

The Drill Hall Library Guide for Academic Staff

Welcome to the Drill Hall Library: This guide is intended to introduce you to the facilities available at the Drill Hall as a library member (Part 1) and also to provide information about how the Drill Hall Library can support you with your teaching and research (Part 2). Please do not hesitate to ask a member of the Drill Hall staff if you have any queries.

Part 1 - The Drill Hall Library - Your Drill Hall Library account

Your personal Library account: You will need your Staff ID card or your Universities at Medway library card (depending on which University you are employed by) to obtain access to the Library and to borrow items. You can borrow up to 16 books at a time. You can borrow and return items using one of the self-service machines. **Loan periods** for staff are as follows: **Ordinary loan** – four weeks, **Short loan** – 7 days. **Reference material and periodicals** are not for loan

Drill Hall Library Opening Hours: Please note that opening times are different for term and vacation periods - please check before you set out.

Term Time: - Monday – Friday 8.30am – midnight, **Saturday & Sunday** 11am – midnight.

Please note that core staff support hours are 9am – 5pm. Outside of core support hours, self service facilities are available and attendants will be on hand to assist with basic queries only. Manual print credit adjustments and poster printing will not be available.

For the latest news regarding the Drill Hall, including opening times, please refer to our webpage at: <http://campus.medway.ac.uk/library/>

What we can offer you

Books: The library supports a wide range of subjects including: Business, Education, Engineering, Health, Law, Pharmacy, Science, Social Sciences. Books are shelved in numerical order using the Dewey Decimal Classification system in Bays 1 – 10 of the Library. Law books and resources are shelved separately in Bay 14 of the Library.

Journals: The Drill Hall currently subscribes to over 200 journal titles that are received on a regular basis i.e. weekly, monthly or quarterly. Journals are shelved alphabetically by subject in block 13 of the library. Please note that all journals are for reference only.

Videos, DVDs and CDs: Most CDs and DVDs are located in display cases next to or close to the subject resources to which they relate. All of our PCs can play CDs and DVDs.

Newspapers:-The Drill Hall Library subscribes to a number of national and local newspapers: **National Newspapers** – The Times, Times Educational Supplement, Times Higher Supplement, The Guardian, Financial Times, The Independent, Voice, 'i', Eastern Eye. **Local Newspapers** - Medway News, Kent Messenger.

Current Newspapers can be found in the display stand next to Bay 11.

Maps: We have large collections of both UK Topographic and Stratigraphic (Geological) maps on open access. Maps are kept in the large map cabinets and adjacent shelves between Bays 7 and 8.

Where to find items in the Drill Hall Library: Our Catalogue: All items held, with the exception of newspapers, are included on the Universities at Medway Library Catalogue. You can access the catalogue in the following ways:

- **Kiosks** – There are 4 kiosks located within the Library which display the catalogue.
- **Catalogue Display Computers** – There are PCs located throughout the Drill Hall which display the catalogue. They are identified by signage.
- **Webpage** – You can access our Catalogue 24 hours a day at: <http://prism.talis.com/medway-ac/>

A search on the catalogue can be made using an author, title and/or keyword search. The catalogue will provide you with information about resources held including the classmark to enable you to locate them on the shelves. Please note that

the Universities at Medway catalogue contains records for three library locations – Medway Campus, Avery Hill Campus and Maritime Greenwich Campus. Only items with the location 'Medway Campus' will be found in the Drill Hall Library. You can 'limit' the catalogue to search for items held at the Medway Campus only by clicking on 'Medway campus' under 'Library Location' on the left of the page once you have entered your search details. The 'Help' facility on the catalogue is very good.

If you wish to borrow items from Avery Hill or Maritime Greenwich Libraries you will need to [reserve them](#) by clicking on the 'reserve item' icon above the book details on the library catalogue and following the prompts. You will receive an e-mail to your University account when the item is ready for collection from the Library.

Alternatively, please ask a member of staff for assistance

My Account: You can check your Library account on line with 'My Account'. From the Library Homepage <http://campus.medway.ac.uk/library/index.php> select the 'Search the Catalogue' link on the left and then select the 'My Account' link at the top of the screen. Enter your library membership number, which you can find on the front or back (the barcode number) of your library card into the box provided and click on Logon.

You can use 'My Account' to see a list of your current loans, outstanding charges, to renew your books (see section on renewal of books) and also to display your loan history. Click on 'Log out' (top of screen) once you have finished. It is your responsibility to keep track of what you have, but please do not hesitate to ask the staff if you need any help using this facility.

How can I renew my books / items? Items that you have borrowed can usually be renewed unless they have been reserved by another user. You will need your Library card and you can renew items in the following ways:

Renew On Line: The preferred way for you to renew your loans is to do it yourself on line using the 'My account' screen. From the Library Homepage <http://campus.medway.ac.uk/library/index.php> select the 'Renew my books' link on the left. If you are already using the Library catalogue select the My Account link from the top of the screen. Enter your library membership number (which you can find on the front or back of your library card) into the box provided and click on Login. In the 'Loans' section click on the box to the right of the title(s) you wish to renew and click on 'Renew'. The screen will display a list of books which have been renewed, [and will also show books which cannot be renewed](#). These should be returned as soon as possible. Fines will be charged on them if they are returned after the due date. Click on 'Account' to display your new summary, including any new fines on books which were overdue, and a list of loans with new due dates. Click on 'Log out' (top of screen) once you have finished. Please ask for assistance if needed.

