

Library induction video transcript

Welcome to your university library and our introductory presentation.

Your Library provides a variety of study spaces and a huge range of electronic and print resources to support you in your studies.

Most importantly there are friendly staff to help you.

The Library is located at the heart of the campus and on the map, it is shown on the Parade facing the lake.

The Library is open 24/7 so it's always available when you need it day or night.

You enter the Library on Level 2 from the Parade.

You will need to scan your library card to enter the building, so keep it with you at all times.

Check the screen, as you enter, for news, information, and training events on offer.

On Level 2 you will find the IT service Desk where you can get help with IT related problems and queries.

There are two Assistive Technology rooms that provide specialised equipment and study space for students who require it.

Access and 1:1 support is provided by the Assistive Technology Team.

Contact them directly via the self-service portal for more information.

On Level 3, there is a sensory room for students in need of a quiet space. Access can be given by the Disability Service.

You can print, photocopy or scan using the machines at the back of Level 2.

You can send files to print from any device on campus.

You will need sufficient credit on your printing account before printing and copying, but scanning is free. Simply add credit online.

You can go to the Reader Services desk on L2 to speak to library staff about Library cards or borrowing and returning books.

At the self-issue machines, you can borrow books following the onscreen instructions.

When you have finished with them put the books in the returns box in the Library, or in the 'book drop' in the Virgil Building in Bath city centre.

When you borrow books from the Library the loan is automatically renewed for you every week, for up to 12 months, unless it is reserved by somebody else.

If the book you've borrowed has been reserved, a recall notice, providing the date by which you must return the item, will be sent to your university email account.

Remember to check your email regularly to avoid charges for non-returned items.

If all copies of a book you need are out on loan, request a reservation on the Library Catalogue.

You're welcome to bring hot and cold drinks in reusable keep cups to the Library, and if you get hungry you can eat in the refreshment area at the front of Level 2.

The Library is arranged over 5 levels.

Individual drop-in study spaces can be found on all floors and group study spaces are available to book on Levels 1, 3, and 4.

Individual soundproof pods are available to book on Level 2.

There are additional study areas on campus and in the city centre. See our website for more details on how to book a study space.

Print books, and other resources for each subject can be found on Levels 3, 4 and 5.

This is also where you will find Librarians who can help you with things such as finding items from your reading list or using the Library catalogue.

In addition, many of you will have teaching sessions with your Subject Librarian, covering search skills, using databases, and referencing.

Our online resources can be accessed by University of Bath students, from anywhere in the world.

These resources include high quality academic publications and databases, that can help you find information on your subject.

The Library collection is too big to browse, so to find out what we have, use the Library Catalogue.

The Catalogue is available via dedicated computers on levels 2 to 5 of the Library and on our homepage.

You will also find lots of guidance on our web pages including a range of short videos, access to help and FAQs.

We hope you enjoy your time at Bath and make the most of your Library!

Thanks for watching.