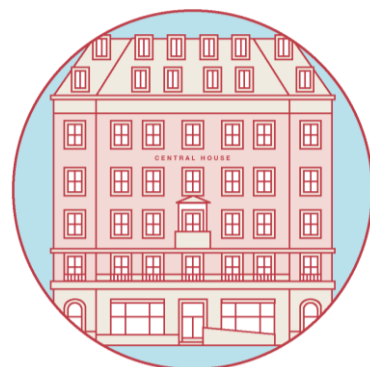


Getting Started Self guided tour Bartlett Library



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, on your right you will find the Group Study Room. You can book a particular time slot for group study.

2

Go back down the corridor and turn right into the Library through the second door. Walk past **the DVD collection** and **book displays**, **the Library desk** is located on your left hand side 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 here, too.

3

In the Library desk area, you will find two **Explore** machines. Explore is UCL Library Services' single search tool for finding journals, books, full-text articles, archive material and much more. **The toilet** is located opposite the Library Desk.

4

Just past the Library desk area 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. Opposite the self-service machines, there are **self-service lockers** for borrowing a laptop.

5

A few steps on, you will find two **print/scan/copy machines** on your left. Next to this, a **study room** is located for individual study. 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. Beyond the recently returned materials' shelves, you'll find a kitchen area, where you can get hot and cold water.

6

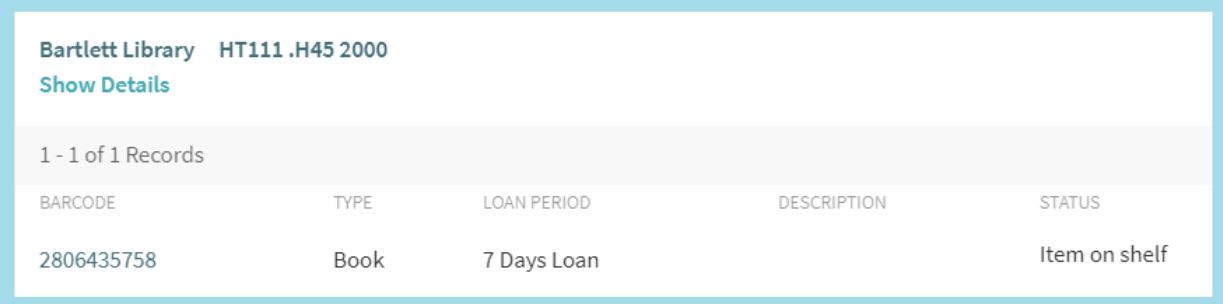
Enter the large **Book room**. **The Bartlett Library's main collection** is housed here. Turn left, and walk around the edge of the room. Some study desks are available by the windows. After you pass the last study desk, you can find **the Folio collection** in the corner. Continue moving clockwise around the room. You will find two **cluster PCs** and another **Explore terminal**.

7

Facing the PCs, on your right there is an door to **the Periodicals room**. This 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. In the periodical room, you will find many individual study desks. **The Reference collection** is located on the left hand side as you walk into the room.

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:



BARCODE	TYPE	LOAN PERIOD	DESCRIPTION	STATUS
2806435758	Book	7 Days Loan		Item on shelf

- 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

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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>