

INFORMATION SERVICES

LIBRARY and IT **STUDENT GUIDE**

Welcome

to Information Services

Information Services is at the heart of University activities. We're responsible for University IT and Library services and we provide support to all staff and students.

This guide tells you more about just some of the things we can do to help you throughout your time at Strathclyde, from your very first days right through to graduation!



Library building with extensive opening hours



Study spaces, bookable rooms and teaching labs



Print materials and online resources



Study skills courses



Research support



Strathclyde mobile app



Computers and software downloads



Campus Wi-Fi



Networking and cloud storage



Friendly, knowledgeable support staff

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We're CSE accredited!

Our Library & Information Resources service has been Customer Service Excellence (CSE) accredited since November 2019.

Where to find us

and the services we offer.

Andersonian Library

The Curran Building is home to the Andersonian Library. As well as library enquiries you can also get help with IT and setting up your laptop/mobile device.

Computer suites

As well as the 800+ computers in the Library, we support another 30+ computer suites around campus. To find a suite and check computer availability online, download the Strathclyde app or go to:

- www.strath.ac.uk/it

Online resources

Many Library resources are also available online. Use your Strathclyde login to access thousands of journals, databases and eBooks from anywhere you have internet access. Start your search in the app or at:

- suprimo.lib.strath.ac.uk

Almost all our IT resources can be accessed remotely through our Mobile App or Myplace (see page 11). The majority of software found in our on-campus suites is available to download or use via our virtual desktop:

- Search for 'strath work off-campus'

- 1 McCance Building
- 2 Livingstone Tower
- 3 Graham Hills Building
- 4 Royal College Building
- 5 James Weir Building
- 6 Thomas Graham Building
- 7 Strathclyde Sport (not in view)
- 7a Chaplaincy / St Paul's Building (not in view)
- 7b Student Union (not in view)
- 8 Rottenrow Gardens
- 9 Colville Building
- 10 Architecture Building

- 11 Sir William Duncan Building
- 12 Strathclyde Business School
- 13 Stenhouse Building
- 14 Arbuthnot Building
- 15 Wolfson Building
- 16 Curran Building
- 17 Lord Hope Building (not in view)
- 18 John Anderson Building
- 19 Chancellors Hall
- 20 James Blyth Court / Thomas Campbell Court
- 21 James Young Hall
- 22 Forbes Hall

- 23 James Goold Hall
- 24 Murray Hall
- 25 Campus Village Office
- 26 Garnett Hall
- 27 Birkbeck Court
- 28 Barony Hall
- 29 Andrew Ure Hall (not in view)
- 30 Patrick Thomas Court
- 31 Henry Dyer Building
- 32 Collins Building / Collins Gallery
- 33 Ramshorn Theatre
- 34 The Strathclyde Institute of Pharmacy and Biomedical Science (SIPBS)



Curran Building & Andersonian Library

Interactive campus map
 The Strathclyde mobile app (page 11) includes an interactive campus map. Search 'Strathclyde' in your app store.

Our opening hours & contact details

Our website and social media channels are the best places to find out more about our services and any changes to opening hours:



strath.ac.uk/library and
twitter.com/unistrathlibit

Library opening hours

	Semester	Vacation
Monday–Friday	07:00–00:00	07:00–19:00
Saturdays	09:00–21:00	09:00–17:00
Sundays	09:00–21:00	Closed
Exam periods	24-hour opening	

Enquiries service opening hours

	Semester	Vacation
Monday–Thursday	09:00–20:00	09:00–17:00
Fridays	09:00–17:00	09:00–17:00
Saturdays & Sundays	12:00–17:00	Closed

Contact Information Services enquiries

Information Services' enquiries service is the first point of contact for all staff and students with Library or IT queries. You can contact us by:

- email: help@strath.ac.uk
- Telephone: +44 (0)141 548 4444

Out-of-hours Library and IT support

Dedicated out-of-hours Library and IT support is available to all staff and students. This service is provided by our partner, Capita. If you need support after hours, contact Capita by:

- email: ooH-support@capita.co.uk
- Telephone: +44 (0)141 548 4444

Data Protection and GDPR

In order to provide the out-of-hours service, we securely transfer to Capita the minimum personal information required for identity verification. Data is processed in accordance with the Data Protection Act 2018 & General Data Protection Regulation (GDPR).

