Getting Started  
Self guided tour  
Bartlett Library

Used in conjunction with Bartlett Library Floor Plan in the Bartlett Library Guide, this self-guided tour will:

• introduce you to key locations and facilities in the Bartlett Library;
• help you find collections relevant to you;
• help you find details of services available in the Bartlett Library

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

Start at the library entrance.

1. As you come into the Bartlett Library, before the second door, there is a small corridor on your right. Turn and walk down the corridor. Before the corridor turns right, you will see a door to the Periodicals room on your left. Tap the black square (cardax) next to the door with your ID card.

The Periodical room contains our collection of journals relating to the built environment. They are arranged alphabetically by title and small signs indicate if there is a digital version available. You can also find some individual study desks. The Reference collection is located on the far side of the room.

2. Continue ahead through the door to enter the large Book room. The Bartlett Library's main collection is housed here. On your right as you enter, there is a cluster PC. Walk forward, between the shelves. You can find the Folio collection in the corner on the right. Continue moving anti-clockwise around the room. You will see study spaces by the windows.

When you reach the door, turn right to leave the book room. You will find two print(scan/copy machines on your right. Opposite the print/scan/copy machines, there are shelves for recently returned materials. Returned books come here first before being put back on the shelf.

4. Just past the returned-book shelves, there are self-service lockers for borrowing a laptop. Opposite them are self-service machines, which you can use to borrow and return books, and check your account. When you return books using them, you drop your books in the slot between the machines.
Now you will reach the Library desk area. You will find two Explore terminals on your right. Explore is UCL Library Services’ single search tool for finding journals, books, full-text articles, archive material and much more. You will also find The Library desk with friendly staff here to assist you. If you have reserved a book that was out on loan to someone else, you can collect it from the Library desk.

The short Loan collection, which contains books that are heavily in demand, is housed in the Library desk area, too. Ask the staff at the Library desk if you wish to read a book from this collection. The toilet is located opposite the Library Desk. Beyond the DVD collection and book displays, is the exit of the Library.

Where are the books that I want to read?

- When you search Explore to locate an item on our shelves you will find a location similar to the following:

  ![Bartlett Library HT111.H45 2000]

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Type</th>
<th>Loan Period</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2806435758</td>
<td>Book</td>
<td>7 Days Loan</td>
<td>Item on shelf</td>
<td></td>
</tr>
</tbody>
</table>

- The catalogue entry tells you the library in which the book is located, (in this example, Bartlett), the shelfmark, (in this example, HT111.H45 2000) and the loan period (in this example, 7 Days Loan). Where multiple copies are available, sign in to see the loan periods. If the book is currently on loan, you will be able to place a hold request on the book.

- All books are labelled with a unique shelfmark made up of letters and numbers, and are shelved in alpha-numerical order.

- Make sure you understand how to find an item in the library. Take a look at the labels on the spines of the books to understand how the books are ordered by shelfmark. The Bartlett guide contains a map to help you find the right shelf:

- If the shelfmark shows “LIBRARIAN’S ROOM”, please ask at the Library desk. You can use them in the library only.

The collections in UCL Main Library, UCL Science Library and UCL IOE (Institute of Education) Library may also hold relevant materials to your study. Search Explore www.ucl.ac.uk/library/explore for a topic of your choice and see if their collections include that item.

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
Email library.bartlett@ucl.ac.uk

For more information, including opening hours, please go to the link:

https://www.ucl.ac.uk/library/libraries-and-study-spaces/ucl-bartlett-library