Library Induction Video 2015

Opening Sequence (45seconds)

Welcome to the library. The library is in the Saltire Centre which is a modern, bright building with lots of great spaces for students to meet and learn. The library is on 5 floors - from level 0 up to level 4. We’ve zoned the building and the higher up you go, the quieter the level of study so you’ll find lots of learning spaces to choose from.

Library Desk (34 seconds)

Library staff are here to help you. We’ll be able to show you how to use the library catalogue and other library services. We can help you borrow and return items including netbooks and some smaller items of AV equipment. We can give you the forms you might need, for example to ask for financial help and we can give you basic IT information or refer you to help from the IT help desk.

Smart Tables (28 seconds)

You’ll find a Smart table on every floor. The touchscreen tables let you search the library catalogue, make an appointment with a librarian for a time that suits you, check the availability of computers across campus and link to the library home page for information on opening hours, online resources and lots of other library services.

Finding a Book (34 seconds)

You can simply use the library catalogue on the library website. You can search anywhere on any mobile, table or electronic device. You can search by title or author, by subject or reading list. The book record will tell you which floor the book is shelved on if the book is on the open shelves or in compact shelving. All the books in the library have a number on the spine of the book. The books are shelved in numerical order so you just have to look along the shelves and you’ll find the right number.

Compact Shelving (26 seconds)

Non-reading list books are in the compact shelving. To move the compact shelving check for any red flashing lights. Press down on each light then press the arrow key in the direction you want the shelves to move. Library staff are usually available on each floor so please just ask if you need any help.

Self-service Machines (37 seconds)

With our self-service machines you can borrow books, return books or check your library account to renew your books or check holds. To borrow a book, swipe your card, choose ‘borrow items’ place the books on the shelf and press finish to get a receipt. It’s the same for returns; scan your card, choose ‘return items’ and place the books on the machine. Place the books on the trolley or into the holds bin as indicated.

Printing and Photocopying (19 seconds)

There are printers and photocopiers on most levels of the library. These are easy to use but if anything goes wrong and you need some help, there’s a phone in each pod so you call our IT staff. You’ll get a print allowance at the start of each academic year and you can top this up when you need to using cash or a bank card.

Librarian Drop Ins (25 seconds)

The academic librarians can help you find the right information for your assignments or your research. We offer drop-ins every day for quick enquiries or longer appointments if you need help planning your research, or to learn about databases or search tools. You can book an appointment on our web page or email us for help.

Closing Sequence and credits (28 seconds)

As well as lots of learning spaces, there’s a great café and social space on level 0 where you can meet friends, relax and grab a coffee. The library is here to help you on your learning journey from when you first arrive until you graduate. We look forward to meeting you!

End.