For more about Data Protection at the University, see: strath.ac.uk/dataprotection

Our Customer Charter

We are committed to providing a high quality and accessible, people-oriented service, befitting a leading international technological University.

We aim to work collaboratively and in partnership with our customers to offer innovative and effective learning spaces, facilities and resources, both onsite and online. Our staff will strive to ensure the Charter is being observed and customers and staff are free to refer to it as required.

Our Charter should be read in conjunction with the University's Library and IT policies.



Search 'strath customer charter'

Our commitment: we will

- Treat you with respect, courtesy and fairness at all times.
- Offer a safe, comfortable and clean environment where you can study and learn.
- Provide study spaces that meet your needs, with well-equipped computer suites and a mix of silent, individual and group study areas.
- Provide knowledgeable staff to answer your questions and help you find what you need.
- Provide professional subject support and training sessions to help you develop your information literacy skills.
- Provide access to IT systems that meet your needs.
- Update you on the status of our IT systems and services.
- Ensure your needs are the focus of our services, collections and resources.
- Listen to your feedback and work with you to improve our services.

Your commitment: you will

- Treat our staff, other customers, facilities and resources with respect and courtesy.
- Adopt considerate behaviour in line with the Library Zoning, observing noise and mobile phone restrictions in quiet/silent study areas.
- Observe food and drink restrictions in different Library Zones IT Labs.
- Tidy up after yourself, putting all waste in the recycling bins provided.
- Look after your belongings and avoid leaving them unattended.
- Keep your username and password secure at all times. Do not allow others to use it.
- Be careful what you click online to avoid malware, ransomware & viruses.
- Refrain from downloading illegal content.
- Tell us when something's gone wrong so we can do our best to put it right.
- Help improve our services, collections and resources through your comments and suggestions.

IT: get started!

Your DS username and password

All students at Strathclyde have their own IT account, called a Directory Services (DS) account. You log in to your account using your DS username (a string of letters and numbers) and password.

Your DS account gives you access to many University computer systems. Never share your DS password with anyone else.

We will send your DS account details to your personal email address before your first day at Strathclyde. If you haven't received this email please bring your student card to the Information Services enquiries desk on Level 3 of the Library and our friendly staff will help you.

Change your password

You can change or reset your DS password yourself online. Search 'strath change password' to get started.

Connect to Wi-Fi

The Wi-Fi network provided by the University is called eduroam. Turn to page 12 for step-by-step instructions for setting up eduroam on your laptop and mobile devices.

Check your email

You can check your Strathclyde email wherever you have internet access. Search 'strath email' or visit the Information Services enquiries desk on Level 3 of the Library to get started.

The University of Strathclyde mobile app

The University of Strathclyde app provides real-time information to support you during your time with us.

The app includes campus maps to help you find your way around and can show you where there are available computers. Log in to check Library books on loan or find seminars and events near you.

The Strathclyde app is available for Android and iOS devices. To find out more, search 'strathclyde' in your app store.

Cyber Security

Our firewalls work constantly to protect the University community from online attacks. But, we still need you to help keep our defences strong. Complete our online Cyber Security training in Myplace.

Search 'strath cyber security' or go to:

- www.strath.ac.uk/cybersecurity

Myplace

Myplace is Strathclyde's Virtual Learning Environment (VLE).

Myplace delivers online resources and activities designed to enhance your learning. The pages may include assessments, online discussion, learning materials (e.g. lecture slides) and class news. All classes that you are registered for will automatically appear on Myplace once your lecturers make them visible, and links to online Zoom or Team classes will appear here.

Log in to Myplace using your DS username and password at:

- classes.myplace.strath.ac.uk

PEGASUS

You can access most University systems online through PEGASUS, our web-based communications service. PEGASUS gives you access to key services including registration, class/exam results, your personal details and Myplace, the University's virtual learning environment (VLE). Search 'strath pegasus' or go to:

- pegasus.strath.ac.uk

Campus Wi-Fi step-by-step

The Wi-Fi network provided by the University for staff and students is called eduroam.

eduroam is available across campus. You can also use your Strathclyde login details to connect to eduroam at thousands of other universities and colleges around the world.