Renew by using the self service machines:

Please note that items loaned to you may be recalled if they are needed by another reader: please return these 'reserved books' as soon as you can but in any event they must be returned by their due date as you will not be able to renew them. When one of the books or items you have on loan is reserved we will email you to inform you.

Fines for overdue loans: If your books become overdue you will incur a fine. Fines are charged to ensure that books are kept in circulation and are made available to others who need them. It is your responsibility to keep track of your books, but to help you do this we send out an email reminder to you the day before books become due.

The current charge for Short loans is 50p per day. Fines may be paid at the Self service machines.

Reservations: If all the copies of a book at all sites are out on loan you can reserve a copy using the Library catalogue by clicking on the 'reserve this item' icon above the book details on the library catalogue and following the prompts. We will send an email to your university account when the book is available for you to collect.

Electronic Resources: A range of electronic resources are available for you and your students to access. Please speak to your Academic Support Librarian for further details and training.

Photocopying: There are 4 photocopiers in the Drill Hall which are operated using a photocopier card (or 'Flexicard'). **Departmental Photocopying:** Pre-charged photocopying cards are held at the Reception desk for departmental use and are internally recharged to the relevant school or department. **Personal Photocopying:** Cards can be obtained from the vending machine in the Group Zone for 50p (non refundable). The card is blank, but you can add credit at the vending machine. We advise you against loading large amounts of money on the card in case of loss or damage.

Photocopying Charges: Photocopies are charged at: 5p per A4 side (black and white); 10p per A3 side (black and white). Colour photocopying is also available and is charged at: 20p per A4 side; 40p per A3 side.

Please abide by the copyright legislation displayed by each photocopier or ask a member of the library staff for guidance.

Acetates and Overhead Transparencies (OHTs) - You can photocopy onto acetates or overhead transparencies (OHTs) but you must use those purchased from the Welcome desk (many makes of acetates melt in the copying machines so please don't use types other than ours!). The cost for Acetates and OHTs for school or departmental use is subject to internal recharge, however some schools require prior authorisation so please check with your department before you photocopy. You will be asked to sign for the cost of the materials which you use at the Welcome desk.

Heat Binding/ Laminating - You can heat bind your project work or documents using our machines. Clear plastic folders are available for purchase at the Welcome desk at a charge of £1.25 each. Instructions are available by the heat binding machines. Laminating is available on request at the Welcome desk at a charge of 50p per sheet. The cost of heat binding/ laminating for school or departmental use is subject to internal recharge, however some schools require prior authorisation so please check with your department before you start. You will be asked to sign for the cost of the materials which you use at the Welcome desk.

Video Conferencing Room- The Drill Hall has a fully equipped video conference room which can accommodate up to 20 people. Video conferencing allows real time interaction using video and audio between two or more people. The transmissions take place over the network and it can be used to support distance learning, meetings and interviews. For more information and booking of the room please contact dhl-it@gre.ac.uk.

Poster Printing – We have two large plotters which can be used for printing A0, A1 and A2 size posters. All printing to these plotters is done by staff at the Student Support Zone. Please ask at the Welcome desk or Student Support Zone for current prices. Further information on creating posters can be found at <http://campus.medway.ac.uk/library/computing/printing.php>.

Inter University loans: For University of Kent staff only: If the item you require is not on the Drill Hall Library catalogue University of Kent staff may also request items from the Templeman Library catalogue. Please fill out an Inter Library request form which is available from the Welcome desk. You will receive an email to your University email account when the item is ready for collection from the Welcome desk. **For Canterbury Christ Church University staff only:** If the item you require is not on the Drill Hall Library catalogue Canterbury Christ Church University staff may also request items from the Canterbury Christ Church University Library catalogue. Please fill out an Inter Library request form which is available from the Welcome desk. You will receive an email to your University email account when the item is ready for collection from the Welcome desk.

Inter library loans: If the item you require is not available from the Drill Hall Library catalogue (and not available from the Templeman library catalogue (Kent staff only) or from the Canterbury Christ Church University Library catalogue (CCCU staff only)) you may order it as an Inter Library loan. Please complete an Inter Library loan form which is available from the Welcome desk. You will be notified by your university e-mail when the item arrives. Most requests are sourced from the British Library. Generally journal articles arrive within 2-3 days and books within 3-5 days. The costs are met by your school.

Access to other libraries: Under the **Sconul Access scheme** you can borrow material from 170 higher education libraries in the UK and Ireland listed on the web site <http://www.access.sconul.ac.uk>. To register, download a form from http://www.access.sconul.ac.uk/users_info/application_html and take it to the Welcome desk.

Part 2 - The Drill Hall Library – Supporting your Teaching and Research.

