



Information for part-time students & those who attend out of “office hours”

UCL Library Services, Gower St., London WC1E 6BT

☎ 020 7679 7700

E-mail: library@ucl.ac.uk

<http://www.ucl.ac.uk/Library/>

1. Opening hours

Evenings

During term-time and the Easter vacation, the Main and Science Library Issue Desks close at 18:45 but the Reading Rooms (including computer clusters) remain open until 22:30 (Monday-Thursday). On Fridays, and during the Christmas and Summer vacations, both libraries close at 19:00.

Extended opening hours are in place at Main, Science and Cruciform Libraries from 26th March to 3rd April 2007 and from 12th April to 18th May 2007. During these periods Issue Desks will close at 21.00 and the libraries will remain open for reading until midnight.

Weekends

During term-time and the Easter vacation, the Main and Science libraries open on Saturdays between 09:30 and 16:30 (the Issue Desk closes at 16:15) and are open for reading only on Sundays between 11:00 and 17:00. During the summer vacation they are both closed at weekends.

An up-to-date list of opening hours for UCL's various site libraries can be found at <http://www.ucl.ac.uk/Library/sites.shtml> or in the leaflet “Library Sites and Opening Hours”.

Other libraries

Most other University of London libraries will admit UCL students throughout the year, some of which have more favourable opening hours for part-time students (e.g. Birkbeck College). See the section below for further information.

2. Managing your Library account

E-mail

If you will only be visiting UCL infrequently, it is very important to get into the habit of regularly checking your UCL e-mail account. This is the way that the Library will inform you, for example, if books are about to become overdue or if an item you have requested is ready for you.

If you have difficulty accessing your UCL e-mail account, it is possible to have mail forwarded to a private e-mail address. To arrange this, you must send a message to postmaster@ucl.ac.uk from your main UCL account (not a departmental account) stating what you would like done. Please refer to www.ucl.ac.uk/is/helpdesk for more details.

Self-service and checking your library record online

As well as regularly checking your UCL e-mail, you can also keep an eye on your library account online by clicking on the ‘Your Account’ option on the front page of the Library's catalogue at <http://library.ucl.ac.uk> and entering your barcode number (on the back of your ID card) and your PIN code (if you don't know what this is, ask at any Issue Desk).

In this way, you can monitor when your books are due back, renew them, and make reservations on books in use by other students. Library staff may occasionally place messages here for you as well.

Recalls

Each book in the Library is assigned a loan type which determines the period it can be borrowed for. These periods are indicated on the Library's catalogue and should also be displayed clearly on the cover of the book itself by a coloured label. The most common loan periods are one week and eight weeks (the "standard loan").

It is important to bear in mind that other users can recall books at any time. If this happens, the due date of a standard loan will be shortened to one week from the date of recall and one-week loans will become non-renewable. We will advise you of the new return date by email.

We understand that this can be problematic if you only attend UCL once a week, but unfortunately, we cannot be flexible with the actual return date. It is therefore very important that you check your account regularly (ideally before travelling) to make sure you are aware of any recalls.

Renewals

As well as being able to renew books online, you can also telephone us to do this. The numbers are given on the last page of this leaflet.

Fines

At UCL we have a 'tolerance' limit of £3.00. This means that you will only be able to renew books online if you have a fine below this amount.

Courtesy Notices

The Library sends out reminders to your UCL e-mail account. For standard loans you will receive a notice three days before the item is due and for one-week loans on the day the item is due.

Returning books out-of-hours

If you need to return books when the Issue Desks are closed there are "book bins" in both the Main and Science Libraries. The Science Library bin is situated on the left as you enter and is open until the building closes. In the Main Library there are 2 book bins. One bin is located inside the Issue Desk room on the right hand side and can only be used when the Issue Desk is open. The other book bin is in the counter of the Information Point by the entrance to the Main Library. It can be used at any time that the Wilkins Building is open, though there is no library security after 22.30. These bins are emptied every morning before 10.00. Fines from books due the day before but returned after the Issue Desks have closed will be waived.

Holidays

At certain points during the year, usually before a holiday where the Library is closed – e.g. Christmas and Easter - our due dates will be altered so that no books are due back when the library is closed. However, some loans are due back during the vacation so please check the date stamped inside the book. Eight week loans will normally be available throughout the vacation period and are usually due back on the first day of term.

3. Electronic Resources

The Library Services web pages at www.ucl.ac.uk/Library are a starting point for comprehensive information about the Library's services. As a part-time student at UCL, you can also use these web pages to gain off-campus access to some resources.