WiFi Guest is public access Wi-Fi for visitors without a Strathclyde or eduroam login. You should only use the WiFi Guest network if you do not have a Strathclyde or eduroam login. eduroam is the recommended network for staff and students.

Your eduroam username

Your eduroam username is your DS username followed by @strath.ac.uk

You won't be able to connect to eduroam if you don't type @strath.ac.uk after your DS username. For example, gkb14178@strath.ac.uk

Get connected

You need to follow some simple instructions to connect your mobile phone, tablet, or laptop to eduroam for the first time.

There are a few more steps than you may be used to, but it's worth taking the time to set up your secure connection.

You will only need to do it once for each device. Once you've set up your device(s), they will automatically connect to the internet whenever you're near an eduroam Wi-Fi hotspot.

**eduroam
is the
recommended
network for
staff and
students.**

Laptops

Setting up a connection to eduroam is easy with our configurators, whether you are on or off campus. To get started:

On campus

1. Visit the Library and connect your laptop to the 'StrathWifiSetup' network.
2. Open your browser (Internet Explorer, Chrome, Firefox etc) to display the eduroam page.
3. Download the appropriate configurator using the links there and follow the instructions.

Log in to eduroam using your DS username **followed by @strath.ac.uk** and DS password. If you need more help please ask staff at the Level 3 enquiries desk.

Off campus

Use our Configuration Assistant Tool (CAT) to download the correct software for your device.

Connect to the internet and go to:

<https://cat.eduroam.org/?idp=140>

When you're next on campus use your DS username **followed by @strath.ac.uk** and DS password to connect to eduroam.

Please contact us (see page 7) if you need help.

Phones and tablets

The process of installing eduroam on your mobile device differs depending on your operating system.

Go to our website to download complete instructions for different devices



**Search 'strath wifi' or go to
www.strath.ac.uk/it**

Printing, scanning & copying

Printing, scanning and photocopying facilities are available in the Library and across campus. There are mono (greyscale) and colour printers for A4 and A3 printing. You can log in to printers and scanners with your DS username and password. Scanning is free of charge.

You can top-up your print account at the self-service kiosk on Level 3 of the Library or online at: studentprint.strath.ac.uk

Printing charges

Paper size	Colour/mono	Price per sheet
A4 (210 x 297mm)	Mono	5p
A4	Colour	10p
A3 (297 x 420mm)	Mono	10p
A3	Colour	20p

How to print

When you wish to print from a Strathclyde computer, simply select Print, choose either the Mono or Colour printer from the drop-down menu, then click 'OK'.

To obtain your print, head to the nearest print station, tap in your DS username and password (or scan your card on the printer). Select the job(s) you would like to print and press 'Print'.

Any print credit you have is linked to your DS account.

Printing from your own device

You can use University printers to print from your own device. To do this, you can:

- Download and install the appropriate print driver for your device, or
- Email the document(s) you want to print to our webprint service, or
- Upload the document(s) you want to print to our webprint service

Ask at the enquiries desk or search 'strath print own device' to find out more.

Binding and reprographics

The Library Shop on Level 2 offers binding and reprographics services. A4 and A3 laminating is also available.

For the latest opening information see:

- strath.ac.uk/professionalservices/library/more/shop

Try our Interactive Virtual Tour!

Explore the Library from anywhere in the world with our Interactive Virtual Tour:

Search online for 'strath library tour' and follow the links.



Download
software
including
Microsoft Office
and anti-virus
free of charge
for use during
your time
at Strathclyde.

Search 'strath software' to
browse packages for Windows,
Mac and Linux.

You must check the licensing terms and conditions of
each software package before downloading.

Find a computer on campus

Our online computer availability checker helps you find a free computer on campus. Download the Strathclyde app (see page 11) or search 'strath find a computer' to begin.

Find software on campus

We can help you find a computer on campus that's got the software you need. Search 'strath find software' to begin. You can also download copies of selected software packages, free of charge. See page 16 or search 'strath software'.

