



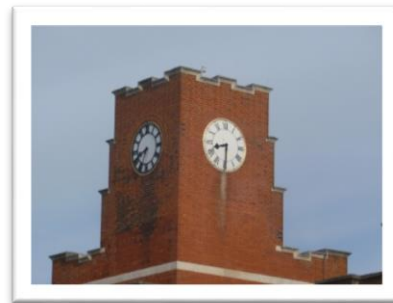
## Drill Hall Library

Your library, your future  
[www.campus.medway.ac.uk](http://www.campus.medway.ac.uk)

# Getting Started

# Welcome to the Drill Hall Library

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



*The Drill Hall Library is a £10 million state-of-the-art, award-winning facility that houses an extensive collection of books and journals. It also boasts an impressive range of other facilities including training rooms and discussion spaces. The library provides a service for all institutions in the Universities at Medway partnership.*

### We're social:



@drillhalllib



/drillhall.library



@drillhalllibrary

Follow us to get the latest news!

### We're open:

**Monday - Friday**  
8am - midnight

**Weekend**  
10am - midnight

**Exam Period**  
24/7

Opening times vary through the year, so check our website for up to date information.



## How many books can I borrow?



Use our self-service machines to borrow, renew and return your books.

They can also take cash or card payments for fines.

## How do I find the books I need?

Search the **Library Catalogue**.

We have dedicated **iPad catalogue stations** in the library, or search from wherever you are at:

<http://www.capitadiscovery.co.uk/medway-ac/>



Refer to our simple guide to using the [Library Catalogue](#). We also have a guide to understanding the [Dewey Decimal System](#) to help you find your book in the library.

## How can I renew my books?

Online 24 hours a day, 7 days a week. Check out our [guide](#) and [video](#) for further details and possible exceptions. You can also use the self-service machines.



We have colour and black and white photocopiers. Buy a card from the vending machine for 50p.

Photocopying costs 5p per A4 black and white copy; 20p per A4 colour copy.

## How long can I borrow books for?

Loan type	Loan period	Fine
7 day	7 days	50p per day
Ordinary	4 weeks	30p per day
Study	In library	50p per hour
Overnight	Until 9pm next day	50p per hour

The Drill Hall is ***Your Library*** and will help equip you for ***Your Future***. Please take time to familiarise yourself with our [Code of Conduct](#).

## How many?



PCs – 400



Laptops – 70



Express PCs – 6

You can log on to these PCs for up to 15 minutes – just enough time to scan a document, check your emails or print your work. They are located in the Quiet Zone.



## Printers

Colour and black and white printers are located throughout the library – 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 (A0, A1 and A2) is available at the Welcome Desk.



## Wireless

You can connect your laptop, tablet or smartphone to the free student **eduroam** Wi-Fi network in the library. If you need help connecting, please ask at the Welcome Desk. We also have free Wi-Fi Guest for visitors and external users.



## Scanners

Scanners are located in the Quiet and Group Zones. Instructions can be found on the PC desktop once you have logged in.

## Find your zone...

The library provides a variety of 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 laptops.

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

### Group Zone

Located to the right of the reception area, this zone includes the mezzanine area above reception and the first floor at this end of the library. Choose this zone if you wish to work with your friends or in groups. In this zone you can:

- work in small groups;
- engage in normal conversation;
- use your mobile phone;
- eat cold food and snacks on the ground floor;
- drink from a lidded cup or bottle (any vessel is OK in the café); and
- eat hot or greasy food in the café.

Group Study Rooms are available in this zone; equipped with white boards, large booths or plectrum-shaped tables and wall-mounted 42-inch screens, ideal for groups of up to 8 people.

In the café there are four techno booths that can seat up to 6 people. They have large plasma screens connected to a PC and sockets to plug in your device.

Our three Group Study Rooms are equipped with wireless presentation facilities and interactive touchscreens. Study groups of 3 or more can book a room during term-time on **Mon-Fri 9am to 7pm for 2hr bookable slots** at the Reception with your valid student ID or by calling 01634 883878.



### Quiet Zone

This zone is located in the central section of the library, from reception to the 2<sup>nd</sup> mezzanine. Choose this zone if you wish to study in **moderate noise levels**. In this zone you can:

- work together *individually or in pairs*;
- engage in *short, quiet* conversations;
- use your mobile phone for *short, quiet* calls (ringtone set to silent); and
- *drink from a lidded cup or bottle*.

Food is not allowed in this zone.



## Silent Zone

This zone is located at the far end of the library towards the Pilkington building. It starts at and includes the 2<sup>nd</sup> mezzanine. Choose this zone if you wish to work in **complete silence**. In this zone you can:

- find a silent place for *individual* study;
- expect others to *respect your need for silence*; and
- *drink from a lidded cup or bottle*.

*Food is not allowed in this zone.*

*Please switch off your mobile phone in this zone.*



## LibrarySearch - Your portable library

**LibrarySearch** is an online search tool available via your home university's website and contains various resources such as e-books, e-journals and databases. **These resources can be accessed online either on campus, at home or anywhere.** Ask at the Welcome Desk or book an appointment with your Subject Librarian to find out more.

## Find your subject specific resources ...

Our study resources web pages contain lots of detailed information for your particular course. Our **Subject Guides** include subject-specific books, journals and websites and include links to many useful resources and services as well as guides on how to access your university's LibrarySearch.

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



## Archibald Hay Mess Café

Named after the youngest victim of the 1917 bombing of the Drill Hall, the Archibald Hay Mess is our popular café. 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 café is not staffed.

Although cold food is allowed in the Group Zone and bottled drinks and lidded cups are allowed throughout the library, students are requested not to take hot or greasy food or canned drinks outside the café.

# Help!

We are here to help you.

## 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, ask reception if they have been handed in.

## Welcome Desk

The Welcome Desk is your first port of call for general IT and library enquiries. It is staffed during the following hours.

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



## Library and IT referral

For specialist IT and library enquiries you can book a 1-2-1 appointment with a Subject Librarian or IT technician at the Welcome Desk. Appointments are available between 9am and 5pm, Monday to Friday.

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

We wish you every success for the future.

Drill Hall Library  
North Road  
Chatham Maritime  
Kent ME4 4TB

**Welcome Desk**  
Tel: 01634 883278

**Reception**  
Tel: 01634 883878

<http://campus.medway.ac.uk>