Academic Staff and the Drill Hall Library

The Drill Hall Library relies on its links with academic staff to:

- help build and maintain a collection and to ensure that we provide information skills training appropriate to the teaching and research currently taking place within the Universities at Medway
- enable both students and staff to obtain maximum benefit from the Drill Hall Library and the services that we provide.

Your contacts in the Library:

Academic Support Librarians and Academic Support Assistants

Your key contact in the Library is your Academic Support Librarian (ASL) who is responsible for library services to your department. Each Academic Support Librarian is supported by an Academic Support assistant (ASA).

Who is my Academic Support Librarian?

Sarah Root (School of Arts and Centre for Journalism)

- Phone: 01634 88 3027
- Email: s.l.root@gre.ac.uk

- Creative Events
- Journalism
- Fine Arts
- Music Technology

Andrew Larkin (Science and Engineering)

- Phone: 01634 88 3275
- Email: a.d.larkin@gre.ac.uk

- Science
- Engineering
- Pharmacy
- Sports Science
- Architecture and construction

Karen Worden (SSPSSR)

- Phone: 01634 88 3208
- Email: k.worden@gre.ac.uk

- Social sciences Kent/MKC (Access)
- Criminal Justice Studies
- Psychology
- Social Work

David Bedford (Health)

- Phone: 01634 88 3446
- Email: d.d.bedford@gre.ac.uk

- Health
- Speech and language therapy
- Paramedic science
- CPP

David Evans (Law and Education)

- Phone: 01634 88 3319
- Email: d.h.evans@gre.ac.uk

- Law
- Education
- Computing
- Business

You can also contact your Librarian using the Drill Hall Library website on line form at

<http://campus.medway.ac.uk/library/subjects/talk.php>

If you have any other queries in respect of the Drill Hall library or the services which it provides please do not hesitate to contact **Virginia Malone, Library Manager**. Phone: 01634 883336. Email: V.g.malone@gre.ac.uk

Academic Support Services

What we can do for you

The library offers a variety of services that specifically aim to support your teaching and research needs such as:

- [Inductions and tours](#) of the Drill Hall for new staff and students
- [Reading list checking and book ordering service](#) - purchase of specific resources to support your students' learning (books, journals, training/educational DVD's, training manuals, databases, electronic materials etc.)
- [Library skills workshops](#) available on request for 1st, 2nd, and 3rd year students and postgraduate students. Workshops can be tailored to your requirements and time frames, however examples of what we can offer include:
 - Library research skills
 - Using E- Journals
 - Using the Internet for research
 - Subject specific database training such as EBSCO Host, JSTOR, Westlaw, Lexis Nexis, Butterworths, Social Care Online
 - Finding Statistical Information
 - Research sessions prior to student assessment deadlines

If you would like us to provide library skills training for your students please contact your Academic Support Librarian.

- [IT skills Training](#) – Group or one to one sessions available on
 - MS Power Point
 - MS Excel
 - MS Word

For IT skills booking arrangements please advise your students to email: dhl-training@gre.ac.uk or enquire at the Student Support Zone.

- [Student Support Zone](#) – opportunity for students to obtain one to one support from our duty Academic Support Librarian within the Drill Hall Library with their research requirements.
- [Subject Guides](#) – subject specific online information for your students on selected resources available from the Drill Hall Library service and other reputable agencies and organisations. These are available from the Drill Hall Library website at <http://campus.medway.ac.uk/library/subjects/guides.php>.
- [Library representation](#) at your school / departmental meetings to discuss any issues relating to the Library and to keep you up to date with what is available to support your research and students' learning
- [Work with you to support course development](#) and to ensure that collections of relevant and up to date resources are maintained for you and your students.
- [User Group](#) – the Drill Hall Library holds a User Group meeting once a term. Membership includes academic staff, students and UMSA representatives. It is a forum for users of the Drill Hall to discuss developments and services with Senior Library and Information Services Managers from the partner institutions which make up the Universities at Medway. For further information and group membership enquiries please contact the Drill Hall Library Manager, Virginia Malone. Meeting minutes can be found at: <http://campus.medway.ac.uk/library/news/minutes.php>.

What you can do for us

- [Help make sure your recommended books are in the Library](#) – please send your module guides to your Academic Support Librarian as soon as possible. Your librarian will check them and arrange for any items not already in the library to be ordered if available. We will also add your reading list to the Library catalogue.
- [Involve us](#) in your students' learning by inviting us to deliver induction tours and training sessions on library and information retrieval skills
- [Invite us to your meetings](#) so we can discuss any library issues and keep you up to date with new developments
- [Promote our IT skills training sessions](#) to your students
- [Come to our briefings](#) and training sessions on new services and facilities
- [Consult with your Academic Support Librarian](#) at an early stage in the planning of new modules and programmes
- [Poster Printing](#)- If you set an assignment which requires your students to produce a poster please contact your Academic Support Librarian to discuss the best way of ensuring your students meet their deadlines as many students leave printing their posters to the last minute.

We look forward to working with you and if you have any queries please do not hesitate to contact us.