Save and share files

Our file saving and sharing solutions mean you can access your University work wherever you have an internet connection.

You have a number of options when it comes to securely saving and sharing computer files, including network storage and secure cloud storage options. Search 'strath save and share files' to find out more.

Need IT help?

Visit the In Depth pages on our website for step-by-step instructions, or get in touch with us by phone or email. Search online for 'strath in depth' or see page 7.

Work off-campus

You can access most University services online, meaning you can work wherever you have an internet connection.

Most services require you to log in using your DS username and password. Remember to keep your password secure.

Remote Desktop Service

You can access most of the software available in campus computer suites from your home device—whether that’s Windows, Mac, or even Android and iPads! Search ‘strath work off-campus’ for more information, or access it at:

- www.strath.ac.uk/professionalservices/it/use/offcampus/virtualdesktop

Video conferencing

Video conferencing for teaching is facilitated through Myplace (see page 11). All other video conferencing at the University is conducted through Zoom or Microsoft Teams.

For more information about video conferencing at the University, please see our website:



Search ‘strath work off-campus’

10 STEPS TO CYBER SUCCESS

1



Be aware it could happen to you.

Over 50% of UK crime is cybercrime. Report incidents straightaway.

2



Think before you click.

Curiosity, urgency, fear and greed are just some of the tactics used to get you to bite!

3



Don't get caught by scams.

It's not just emails. It could be SMS, phone calls or social media.

4



Keep up with news and training.

Go to www.strath.ac.uk/cybersecurity for training.

5



Keep software up-to-date and use anti-virus.

New malware and viruses are released every day. Protect yourself.

6



Protect your passwords.

Keep them unique and strong. Don't share them. Use a password manager.

7



Use 2 factor authentication on critical accounts.

So you always know when and where your accounts are being accessed.

8



Protect your data.

Make back-ups, use secure wi-fi and encryption.

9



Protect your mobile devices.

Use PIN or TouchID. Enable remote wipe.

10



Lock before you walk.

Lock it up or lock it down before you leave it.

Find out more at www.strath.ac.uk/cybersecurity

The Andersonian Library

Every student is welcome in the University's Library, the Andersonian.

Spread over 5 floors, the Library has more than 2000 study spaces, 800 computers, and extensive Wi-Fi coverage.

We're open from 07:00 to midnight on weekdays during semesters, and 24/7 before and during exam periods.

Library & Information Resources is a CSE Accredited service.

Find out more on our webpages:



www.strath.ac.uk/library

CUSTOMER
SERVICE
EXCELLENCE[®]



Finding the Library

The Andersonian Library is in the Curran Building on Cathedral Street.

See the map on pages 4 and 5 or in the Strathclyde mobile app (see page 11). Remember to check the Library opening hours on our website before making a journey. Search 'strath library opening' to find our webpage.

Using the Library

Use your student card to enter the Library and borrow books and other materials. Your DS username (see page 10) gives you access to online resources including journal articles, eBooks, newspaper archives and more. You have an online Library account so that you can keep an eye on what you've borrowed and pay any outstanding fines. You can also request items which are on loan to other students. Check your account by logging in to the Strathclyde mobile app or by following the links on SUPrimo (see page 27).

Online Library induction

Our 'Meet the Library' module on Myplace is an online introduction to our services. Work through all the classes, or just dip in and out. Log in to Myplace (page 11) to access this class.

Library tours

We run Library tours on different dates throughout the year. These short, friendly tours are designed to:

- show you some of the features of the Library building, such as study areas and computer suites
- explain how to find, borrow and return materials
- give you an idea of some of the ways in which Information Services can help and support you during your time at Strathclyde.

Search online for 'strath library tours' for the latest tour dates and virtual tours.

We're on Twitter and Instagram

Find us @unistrathlibit and tag us #strathlibrary

Studying in the Library

All students are welcome to study in the Library. Our choice of study areas, computer suites and bookable group rooms make it easy to find the perfect study environment.

The colour of the walls and pillars show what type of zone each Level is. You will also see colour-coded signs in the staircases.