Library catalogue

The UCL library catalogue is publicly available on the web at <http://library.ucl.ac.uk>. For library members, this includes access to the self-service functions described above.

Electronic journals

UCL subscribes to a large number of electronic journals. A few of these are only accessible from computers on the campus network, but most are available to UCL members from any computer with web access. To find out whether an electronic journal is available off-campus:

1. Go to www.ucl.ac.uk/Library/ejournal/
2. Select either the 'List of titles in alphabetical order' or the 'List of titles in subject order', and locate the title you are interested in.
3. Check the far right hand column for information on which volumes are available electronically and any other notes on availability. Any items not available off campus will be listed as such here. Finally, some e-journals have additional requirements for access, which will be detailed here.

Bibliographic databases

UCL subscribes to a number of bibliographic databases, which can be used to search for journal articles and sometimes full-text resources. To find a list of databases in your subject area, some of which may be available off-campus, see www.ucl.ac.uk/Library/database/ and select your subject. Click on the database you are interested in to discover whether it is available from outside UCL.

A general database, Web of Science, covering all subject areas (not just science), is available from outside UCL at <http://wos.mimas.ac.uk>. This requires a UCL Information Systems user name and password and you would need to have downloaded an ATHENS authentication cookie (see below) if you are trying to use this resource away from UCL's campus

Off Campus Access to E-resources

Most of UCL's E-journals and subject databases can also be accessed via your home PC and internet connection, away from the UCL campus. To do this, please ensure that your UCL Information Systems account username and password (that used to access UCL email and student cluster machines) is valid. You will then need to set an ATHENS authentication cookie by following the instructions at <http://www.ucl.ac.uk/Library/athens.shtml>. When asked for a user name and password, please use your UCL Information Systems details. These are also the required details to gain access to the resources once the cookie is set.

Exam papers

Exam papers can be accessed over the Web from <http://exam-papers.ucl.ac.uk>. Your UCL email username and password are required for off-campus access. The papers are provided as PDF files, so Adobe Acrobat Reader is required – see the exam papers website for details.

Subject guides to web resources

Suggestions for useful resources and advice on the collections relevant to your individual subject can be found at <http://www.ucl.ac.uk/Library/subjguide.shtml>. If you are looking for further information in your subject area from the World Wide Web, try searching or browsing the Resource Discovery Network (RDN) at <http://rdn.ac.uk>, a group of databases of high-quality internet resources of relevance to UK academic users. The RDN also provides online tutorials on finding information on the Web in your subject area, at www.vts.rdn.ac.uk.

4. Stores service

Items with the shelfmark 'Stores' need to be ordered at least a day in advance of your visit. Requests can be made on the form at <http://www.ucl.ac.uk/Library/storeform.shtml> or by email to libstore@ucl.ac.uk. Requests for books (not journals) can also be made via the Library's catalogue (through the 'Request' link on the left of the screen).

Ordered material is held for collection on the ground floor of the Science Library – usually for a week, although we can hold it for longer if you ask us to.

See also our printed guide "Stores Service".

5. Inter-library loans service

If you need material that isn't available at UCL, and not held at the other libraries you are able to use (see below), we can try to obtain a loan for you from another UK Library. Full details of how to make a request can be found at <http://www.ucl.ac.uk/Library/ill.shtml> or in the printed guide "How to obtain books/articles not held in UCL's libraries via the inter-library loan service"

It is possible to make requests from home via your Library account, and we can send copies of journal articles directly to you when they arrive. Otherwise, collection is from the Science Issue Desk.

Please note: each request costs £3 and this is added to your user record. This may mean you are temporarily unable to renew books online.

6. Other libraries

UCL students are able to use many other libraries in London and elsewhere: see <http://www.ucl.ac.uk/Library/access.shtml> for further information.

7. Contact information

The Library has a member of staff with responsibility for services to part-time students:

Matthew Reynolds
lib-membership@ucl.ac.uk
020 7679 7110

To renew books by telephone or discuss your library account call:

Main Library Issue Desk: 020 7679 7792
Science Library Issue Desk: 020 7679 7795

For more general enquiries (usually 09:30 – 17:30)

Main Library Enquiry Desk 020 7679 7793
Science Library Enquiry Desk 020 7679 7789

or e-mail library@ucl.ac.uk

Additionally, for each UCL department, there is a subject librarian who is responsible for liaison between the library and members of the department; they can give subject-specific advice about the collections, printed and electronic, as well as training in use of library services. You can find a list of the subject librarians, with their contact details for telephone and e-mail, at <http://www.ucl.ac.uk/Library/who.shtml>