



Institute of Archaeology Library: a guide for visitors and non-UCL users

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INVESTOR IN PEOPLE

UCL LIBRARY SERVICES

- The Institute of Archaeology Library is part of UCL Library Services. For general information on services and facilities, please visit the web sites above.

GENERAL INFORMATION

- A card-based access control system is in operation in the library. All visitors are required to register at the Issue Desk. Regular users of the library need to have their ID cards with them to enter: no card, no entry.
- Bags may be kept with you within the library. Please keep valuables with you at all times to prevent theft.

LIBRARY LAYOUT & FACILITIES

- The library consists of the issue desk, a central reading room, the stacks, a photocopy room to the left of the main reading room and two side reading rooms for quiet study and the use of laptops. The reshelving area and the new books/periodicals display is opposite the issue desk.
- There are 5 computer catalogues in the library; three in the main reading room and two in the first reading room along the corridor. One of these terminals is equipped for disabled access. PCs within the library are for UCL student and staff use only.
- The Eduroam wireless service is available for academic users who have already registered with their home institutions. PCs in the library are for UCL student use only.
- A 'walk-in' terminal allowing access to electronic journal material for non-UCL library users is available. Users may print and save material in accordance with copyright regulations. Please ask at the Issue Desk for assistance.
- Rechargeable £1.00 photocopy cards can be bought from machines in the photocopy room. We cannot provide you with change at the issue desk.
- Standard fire safety notices in the corridors and main study areas indicate fire exits.
- Men's toilets are located on the 5th floor just outside the library, the 3rd floor and basement. Women's toilets are located on the 4th floor, the 2nd floor and the basement. There is a toilet for wheelchair users in the ground floor foyer.

THE BOOK COLLECTIONS

- Book collections consist of the Institute of Archaeology collection, the Yates Classical Archaeology collection and the Egyptology collection. Larger books, the **quartos**, are shelved in the bookcases on the left-hand side of the main reading room. The **main sequence** is located at the end of the quartos and runs along the back of the reading room and through the double doors into the two side rooms. It then continues on the left-hand side of the stacks. Outsize books, **folios**, are kept at the back of the stacks.
- **Periodicals** (journals) are kept in the stacks and are arranged alphabetically. Most journals dating to before 1975 or with full electronic coverage are kept in store. These can be requested on-line and will be delivered within 24 hours of ordering (weekends excepting). Alternatively, use the electronic journals terminal to access articles digitally.
- **Short loan collection books**, the **teaching collection**, some **popular journal parts** and **general reference material** are kept behind the Issue Desk.
- **Dictionaries**, maps and atlases, including **Ordnance Survey maps**, are stored with the folios at the rear of the library. **CD-Roms** are kept behind the Issue Desk.

LOCATING BOOKS

- To locate books within the library, you need to break the location up into its sequence of **collection / letters / number (if present) / first three letters of author's surname**. E.g. INST ARCH DAA 170 REE. First locate the correct shelf by looking at the signs indicating the main letter sequence. Then follow the sequence along numerically until you find the correct number, then work through the letters of the authors' surnames alphabetically until you reach the correct one.

BORROWING BOOKS

- Books may only be borrowed by UCL members; UCL alumni; postgraduates and staff from the University of London and members of the SCONUL scheme (Band A only). Visitors may not borrow books from the library. Long-term reference rights should be negotiated through the Head of Membership for Library Services. Please ask at the Issue Desk for details.
- University of London, alumni and SRX (band A) borrowers may borrow up to 5 books. Teaching collections may not be borrowed by non-UCL users owing to copyright restrictions.
- Journals can be borrowed by staff and research postgraduates only. Electronic resources can only be accessed off campus by current UCL staff and students.
- Fines are payable on all items. Rates charged are displayed on signs at the Issue Desk.
- Books on loan remain subject to recall throughout the academic year, even during vacations.