Silent zones	L1	L4	L5
Quiet zones	L3	L4	L5
Group study zones	L2	L3	

What's permitted in each zone

Silent zones	<ul style="list-style-type: none">• No talking• Mobile phones set to silent mode. Please move to a green zone for voice calls.• Drinks in containers with lids• Sweets and small snacks
Quiet zones	<ul style="list-style-type: none">• Voices kept low• Mobile phones set to silent mode. Please move to a green zone for voice calls.• Drinks in containers with lids• Sweets and small snacks <p>There may be some talking on these floors as our staff work to answer customer queries. Please choose a seat away from the desk if you do not want to be disturbed. For complete silence, please go to Level 1.</p>
Group study zones	<ul style="list-style-type: none">• Group discussion• Mobile phones, used with consideration for those around you.• Drinks in containers with lids• Cold food, such as sandwiches, and sweets or small snacks.

Around the Library

Level 1

Level 1 is great for those who want to work in a peaceful environment. Each desk is equipped with a power socket for charging your laptop or mobile device.

There is also moving shelving containing our reference collection, print copies of journals, government publications and some Special Collections.

Level 2

Level 2 is the main hub for group meetings and lively discussion. There are nine bookable discussion rooms and 12 first-come-first-served group study pods, each equipped with a widescreen monitor for your laptop. You will find the Assistive Technologies Room and Library Shop here, as well as vending machines for snacks and hot drinks.

Level 3

Level 3 is the main entrance floor. Once you pass through the entry gates you'll see the enquiries desk for Library and IT support, the Short Loan Collection, and self-service kiosks for borrowing and returning items. There are computers and printers near the enquiries desk. Alternatively, turn right after the entry gates to find more group study rooms and booths, open study space, our Family Study Room and three large computer suites.

Level 4

This is a silent study floor with separate group discussion area and five small bookable discussion rooms. Level 4 contains Business, Education, Engineering, Languages, Science and Social Sciences resources. Staff on the enquiry point here will be happy to help with any queries.

Level 5

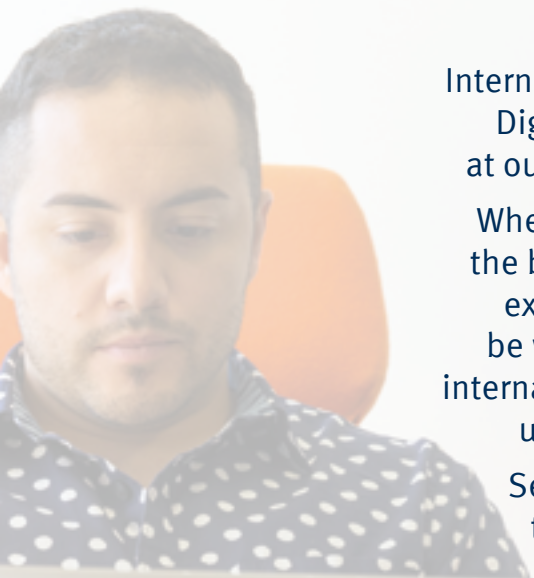
This is a silent study floor with separate group discussion area and five small bookable discussion rooms. Level 5 contains resources to support Architecture, Arts, Humanities and Law and also contains the Children's & Media Collections, Archives & Special Collections and Maps & Atlases. Staff on the enquiry point here will be happy to help with any queries.

Get your ICDL with us!

Study for your
International Certification of
Digital Literacy (ICDL)
at our A-rated test centre.

Whether you're learning
the basics or building on
existing skills, you'll
be working towards an
internationally-recognised IT
user qualification.

Search 'Strath ICDL'
to find out more.



Bookable group discussion rooms

There are 19 bookable group discussion rooms in the Library.

There are:

- five small group discussion rooms on Level 2
- four large group discussion rooms on Level 2
- five small group discussion rooms on Level 4
- five small group discussion rooms on Level 5

There are three large group discussion rooms on Level 3 which are available on a first-come, first-served basis.

You can book a room up to 2 weeks in advance in the Strathclyde mobile app, online or by using the keypads at the doors to each room.

See the posters beside each discussion room in the Library or search ‘strath book discussion room’ to get started.

