

The Drill Hall Library Guide for Support Staff

Welcome to the Drill Hall Library: This guide is intended to introduce you to the facilities available at the Drill Hall Library. 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 or at the library counter. **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. A Video/DVD player is located on each of the mezzanine floors. A Video/DVD player is located on each of the mezzanine floors.

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 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 this 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 Counter.

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. Alternatively you can check your Library Account at the Library Counter.

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 Logon. In the 'Loans' section click on the box to the right of the title(s) you wish to renew and click on 'Renew Loans'. 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 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 to access. Please speak to an 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'). Cards can be obtained from the vending machine in the Green 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!).

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.

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 Library. **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 Library.

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. Please note that you will need to obtain a signature from your Manager to authorise your request as the cost of using this service will be charged to your school or department. 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.

Access to other libraries: Under the **Sconul Access scheme** you **might be able to** 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 Library Welcome desk.

Help and advice: The Drill Hall staff are available to offer help and advice. Should you need specific subject help we offer an enquiry desk service which is staffed by a librarian and is located in the Student Support Zone.

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