

Information Services

Thompson Library guided tour

This information is designed to guide you around the Thompson Library and offers an introduction to some of the library services we provide. The building is fully accessible for disabled users.

Level 1

Starting from the front entrance of the Cadman building turn left and continue along the corridor until you reach a set of steps which will take you down into the library.

The first office on the left is **Learning Technology**. This department offers loanable equipment such as: digital camcorders and cameras, data projectors, dictaphones, laptop computers, TV and videos, slide projectors, overhead projectors and spellcheckers. Any equipment borrowed will be issued to your library record. Fines are levied for late returns.

As you progress down the corridor you will arrive at a **group study area** with facilities for photocopying, binding and laminating.

The Document Delivery Office is situated directly to your left. This service provides materials needed for study and research purposes, which are not available in the collections of Information Services.

The next area you will arrive at houses the **Reference Library** (dictionaries, encyclopaedias, handbooks, maps, subject handbooks etc.), the **Helpdesk** where you can get help with a wide range of subject queries and general enquiries and **Lending Services** which supports all aspects of borrowing including the issue and return of items, membership and accessing borrower information. You can also purchase binding and laminating equipment and other saleable items from the issue desk.

The **self issue** machines are also located within this area (instructions appear on the screen and are also printed next to the machine).

There are **PC clusters** which run on windows 2000, on all levels of the building where you can check the library catalogue and gain access to the web. Printing facilities are available throughout the building.

The Short Loans Library is located next to the issue desk and is open access. Stock is loaned for 24 hours and can be self issued.

The video collection is situated next to the short loan library and houses an extensive collection of films, documentaries, animations and training videos. Stock can be borrowed or viewed in-house on the video playback machines located next to the collection. Headphones are available on request from the Lending Services issue desk. Loan periods vary, so you will need to consult the library catalogue or check on the video for the loan type.

The periodical store is situated at the end of this section and houses pre 1987 stock (periodicals from 1987 onwards are located on level 2). This stock is for reference only. The reader printers along with the microfilm and fiche archives are also housed in the store.

As you progress up the steps you will arrive at **level 1 book stock (000 to 332)**. Subjects include: computer studies, psychology, philosophy, economics and some social sciences.

The book store and **language labs** are located to the rear of level 1 book stock.

There are study areas and PCs next to the book stock on all three levels.

Level 2

There are several ways of gaining access to level 2 once in the library. The two most commonly used are via the stairwells positioned

a.) Opposite the issue desk, which will take you directly to the periodicals and

b.) At the beginning of level 1 book stock (through the double doors on the left), which will take you directly to the book.

Disabled users can gain access using the lift facing the issue desk or the lift located at the beginning of level 1 book stock (through the double doors on the left).

Arriving on level 2 – if approaching from the stairs opposite the issue desk, you will be facing one of the PC clusters. To the left is the library conference room, the periodicals office and the beginning of the periodical back issues. The periodicals continue to the right, through the double doors. Current periodicals and newspapers are located on the right of the isle and back issues are on the left of the isle. Abstracts & Indexes and telephone directories are located at the end of the periodical run.

There is another cluster of PCs, ports for laptops and a study area at the end of the corridor.

The small set of steps will take you to **level 2 book stock (333 to 701)** (The stairwell mentioned earlier, is located to the left, after the small set of steps). Subjects include: Social science, mathematics, politics, economics, law, linguistics, sciences, anthropology, engineering, agriculture, home economics, management, accounting and design.

There is a **group study room** at the end of level 2 book stock. This can be booked through the Helpdesk on level 1.

Level 3

Level 3 is split into two areas, each with separate access.

To access the group study room and IS administration you will need to use the stairwell located opposite the Lending Services issue desk.

To access **Level 3 book stock (701 to 900)** you will need to use the stairwell next to level 2 book stock. Subjects include: Art and design, music, recreation, literature, geography and history. The 'oversized books' and exhibition catalogues, are also housed on this level. Level three also has a **group study room** and **lecture theatre**.

Level 4

The Slide Library and Special Collections are located on level 4

The Slide Library contains approximately 185,000 slides relating to all aspects of art and design. Slides can be borrowed by both students and staff to enhance lectures and seminar presentations. There is a study area complete with light tables, daylight projectors and online public access catalogue. The department is open to members of the University and members of the public.

Special Collections is open to members of the University and members of the public. Access to the Collections is by 2 hourly appointments only between the hours of 9am-1pm and 2-5pm, Monday to Friday, and requiring 24 hours notice. Please ask at the helpdesk for details

You can exit the library by following the staircase down to level 2 and progressing down the corridor, past the periodical department.

Remember to pass your issued library items to the member of staff at the security barrier before exiting the library.

Should you require any further information regarding the service, please ask any member of staff who will be happy to help.