Welcome to the Drill Hall Library

Don’t forget your Student ID card - you will need it to access the library.

We’re open:

**Monday - Friday**
8:30am - midnight

**Weekend**
11am - midnight

**Exam Period**
24/7

Opening times vary depending on the time of year, so check our website for up to date information.

The Drill Hall Library is a £10 million state-of-the-art, award-winning facility. It houses an extensive collection of books and journals and boasts an impressive range of other facilities such as personal computers, training rooms and discussion spaces for students. The library is unique in that it provides a joint service for all institutions participating in the Universities at Medway initiative.

We’re social:

@drillhalllib

Drill Hall Library

http://campus.medway.ac.uk
How many books can I borrow?

How do I find the books I need?

Use the Library Catalogue to search for the books you need. We have dedicated Catalogue PCs in the library, or search from wherever you are at:
capitadiscovery.co.uk/medway-ac/

Please refer to our simple guide to using the Library Catalogue. We also have a guide to understanding the Dewey Decimal System, which will help you locate your book in the library.

How can I renew my books?

Books can be renewed online 24 hours a day, 7 days a week. Check out our guide for further details and possible exceptions. You can also renew via the self-service machines.

How long can I have books for?

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Loan Period</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 day</td>
<td>7 days</td>
<td>50p per day</td>
</tr>
<tr>
<td>Ordinary</td>
<td>4 weeks</td>
<td>30p per day</td>
</tr>
<tr>
<td>Study</td>
<td>In library</td>
<td>50p per hour</td>
</tr>
<tr>
<td>Overnight</td>
<td>9pm next day</td>
<td>50p per hour</td>
</tr>
</tbody>
</table>

We have colour and black and white photocopiers. Photocopy cards can be obtained from the vending machine in the Group Study Zone behind reception for 50p each. Photocopying is 5p per side, black and white.

The Drill Hall is Your Library. Please take time to familiarise yourself with our Code of Conduct to ensure that you and other users are equipped for Your Future.
**How many?**

- **PCs** - 400
- **Laptops/Netbooks** - 80
- **iPads** - 15
- **Express PCs** - 6

These PCs allow you to log on for a maximum of 15 minutes - just enough time to scan a document, check your emails or print your work. They are located in the Quiet Study Zone.

**Printers**

Colour and black and white printers are located throughout the library. When printing, your document will be sent to the nearest printer and will print out double-sided. Before printing you will need to add credit to your account. Large format printing in A0, A1 and A2 size is available on request at the Student Support Zone or via selecting ‘Poster Printer’ on the PC.

**Wireless**

You can connect your laptop, tablet or smartphone to the eduroam wifi network available throughout the library and cafe. There are leaflets with step-by-step instructions located on the Information Stands next to the Welcome Desk. If you require any extra assistance, please visit the Student Support Zone.

**Scanners**

Scanners are located on tables in the Quiet and Group Zones. Instructions on how to use them can be found on the PC desktop once you have logged in.
Find your zone...

The Drill Hall Library provides a range of different areas to suit all learning styles. If you want to work alone, in a group, in silence or while having your lunch, you will find the ideal location. Wireless is available in each zone, together with fixed computers and netbooks.

To reflect the different study preferences of our students, the library is divided into zones.

Please make sure that you choose the zone that is most appropriate to your study needs.

Group Study Zones

These are areas where you can work in small groups. Normal conversation is permitted and mobile phones may be used for short calls (ringtones set to silent). These are located:

- In the main library
- Block C rooms
- Block A rooms
- Techno booths

In Block A we have two fully-equipped practice presentation rooms with interactive touchscreens, wireless presentation facilities and a large 10-seat table. In Block C there are another two rooms with a range of furniture to promote flexible group working.

We have 4 techno booths located in the cafe. These can seat up to six people and contain a central table, bench seating and a large plasma screen connected to a PC - ideal for informal group work. You can also plug your laptops in to them.

Quiet Study Zones

These areas are for working individually or in pairs. Short, quiet conversation is permitted and mobile phones may be used for short quiet calls (ringtones set to silent). These are located:

- In the main library
- Additionally, on the first floor there are two large training rooms equipped with 24 computers. When they are not booked for training these rooms are available for general, quiet study
Silent Study Zones

A silent area for individual study. No uses of mobile phones or headphones are permitted in this area. These are located:

- In the main library

Your portable library

Available via your home institution’s library webpages are e-books, e-journals and databases. These resources can be accessed from any PC with an internet connection. Ask your Subject Librarian or visit the Student Support Zone to find out more.

Find your resources and your subject librarian...

The Study Resources on our webpage contain lots of detailed information for your particular course. Our Subject Guides include subject-specific books, journals, websites and include links to many useful resources and services.

http://campus.medway.ac.uk/study-resources/index.html

Named after the youngest victim of the 1917 bombing of the Drill Hall, the Archibald Hay Mess is our popular cafe area. Here you can relax with a cup of coffee or select from a range of sandwiches, salads and cakes. There are also vending machines for when the cafe is not staffed. Although bottled drinks and keep cups are allowed in the library, students are requested not to eat or take hot drinks and cans outside the Archibald Hay Mess.
Help!

Library staff are here to help you. You can find us at:

**Reception**  
Our reception/security team monitors entry to the building and will happily help with photocopier enquiries and printing problems. If you have lost any personal possessions while in the library, check with reception to find out if they have been handed in.

**Welcome Desk**  
The Welcome Desk in the main foyer is your first port of call for general library enquiries. It is staffed during the following hours.

- Monday to Friday  9am to 9pm  
- Saturday and Sunday  11am to 5pm

**Student Support Zone**  
For specialist IT and library enquiries visit the Student Support Zone, situated in the corridor running alongside the Group Study Zone. A member of the IT team and library team are available between 9am and 5pm, Monday to Friday.

When you are in the library, please approach any member of Drill Hall staff for help.

We wish you every success for the future.