

### When can I use the library?

Northampton Square: Monday – Friday 8:30 – midnight, Saturday and Sunday 12:00 – 21:00

Cyril Kleinwort Learning Resource Centre (Cass Business School): Monday – Friday 8:30 – 22:00, Saturday and Sunday 10:00 – 22:00

West Smithfield and Whitechapel: Monday – Friday 8:30 – 19:00

City Law School: Monday – Thursday 9:00 – 21:30, Friday 9:00 – 20:00, Saturday 11:00 – 18:00

**For directions to all library sites and updated opening hours please check [www.city.ac.uk/library/](http://www.city.ac.uk/library/)**

Bring your ID card to access the library.



Use the **self service machines** in the library to borrow and return books.

Loan type	Loan period	Fines
Normal loan	3 weeks	30p per day
7 day loan	7 days	50p per day
3 day loan	3 days	75p per day
24 hour loan (University Library)	24 hours	50p per hour
Short loan (Cass)	1 day	£2 per day or part thereof
Short loan (Gray's Inn Place)	2 hours	50p per hour

### How many books can I borrow?

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### How can I find the books I need?

Go to the library catalogue at <http://library.city.ac.uk/>

You can search for a book either by title or by author, or you can use the QuickSearch option and limit the results. When you have found the book you need, make a note of the shelfmark so you can easily locate it on the library shelves. Check at which library the book is shelved. Then look at the status. If the book is available, you will find it on the shelf.



### What if the book I need has already been borrowed by another student?

- The library catalogue will display when a copy of that book has to be returned to the library. Use the **Request it** button on the library catalogue to reserve the first available copy. The library will send you an email when the book is ready for collection.
- Ensure your contact details on your library account are always up to date and check your email regularly.

### Can I renew my books?

You can renew your loans 24 hours a day 7 days a week.

How?

**Online :** <http://library.city.ac.uk/>

Click on **Login to your account**, enter your username and password to view your loans and select the titles you wish to renew.

**Telephone renewals**  
**020 7040 8191**

Short Loan material cannot be renewed online and must be returned to the library by the due date and time to avoid library fines • 3-day loan books can only be renewed a maximum of 5 times • Books reserved by another library user cannot be renewed. Return it to the library as soon as possible • You cannot renew or borrow any library books if your library fines exceed £25.

### What is available in the library?

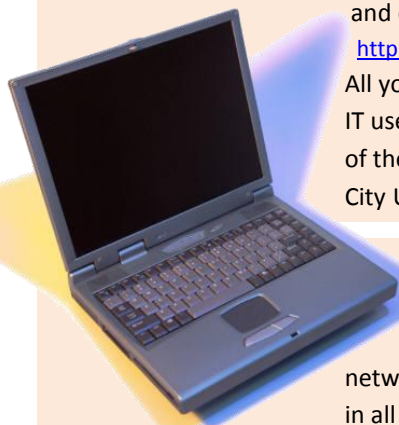
You will find the books recommended for your courses, and other resources such as DVDs, CDs, musical scores, newspapers, journals, government publications...

You can also borrow computing equipment for assistive technology use.



## Online resources = the library wherever you are

You can access a vast range of resources (such as e-books, e-journals and databases) through the library catalogue, <http://library.city.ac.uk/>. All you need is access to the internet and your IT username and password. Make the most of these resources while you are studying at City University London.



### City WiFi

Wireless network is available in all buildings

throughout the University.

Go to [www.city.ac.uk/wireless.html](http://www.city.ac.uk/wireless.html) to find out how to connect to the network with your laptop, Blackberry, iPhone, and where you can get help.



[www.city.ac.uk/upgrade](http://www.city.ac.uk/upgrade) is an online study skills tool designed to help you adjust smoothly to your time at University. It offers guidance and top tips on a wide range of subjects including: searching for resources effectively, citing and referencing, and how to write an essay.

### Where can I study?

The Library offers different study environments to meet students' needs.

If you are doing **group work** or studying with your friends; use the collaborative study area, the technoboosts or book one of the group study rooms. Group study rooms can be booked online at <http://library.city.ac.uk/> for 2 hours at a time.

**Silent study** areas are provided if you prefer to work on your own in silence.

### Respecting others

- Please set your phone to silent when you enter the library. You can text, but you cannot take calls in the library reading rooms.
- If you are working on a group project or you are studying with your friends, use the collaborative study area, or a group study room. Look out for the signs to find the area you require.
- When you are in a silent study area, be considerate of your fellow students and respect the fact that they want to work in a silent environment.
- Bottled water is allowed, but food cannot be consumed in the library.



### Computer labs

There are over 1300 networked workstations throughout the University. These are open to anyone who is eligible for a computing user account. The complete list of computer labs and their opening hours is available online [www.city.ac.uk/it-student/](http://www.city.ac.uk/it-student/)



EG03, EG04 and EG05 in the Drysdale Building have 24 hour access. Enable your ID card to access these labs when the building is closed.

### Photocopying

Purchase a re-chargeable copy card available from the Service desk or from the card dispensing machine in the library.

A copy card costs £5 and comes with £2 pre-loaded credit. Copies cost 5p a page for A4 and 10p a page for A3.

Use the recharging machine in the library to add credit to your copy card.

### Printing

Networked PCs in the library and computer labs are connected to the nearest printer.

Your IT user account includes a printing account which you can credit using the print credit machine in the library or at the service desk.

Cost will be deducted as you print.

Click the print credit icon on your PC desktop to see your print account balance.

### Where to get more help

- 1 Talk to the member of staff at the service desk or information desk
- 2 Email the library at [libenquiries@city.ac.uk](mailto:libenquiries@city.ac.uk)
- 3 Call 020 7040 8191
- 4 Contact your subject librarian for help finding resources. Contact details are available on the library website.

Good Luck  
with your  
studies!