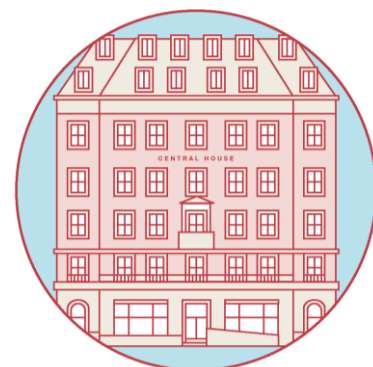


Getting Started Self-guided Tour: Bartlett Library



This self-guided tour will:

- Introduce you to locations and facilities in the Bartlett Library
- Help you find collections and resources relevant to you
- Provide information on where to get further help, if you need it

Please note, all areas in the Bartlett Library are quiet study spaces. Please respect other library users as you complete your tour.

Starting at **Reception** in **Central House**...

- 1 Scan your **ID card** to go through the turnstile and the first set of double doors. The entrance to **the Library** is ahead of you, next to the lifts.

As you enter the Library, the door on your right leads to the **bookable group study room**. Walk forward, past the **display** and **Click and Collect** shelves on your right. If you have **reserved an item**, it will be here for you to collect. The **Library desk** is located on your left with friendly staff ready to assist you. If you have requested a reference item (e.g., **Stores item**), it can be collected at the desk, for library use only.
- 2
- 3 Near the Library desk, you will find two **Explore PCs**. Explore is UCL's **online library catalogue and search tool** and will help you to find print and electronic books, journals, articles and much more. **Toilets** are located opposite the Library desk.
- 4 Just past the Explore PCs are **self-service machines** which can be used for **borrowing and returning** library items and checking your account. Once returned, items can be dropped in the **Returns slot** between the machines. There is another Returns **bookbin** in Central House reception if you're in a rush. Opposite the self-service machines are **lockers** where you can **borrow a laptop**.
- 5 A few steps on, you will find two **print/scan/copy machines** on your left and a large **study room** for individual study. Just past the recently returned items shelves, you'll find a **kitchen** area, where you can fill up your water bottle.

6

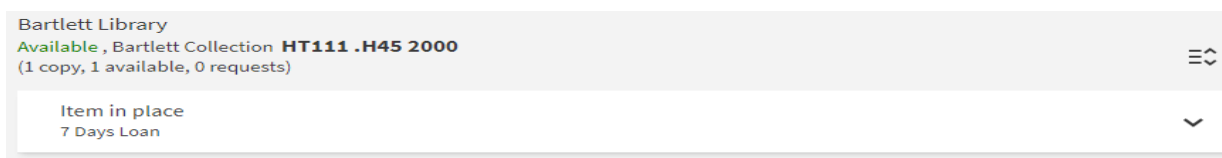
The next room you enter holds our **collection of books**. Turn left and walk around the edge of the room to find more **study spaces**. Just behind the last study desk, you will see the **Folio collection** (large format books) in the corner. Turn to your right and ahead of you is the door to the **Journals Room**.

7

Just before you enter the Journals Room, there are three **PCs** on your left (two for general use and one for **Explore**). Continue into the **Journals Room** which holds our magazine and journal collection, arranged alphabetically by title. The **DVD collection** is on your left as you enter the room and there are more **study spaces**.

Where are the resources that I want to find?

- When you search Explore to locate an item on the shelves, the information provided will look something like this:



- The catalogue tells you which library holds the item, (for example **Bartlett Library**) and provides the **shelfmark**, (for example, **HT111 .H45 2000**)
- All books are labelled with a unique shelfmark made up of letters and numbers
- If multiple copies are available, you will need to sign into your library account to see the **loan periods**
- If an item is currently on loan, you can place a request via **Click and Collect** and have it sent to any UCL library for collection

The Bartlett Library collection supports research into all aspects of the **Built Environment**, including:

Architecture

Energy

Planning

Architectural History

Environmental Design

Sustainable Development

Construction

Innovation

Urban Studies

The Built Environment is a large research area and covers many other subjects. Therefore, the collections in UCL Main Library and UCL Science Library may also hold relevant resources to your area of study. Search **Explore** www.ucl.ac.uk/library/explore for a topic of your choice and see if their collections include that item.

Where do I go if I need help?

If you need help finding resources, please visit and bookmark the **Built Environment Subject Guide**: <https://library-guides.ucl.ac.uk/built-environment> - all of your key information is there. You can also email library.bartlett@ucl.ac.uk to discuss your research with a **Subject Liaison Librarian**.

Getting started www.ucl.ac.uk/library/getting-started

UCL Bartlett Library

Address Ground Floor, Central House, 14 Upper Woburn Place, WC1H 0NN
Tel 020 3108 9666

For more information, including opening hours, please scan the QR code:

