A guide to using Library Services

Access and opening hours
Visit www.city.ac.uk/library for up-to-date opening hours and maps for each library location.

Finding resources
How to find books
1. Use CityLibrary Search www.city.ac.uk/library
2. You can search for a book by title, author, or subject
3. When you have found the book you need, make a note of the shelfmark so you can easily locate it on the shelves
4. Check the status. If the book is available it will be on the shelf.

Managing your Library Account
Ensure the contact details on your Library Account are up-to-date and check your email regularly.

How to renew your books
1. Visit www.city.ac.uk/library
2. Select Library Account
3. Enter your City username and password to view your checked out items
4. Select ‘renew all’ or ‘renew marked items’.

You can renew 7 Day and Long Loan items, unless they have been requested by another user.

Your Library Account will be blocked if your overdue charges exceed £20 and you will not be able to borrow items.

24 Hour Loan items must be returned within 24 hours to the library where you borrowed them from.

How to request items
If the item you need has already been borrowed, the catalogue will display when a copy of that book is due for return: use the request it button to request the first available copy.

We will send you an email when the item is ready for collection.

Library spaces
To book a Group Study Room in advance, visit libcal.city.ac.uk.

Where can I study?
<table>
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<tr>
<th>Study Space</th>
<th>Notes</th>
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<tr>
<td>Silent Study Spaces</td>
<td>Please be considerate of your fellow students when working in the silent areas.</td>
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<td>Group Study Spaces</td>
<td>When studying with friends or in a group, use the collaborative study areas, the technobooths, or book a Group Study Room.</td>
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The online library
Available 24/7 wherever you are.

Online resources
You can access a wide range of online resources (such as e-books, journals, and databases) through CityLibrary Search www.city.ac.uk/library. All you need is your City username and password.

Guides for your subject
Your library guide lists useful books, journals, relevant databases and your Subject Librarian’s contact details. Library guides are available at http://libguides.city.ac.uk.

Reading Lists Online
Reading Lists Online provides quick and easy access to books, e-books and journal articles for the modules you are studying. You can access it from your Moodle module page or browse via http://readinglists.city.ac.uk.

Further support
Online chat service
You can ask us a question through our online chat service Monday to Friday, 11am to 5pm.

Meet your Subject Librarian
Contact your Subject Librarian for help finding resources. Contact details are available on the library guide for your subject. You can also talk to a member of library staff at the Library Service or Help Desks.

Additional guides
Supporting neurodiversity and students with disabilities http://libguides.city.ac.uk/additionalneeds

International students http://libguides.city.ac.uk/internationalstudents

Library workshops
The library workshop programme runs each term and is designed to support you in finding and using library resources effectively. Sessions include:
- Getting to know Library Services
- Finding information for your assignments
- Going beyond CityLibrary Search – the basics of literature searching
- Introduction to referencing and RefWorks.
Workshops are run on a regular basis. Browse the timetable and book your place http://libcal.city.ac.uk/calendar/workshops

Copy, print, scan
You need a City account to print, photocopy or scan. The printing and photocopying operates on a credit system which you can top-up at http://mps.city.ac.uk and select Add Credit. For wireless printing go to http://mps.city.ac.uk and select Web Print.

City Wi-Fi (eduroam)
Connect to the eduroam network using your mobile device or laptop with your City username and password. For information on how and where you can connect, visit www.city.ac.uk/wifi, or visit the IT Help Desk or the IT Service Centre.

Contact us
Email enquiries library@city.ac.uk
Telephone enquiries +44 (0)20 7040 8191
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