Welcome to UCL Science Library. This guide will help you find your way around the Science Library and enable you to make the most of all our services and facilities. Please note that many plug in points for laptops are located in reading rooms on upper floors.

**Ground Floor**

After you have entered the Science Library by swiping your UCL ID card across the entry panel on top of the gates on the left-hand side, you will see the Learning Laboratory ahead of you, through the glass doors. Go through the doors and you will see terminals located around the pillar on the left-hand side. Here you can search for books and more via Explore. To the left of these is a Help Point where you can ask for help. There are four more Explore terminals over on the far right-hand side, and just in front of these is the Science Enquiry Desk. Here you can find out all you need to know about library resources and ask for in-depth help with your study and research.

Working your way around from the right-hand side of the entrance towards the left, next to the Science Enquiry Desk is the ISD Service Desk where you can ask for help with all computing problems such as expired passwords and software/hardware issues.

Eduroam wireless access is available throughout the library but behind the ISD Service Desk you will find networked computers for UCL staff and students, and part of the mezzanine level is for postgraduates only. The DMS Watson Teaching Cluster (Room G15) on the left hand side is often used for library skills sessions and other classes.

Library Service Assistants who monitor all Library spaces can be found in the room under the stairs and contacted via lib-services@ucl.ac.uk

To the left of the ISD Service Desk are machines which scan, print and photocopy
(otherwise known as MFDs). You will need to register your ID card on the left-hand panel when you use them for the first time so make sure you have your UCL username and password and enquire at the ISD Service Desk if you don't. A guide to registration can be seen on the wall, and non-UCL members can follow a separate “Guest” poster guide. Nearby there are kiosks where “Guests” can register to photocopy and UCL staff and students can add money to printing accounts when the £12 annual allocation runs out.

The little wooden room in the middle of the floor holds the Short Loan Collection. These books are core texts in high demand for all subjects held in the Science Library and they can be booked for specific time periods via Explore on dedicated terminals or the Internet. The shortest loans are available for 2x3 hour periods during the day, but can also be booked and borrowed overnight or over the weekend. The other type of short loan is a 2 day loan which can be borrowed anytime Monday to Wednesday, Wednesday to Friday, or Friday to Monday. To borrow books from this collection you have to use the Self-Service Machine within.

In front of the Short Loan Collection, as well as the Help Point, there are seats for group study, and beyond these you will see Group Study Rooms, with curved wooden walls. These hold up to eight people and contain plasma screens, laptop plug-in points and whiteboards. They are named after past academics, Ramsay, Fleming, Galton and Carswell, and can be booked in advance via Explore.

Back to the left you will find Self-Service Machines in the wall. There are three machines for borrowing books on your right and two machines for returning books on your left. You will need your ID card and PIN to borrow books. If you need help with the Self-service Machines you can ask staff at the Help Point. Next door you will find the Collection Point where you can pick up books and journals ordered from our Store outside London, as well as material obtained from libraries outside UCL via the Interlending & Document Supply service. A Microfiche Reader/Printer is also located in this area.

Book and periodical collections are all located on the upper floors of the Science Library.

**Finding books and periodicals (journals)**

Having looked for a book in the Library Catalogue via Explore you need to note the Shelfmark which appears on a label attached to the edge of the book so that you can clearly scan the shelves for the one that you are looking for. For most of the subject collections you will find the relevant periodical collections shelved alphabetically nearby. These are abbreviated as ‘Pers’ in the Library Catalogue and many periodicals are for reference use only, and cannot be borrowed. Most are now kept in our Store outside London and can be requested via a Store Request
Form on Explore terminals or via our website.

Go back out to the foyer and note the stairs and the lifts to the upper levels on the left-hand side. There are maps on landings showing you the locations of subject collections held on each floor.

1st Floor

Go upstairs to the 1st floor via the main staircase. In the room directly ahead of you at the top of the stairs you will find the Librarianship and Archives collections.

Towards the back of this room on the right-hand side is a corridor where you'll find Librarianship Periodicals, and a door leading to the Geography collections. Following these around to the right you will come to a door leading to a small silent Postgraduate Cluster on the right, and Subject Librarians in Room 109 to the left. Exiting into the corridor you will see toilets on the right-hand side.

Up the ramp to the left and straight ahead through a number of doors you can find the Psychology, Biology, Botany and Zoology books, as well as the Psychology, Biological Sciences and Medical Sciences Periodicals.

Going back the way you came you will see a smaller staircase which will take you to the 2nd floor.

2nd Floor

At the top of the stairs go through the door to the right and you will find two Water Fountains. In the room to the left you will find the Management books and Management
Periodicals.

Through a door on the left-hand side go straight along a landing at the top of the back staircase to the Medical Sciences book collection. In the rooms beyond to the right you will find Anthropology books and Anthropology Periodicals.

Go left through the main Anthropology Reading Room and make your way back to the staircase to go up to the 3rd floor.

3rd Floor

The room off the landing holds the Geology books and Geosciences and Engineering Periodicals. Go through this room, and in the room to the right you will find Mathematics books with the De Morgan Group Study Room straight ahead. History of Science books are shelved to the right. Go forward via the back stair landing past the Massey Group Study Room you will find, Physics books, Chemistry books, as well as Mathematics and Physical Sciences Periodicals.

Go through this room to the exit and carrying on straight ahead you will see toilets to the left and Room 314 to the right which is the office for Science Subject Librarians where you can ask for help when you are on these upper levels.

Make your way back to the main staircase and go up to the 4th floor.

4th Floor

At the top of the stairs go to the right, past the toilet on your left, and through the door where you will find group study space and a separate Group Study Room. The Guter collection for environmental engineering can also be found here. Through the glass door on the left you will see Engineering & Computer Science books.