## Thompson Library, Stoke

An accessible guide

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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 throughout the year. 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. Student Experience Ambassadors 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 Experience Ambassador. You can identify them as they wear black t-shirts with a Library and Learning Services logo.

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 your right is Costa Coffee which can be noisy and smells strongly of coffee at times. Walk all the way along this corridor and take a right turn at the end with steps down. There is also a lift for accessible access.
Turn right and go down the steps. You are now in the main library. Out of staffed hours, you will need to put your student card on the silver card reader on the left to gain entrance.

Here you can ask for help, borrow, return and buy books and pick up reserved items.

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 ground 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 floor 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. The stairwell area is cold. There is also a disabled refuge on this level in case of emergency. Take the stairs up one level to the first floor.
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 Disabled Toilet.
Along the corridor past the Alfred Bolton Room you will find the Skills Space on your right. This is where we will meet you if you have booked an appointment.
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 (with a lift) 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.

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. This includes older editions of books, journals (new and back copies), DVDs and computer games.

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 quiet study / wellbeing collection in an open doorway on the right at the bottom of these stairs.

There are comfortable chairs within this area, but bear in mind the room has an echo.
Fire Exits and Fire Alarms

We do have quite a few fire alarms in the library. Please ensure you make your way to the nearest possible fire exit in a safe and calm manner. The alarm is a loud continuous bell and we also have flashing lights to alert hearing-impaired students and staff.
Leaving the Library

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. Try and make sure you keep your receipt when you borrow items, and you can always go back to the self-issue machines to collect a record of items on your account.

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 Experience Ambassador.

Additional information

Out of Hours

Outside of staffed hours, you may be asked by a Student Experience Ambassador or security 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.

And Finally….

If you have any feedback about this guide, or wish to contact us, please email academicskills@staffs.ac.uk or telephone 01782 295770.