - Email library-enquiry@kent.ac.uk
  - Library related questions, fines, renewals etc.

- **General IT helpdesk (outside of library)**
  - 01227 824999
  - Email helpdesk@kent.ac.uk (IT)
  - IT related questions, password and IT

- **IT and Library news**
  - News: blogs.kent.ac.uk/isnews
  - Facebook: www.facebook.com/UKCLibraryIT
  - Twitter: @UKCLibraryIT
Resources in the Library

• 4 Blocks A, B, C, D
• Floors 1, 2 and 3
• DVDs and viewing facilities – (3 days) Templeman B Block
• Books and journals for essays and projects (Print & Digital) Block B, D
Borrowing

- You can borrow up to **40 items** at one time
- All items can be borrowed for **1 week OR 3 day**.
- All books will **auto renew**
- You will only be **fined** if someone wants the book and you don’t return it in time.
- If the book you want is not on the shelf, place a **HOLD request**
- Look out for **self issue** and **self return machines** in the library to check out and return your books
Studying in the Library

- Library study spaces
  - Floors 3 & 2 in Block A **Silent study**
  - Everywhere else group & individual study
    - library-report@kent.ac.uk

- Library café
  - Drinks in closed containers
  - **Not Hot or smelly food!**

[www.kent.ac.uk/library/opening](http://www.kent.ac.uk/library/opening)
Printing and Photocopying

- Printer credits can be bought online
  - [https://epay.kent.ac.uk/printcredits/](https://epay.kent.ac.uk/printcredits/)
  - You have a £2 overdraft (e.g. 40 sides of A4 printing or copying), so you can print or copy straightaway and pay later
  - Can also pay by cash at print credit machines in the library

  Black & white A4 – 5p
  Black & white A3- 10p
  Colour A4- 20p
  Colour A3- 40p

- Photocopying
  - Full instructions by machines
  - System will deduct money from your printer credit account
LibrarySearch

- Start from library website
- SIGN IN
- Set search to *Library Resources (print materials) Everything (digital materials)*
- Book/ eBook
- DVD
Library Tour

In groups...

- Tour of the library and key facilities
- Ask questions ...
- Optional worksheets