Family Study Room

The Family Study Room is part of the redeveloped area on Level 3 of the Library. It’s a dedicated area for the sole use of students who want to study on their own or work on group assignments whilst also needing to supervise a child aged 0–12.



Eating and drinking in the Library

You are welcome to eat and drink in the Library: vending machines selling snacks and drinks are on Levels 2 and 3. Free water dispensers are available on all floors. Remember to bring your own reusable bottle as we don’t provide disposable cups (see page 35).

Some things to remember:

- Please do not bring hot food in to the Library
- Drink only non-alcoholic drinks from containers with lids (such as bottles, travel mugs or paper cups with lids)
- You are welcome to eat confectionery/small snacks on all levels of the Library but we ask that you eat larger items—such as sandwiches and salads—on Level 2 only

Research & revise

The Library provides a wide range of materials and information resources which will help you get the most out of your time as a Strathclyde student.

We hold more than one million print volumes and provide access to hundreds of thousands of electronic books and journals that you can use whenever and wherever you can get online.

 **Search 'strath research and revise'**

Expert-led skills sessions

We're here to help you develop the skills you need to study and succeed at Strathclyde.

From finding the first few items on your reading lists to helping with referencing and exam preparation, our library and IT experts are here to show you the way. Search 'strath get started' or scan the QR code.



Finding books and resources

SUPrimo is the Library's online search tool. Use it to find books, journals, theses, exam papers and student reading lists. You can also use SUPrimo to search millions of online journals and other electronic resources, Strathclyde research papers, and Archives & Special Collections.

Look out for Skills Boost sessions that show you how to get the best results from SUPrimo. Search 'strath skills boost' for the latest dates.

Find SUPrimo in the Strathclyde mobile app, or at:

<http://suprimo.lib.strath.ac.uk> – or just search online for 'suprimo'.

Borrowing, returning, reserving and renewing items

Borrowing limits

- Undergraduates: 15 items (maximum of 3 from Short Loan)
- Postgraduates: 20 items (maximum of 3 from Short Loan)

Borrowing time limits

Items from the Main Collection:

- Standard Loans will automatically renew for a maximum of 24 weeks, if no-one else asks to borrow the item/s.
- 1 Week Loans will automatically renew for a maximum of 6 weeks, if no-one else asks to borrow the item/s.

Items from Short Loan Collection:

- 1 day loan. Items from Short Loan will automatically renew for a maximum of one week, if no-one else asks to borrow the item/s.

How to borrow and return items

You borrow and return books yourself using the self-service kiosks on Level 3 of the Library. Staff can show you how to use these but don't worry - it's simple and you'll soon get the hang of it.

Responsibility for items on loan

You are responsible for all materials borrowed using your card, so don't let anyone else use it. If you lose an item, please let staff know immediately.

Reserving books

If a book you are looking for is currently on loan you may place a reservation on it. We will email the person who has the book to ask them to bring it back to the Library.

Similarly, if you have borrowed a book and receive an email telling you a reservation has been placed on it, you must bring the book back to the Library. It is important to check the new return date in the email or you may be subject to a fine.

For more information, search 'strath library reservations'.

Renewing items on loan

We automatically renew your loans unless another user has reserved them or your account has been blocked.

We will continue to automatically renew your loans for a maximum of 24 weeks for Standard Loans, 6 weeks for 1 Week loans and 1 week for Short Loans. After that, you will need to bring your loans in to the Library if you wish to renew them.

We will email you if your loans are needed by someone else. Charges apply if you do not return items when asked, so it is important that you check your Strathclyde email regularly.

Stay hydrated!

There are cool water dispensers on every floor of the Library. Bring a reusable bottle and fill up for free!

Fines

We are currently only charging fines on items that have been reserved by other users if you do not bring them back to the Library when we ask. The fine for reserved items is £1 per day.

Bringing back borrowed items on time means more students are able to benefit from our collections. Remember to check the due dates of all items you have on loan and bring them back to the Library in time. You can keep a check on your due dates using the Strathclyde app (see page 11) or your online SUPrimo account (see page 27). We will email you if a due date for your book(s) changes, so remember to check your Strathclyde email regularly.

If fines on your account total more than £10 you won't be able to borrow anything else until you have paid. You can pay fines with credit/debit cards online or at the self-service kiosks on Level 3.

