# Thompson Library, Stoke

An accessible guide

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding the Library</td>
<td>2</td>
</tr>
<tr>
<td>When to Visit</td>
<td>2</td>
</tr>
<tr>
<td>Where to get help</td>
<td>3</td>
</tr>
<tr>
<td>Finding your way around the library</td>
<td>3</td>
</tr>
<tr>
<td>Leaving the library</td>
<td>20</td>
</tr>
<tr>
<td>Facilities</td>
<td>20</td>
</tr>
<tr>
<td>Multi function printers</td>
<td>20</td>
</tr>
<tr>
<td>Self Service machines</td>
<td>20</td>
</tr>
<tr>
<td>Additional Information</td>
<td>20</td>
</tr>
<tr>
<td>Security Checks</td>
<td>20</td>
</tr>
<tr>
<td>Lighting</td>
<td>20</td>
</tr>
</tbody>
</table>
Finding the Library

The Thompson Library is located on College Road opposite the Film Theatre. It is situated in the Cadman Building. There is a webpage detailing how to find us: http://www.staffs.ac.uk/about/how-to-find-us with a Campus map on the right of that page.

Try taking a walk around the library with this guide to familiarise yourself with the different areas.

When to visit

The library is open 24 hours. The library counter opening hours are on our website: http://www.staffs.ac.uk/support_depts/library/opening-hours/

When the service desks are closed, you can use the self-service machines for borrowing and returning books and Student Rovers walk around ensuring your comfort and safety outside staffed hours.

The library is busiest during term time between 10am-4pm with lunchtimes (12-2pm) being a peak time. The quietest times are at weekends and overnight.

Remember that you can also access many resources online www.staffs.ac.uk/library
Where to get help
If you need any help, go to the library counter (pictured below), or speak to a Student Rover. Rovers are here outside normal staffed hours and wear blue shirts with ‘Student Rover’ written on them.

Finding your way around the Library
Enter the Cadman Building through a set of automatic doors. Outside staffed hours you may need to hold your student card on the silver card reader on the left to gain entrance. This is the corridor you will see:
When you have walked through the doors you will be in a foyer area. This can sometimes be noisy and busy with bright lights. Take the left turn before the staircase. You will see the sign for the library and the doors to enter the library. Outside staffed hours, you will need to hold your card against the silver reader, on the right of the doorway to gain access.

This area can be challenging as it is very bright and has a shiny patterned floor. On the left is the library counter, which is a much more welcoming environment. On your right is Costa Coffee which can be noisy and smells strongly of coffee at times.
This is the library counter which you will find on your left:

In this area, you can ask for help, borrow and return books, view current journals and pick up reserved items.
Walk through this area to get to the Skills Space – you will see ‘pods’ where staff will be available to help with in-depth queries and study skills.

Any appointments you make to see someone from the library will usually be in this area.

There is a barrier exit from the Skills Space, for those with disabilities only, onto the ground floor area of the main library.
To gain access to the main library, you will have to return to the patterned corridor. Walk up to the two sets of barriers with glass gates. You can get through either of these by placing your student card on the surface clearly indicated.

Sometimes, only one glass side of the barrier will open. You may need to place your card in the position shown a further two times to get it to fully open. These gates may also beep loudly if two people go through at once. You need one card per person to enter. A member of staff will come over to assist if the gates are beeping or you cannot get in.

Turn right and go down the steps. You are now in the main library.
The library has a variety of computers and seating areas. Areas are colour coded by our ‘traffic light’ system of noise levels.

You can sit at any computer and login with your student username / password. If you have any problems using the computers or printers, staff at the Library Counter can help.

We recommend that you find an area where you feel comfortable. There is a silent study room on the first floor and a quiet study space on the second floor.

Sometimes students will be noisy or disregard the signs. Let us know if someone is being noisy or disruptive by texting your location and details of the problem to 07860018405 or tell staff at the Library Counter if this is disturbing you. The text service is anonymous. You may prefer to use earplugs to ensure quiet.
As you walk down the corridor, you will see shelves of Core Collection books on your left:

There is an open study area on the right, with vending machines and toilets which have disabled access.
There is a Children's Library on the right. This may be noisy if children are in the area.
To access the floors above, use the stairs halfway along the corridor on the right. There is also a lift here (which is slow).

All areas are clearly signposted
If you go up to the second floor (up two flights of stairs), you will find a quiet study space. The floor is squeaky, but the lighting is not too bright. You may like this area to work in without too many distractions.

We will now take you back to the first floor – go down one flight of stairs from this quiet study space.
Turn left onto the corridor to access the toilets, which have noisy hand dryers that may start unexpectedly, even when you walk past. Also down this way is the Alfred Bolton Room, also known as D120 (a teaching room for Games Design Students) and a Group Study Room. The Silent Study room is further down the corridor. You cannot exit through the doors at the end of the corridor.
If you turn right on the 1st floor there are Core Collection books and more study spaces.

As you walk along this corridor, you will see more Core Collection books and the Art Collection, all to your left as you walk along the corridor:
At the end of the corridor, there are some steps and these lead to another exit door to the ground floor.
You will see some stairs on your left, they will take you back down to the ground floor. There is also a lift opposite these stairs. Note that you cannot access the quiet study on the second floor this way.

You will see the men’s toilets on your left. There are also ladies’ toilets further up the stairs. All toilets in the library have noisy hand dryers.
At the bottom of these stairs, the Main Collection is on your left:

There are study rooms opposite the bottom of these stairs.
A ramp and a set of stairs will take you back to the ground floor corridor.

If you go down the stairs, you will see the periodicals store in an open doorway on the right at the bottom of these stairs.

This holds older issues of journals and there is also a very quiet and comfortable study area, which smells of old books. You may find this a nice place to study.

You will enter through a narrow corridor:
There are comfortable chairs within this area.

If you continue along the corridor towards the main entrance, you will see a nice area called the Headspace just before the set of stairs. This has been designed for students to relax and be calm.
Leaving the Library

You will need your student card to exit through the glass gates. Further on, just before the exit door, you may hear our security barriers bleeping. This is because:

Someone is carrying their own book that has a hidden security tag
Or
A security tag from a library item has not been deactivated correctly.

If this happens when you walk through, a member of staff will ask to see your books. They will check the books and open the gate for you.
Turn right to exit the building.

Facilities

Multi function printers

There are multi function printers situated throughout the library. The machines produce some background noise. They can print, scan and photocopy. Ask at the Library counter for help.

Self Issue machines

The Library has Self Issue machines, to take out books and other items or to return items.

If you have any problems using these services, please ask at the library counter for help, or if the desk is closed speak to a Student Rover.

Additional information

Security Checks
Outside of staffed hours, you may be asked by a security guard to show your student card. Don't worry, these are routine checks.

Lighting
Lights all through the library are triggered by movement, so may come on unexpectedly.