Search for 'strath library fines' for more details or to pay online.

Services for students with disabilities

We provide a range of services to support people with additional needs, including:

- Screen reader software on all centrally-managed computers on campus
- An Assistive Technologies room on Level 2 of the Library
- Extended loan periods for Short Loan items
- A 'Fetch and Carry' book collection service

If you need any help using Library or IT services at Strathclyde, please search our website or contact us (see page 7).

Try a Virtual Study Session!

Join a Virtual Study Session and dedicate two hours to your uni work.

For times, dates and booking, search on bookings.strath.ac.uk

Ask us for help and advice

Our friendly, expert staff are here to help you find and use the wide variety of resources we offer and make the most of this vibrant learning environment.

General help with the Library and IT services

Our IS Enquiries team are here to help with all your Library and IT questions. Find our contact details and opening times on pages 6 & 7.

Help with research and assignments

Our team of Faculty Librarians can help with:

- Devising a search strategy
- Conducting a comprehensive literature search
- Using a particular resource
- Tracking down publications
- Managing your references
- Evaluating resources

Ask at the enquiries desk or search online for ‘strath faculty librarians’ for more details.

LibGuides

Our Librarians have put together online guides to help you with your assignments, projects, dissertations and research. Search ‘strath libguides’ or go to:

- guides.lib.strath.ac.uk

How can we help?

Browse and search our huge range of services and support for students:

<http://servicecatalogue.strath.ac.uk>

Take charge
of your assignments!

Skills Boost

learning sessions

Our Skills Boost sessions help get you
up and running with your uni work.

We hold sessions online and in person.

Search 'Skills Boost' on bookings.strath.ac.uk
to find and book your next session.

Library Collections

The Andersonian Library has rich teaching collections in both print and electronic formats to support you in your studies.

Electronic resources include eBooks, newspaper archives, digitised collections of exam papers and other learning materials, alongside electronic databases such as Nexis® and Web of Science. These databases provide a gateway to prime online resources for students and researchers.

The Library's one million print volumes include important collections of Theses, Government Publications and UK company reports. The Library is also responsible for the historical archives of the University and contains special collections of rare books and other materials.



Find out more about the different resources available to you. Search 'strath explore collections'

Archives & Special Collections

The University Archives Reading Room is on Level 5 of the Library. Arrange a visit to view archival items from famous people including Charles Rennie Mackintosh, Robert Burns and John Logie Baird.

- www.strath.ac.uk/archives

Education Resources Centre

Located on Level 5, the Education Resources Centre holds practical resources for student teachers, such as:

- teachers' handbooks
- Local Authority guidelines
- reading schemes
- story sacks and educational games.

Resources cover all areas of the curriculum. Search 'strath education resources centre' to learn more.

eResources (online resources)

Your DS username and password gives you access to online conference papers, databases, eBooks and eJournals, official publications and online newspapers, image and moving image archives. Search 'strath eresources' to begin.

Short Loan Collection

You will find the Short Loan Collection on Level 3 of the Library. This collection contains high-demand study items and core texts.

For more information search 'strath short loan'.

Using other libraries

Strathclyde staff and students may visit other university libraries in Glasgow and further afield.

Our full-time undergraduate students may visit the libraries of:

- The University of Glasgow
- Glasgow Caledonian University
- University of the West of Scotland (UWS)
- Glasgow School of Art, and
- The Royal Conservatoire of Scotland.

Please note, there is no agreement with these libraries for you to borrow books, use electronic resources or benefit from other services available to 'home' students.

You must show your current Strathclyde student card to gain access to these libraries. There may be access restrictions during exam periods. Remember to check the opening times of each library before making a journey.

Finding resources we don't have at Strathclyde

If you can't find what you need in the Library or in our online collections, we can help you find resources in other libraries. Go to our webpages to get started:

- www.strath.ac.uk/professionalservices/library/researchandrevise

Did you know?

If the Library bookshelves were laid end to end, they would complete four circuits of the Glasgow Subway!



Box of Broadcasts (BoB)

Strathclyde staff students have access to the Box of Broadcasts on-demand TV & radio streaming service for education.

Go to: learningonscreen.ac.uk/ondemand to get started.

Plagiarism & copyright

It is important for all students to consider the rules and regulations surrounding plagiarism and copyright.

Plagiarism

Plagiarism is when you use material by another author without proper acknowledgement and pass it off as your own work, whether this is accidental or intentional. Plagiarism is taken very seriously within the University and can result in a loss of marks, the need to resubmit work and can affect the outcome of your degree.

Copyright

Under UK Copyright laws, original works such as books, journals, articles, images or films are protected by copyright. This means that they cannot be reproduced, on paper or electronically, unless covered by a licence, permitted by statutory exceptions or legal defences or where permission is granted or has been gained from the copyright holder.

Search 'strath information governance' to learn more.

Check your work with TurnItIn

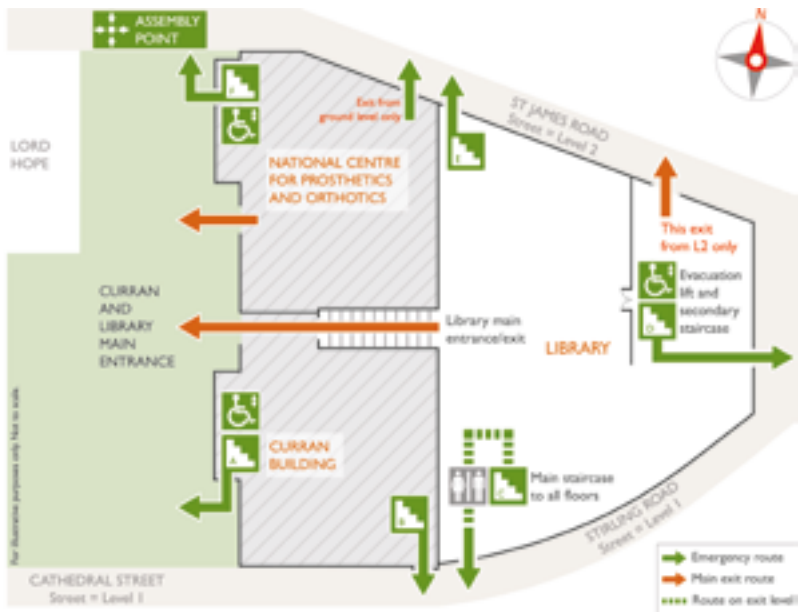
TurnItIn is an originality checking and plagiarism software package used by the University to assist staff and students to prevent and detect plagiarism.

It is the decision of individual academics whether or not it is used for their classes. If you wish to use TurnItIn you can do so through your Myplace account (see page 17).

Fire safety in the Library

The Library is a large building. You must be able to leave quickly in an emergency, even if your usual exit is not available.

The Library has five exits. Smart students Know Two Routes.



Please note:

- We test the fire alarm at 09:30 every Tuesday.
- You should evacuate the building if the alarm continues to ring.



Windows virtual desktop

Our virtual desktop environment makes our specialist teaching applications available no matter where you're working or what IT hardware you have access to.

Use our virtual desktop on your Windows device, Mac, Chromebook or tablet!

Visit our webpage to learn more and get started:



Search 'strath virtual desktop'

Get your Library card on your phone

Download the Strathclyde mobile app to swipe in to the Library without your student card.

1. Download the app

Search 'strathclyde' in your app store to download the mobile app.

2. Login

Login to the app using your DS username and password.

3. See your details

Press the profile button at the top left of the screen.

4. View your virtual student card

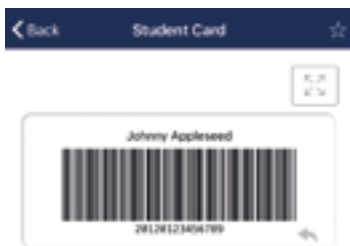
Tap on your student card in the top left of the screen.

5. Flip your card

Tap the arrow to flip your virtual card and display your Library barcode.

6. Swipe in

Move your phone, slowly and screen-side down, above the scanners at the Library entrance turnstiles.





the place of useful learning

www.strath.ac.uk

University of Strathclyde Glasgow G1 1XQ

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