



St George's  
University of London

Library  
Services

# Welcome to St George's Library

A student guide to Library  
and learning services 2023/24



FIND OUT MORE

[Library.sgu.ac.uk](https://library.sgu.ac.uk)



# Welcome to St George's Library

The Library is on Level 1, Hunter Wing of the St George's Campus. Level 1 is also the location of 100 open access computing spaces. The Library is divided into different study zones, silent, quiet and group, to enable you to study in different ways. Please respect your fellow students by being quiet in the designated areas and only using silent functions on your mobile.

As a student at St George's, you automatically become a member of the Library on enrolment. Your student ID card also acts as your Library card and you will need this card at all times to swipe into the Library and Computer Rooms.

You have an online Library account so that you can keep an eye on what you've borrowed and see any outstanding charges on late items. You can also request items which are on loan to other Library members. Log in to your account by following the Sign-In links on Hunter, the Library's online catalogue and search tool.

## Library opening hours

**During the academic year the Library will be open 24/7**

**The Library Helpdesk is staffed  
8.00am – 6.00pm Mon-Fri.**

**During the Summer the Library will be open at the following times:**

**8.00am – 11.00pm Mon-Fri  
9.00am – 9.00pm Weekends**

The Computer Rooms adjacent to the Library are open 24/7, all year round. During unstaffed times in the week, weekends and most Bank Holidays, the Library is self-service only, so please remember to always bring your student ID card to gain access during unstaffed hours.

## Contact us

**Email: [library@sgul.ac.uk](mailto:library@sgul.ac.uk)**

**Tel: 020 8725 5466**

**FIND OUT MORE**

**Huntersearch.  
[sgul.ac.uk](http://sgul.ac.uk)**



## Getting started: Logging on and changing your password

At the beginning of term new students will be issued with a St George's login. Use this login to access:

- our desktop PCs and self-service laptops
- your University email
- Canvas, your Virtual Learning Environment (VLE)
- our electronic resources off-site
- your Library account on Hunter, the library catalogue.

To login, use your username, which incorporates your Student ID number, for example M1234567, and your password. Login details will be sent to your registered personal email address before your first day at University. Please carefully follow the instructions to reset the password as soon as possible.

To reset a password, visit the IT/AV Support website and follow the links to reset your password.

If you have not received your login, or are having problems logging in, visit the Library Helpdesk or Student Life Centre, on the ground floor, during staffed hours and a member of our staff will assist you.



## Email

You can check your St George's email wherever you have internet access.

### To access your email:

- Visit: <http://outlook.sgul.ac.uk>
- Log on using your email address and St George's password

## Wifi

The Wi-Fi network provided by the University is called eduroam. Log on to eduroam with your St George's full email address and password. You must type these details correctly or you will not be able to connect to eduroam. You can use your St George's login to connect to eduroam at participating universities in more than 50 countries around the world. For more information on connecting to Wi-Fi, visit the Library Helpdesk or see our ITAV Support's 'Connecting to Wi-Fi' webpage.

## Print copy scan

All St George's logins will connect you to the St George's networked printer/copiers. Free copying, printing and scanning is available on these machines.

The first time you print, copy or scan, you need to connect your Library card to your printing account using your St George's login – you only need to do this once and instructions are available near the printers.

For more information about printing, copying or scanning, see our guide to printing at:

<http://libguides.sgul.ac.uk/printing>.

## Canvas

You will find Canvas at:

<http://canvas.sgul.ac.uk>. Log on with your St George's login to view your modules and learning material.

Take a look at the Library Canvas Module, which includes learning units on Literature Searching, Referencing, RefWorks, and more.

To access Canvas via mobile devices we advise you download the free app, Canvas Student (iOS 10+, Android 4.2+). This app provides access to Canvas while on the go. Depending on your device, not all Canvas features may be available on the app at this time.

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser or the app. To contact Canvas support at St George's, email: [Lts@sgul.ac.uk](mailto:Lts@sgul.ac.uk).

## My reading list via Canvas

My Reading List is St George's reading list management system which helps you easily locate the books, chapters and journal articles that your course team recommend. My Reading List can also connect you to videos, websites and other resources. To access My Reading List, look out for a link to it in your Canvas module or ask your tutor if they are using it this year.

## Find library resources

The Library provides a wide range of print and electronic learning material to support your studies including books, e-books, e-journals, databases and DVDs.

Use Hunter, our online catalogue, to find the items you need. Hunter provides full text links to online resources and guides you to the right location to find your item in the library. Access Hunter via the Library homepage or visit:

<http://www.huntersearch.sgul.ac.uk>

Hunter resources are also highlighted in My Reading List which is integrated into Canvas to help you access course materials. See the Hunter FAQs on the Help page on our website for tips on how to use Hunter.

For more information about journals, literature search databases and e-books, see our Library website or LibGuides.


You can borrow items with your student ID card using our self-service machines. You can borrow up to 15 items at any one time.

Books are shared across all members and our collections can be in high demand. So that items are shared fairly, you can reserve items that are on loan to other Library members. Details on how to reserve items via Hunter, the Library catalogue, are on our website.

Borrowed items will be automatically renewed unless we ask you to return them for use by another Library member or your course ends. Reserved items will be recalled via email. If you do not return a reserved item when we ask you to, you will be charged a daily fee:

Recalled item late fee  
**20P PER DAY**






## Liaison Librarians training and support

Book a one-to-one or attend a group training session with a member of the Liaison Team, either online or face-to-face. Sessions are also embedded in the curriculum in liaison with your course leaders. See the Library website for more information about how the liaison team can help you with your research and use of our resources.

Email: [liaison@sgul.ac.uk](mailto:liaison@sgul.ac.uk) to connect with your Liaison Librarian. You can also drop-in to see a librarian during our 'On Call' librarian hours which are **10:00am-2:00pm weekdays, during term time.**



## Software, IT training and support

Students can download free copies of Microsoft Office apps on up to five devices, including Word, Excel and PowerPoint. Documents can be backed up on OneDrive, our Cloud-based storage system.


Contact our IT Trainer for group sessions or support with Office 365 applications: [ITtraining@sgul.ac.uk](mailto:ITtraining@sgul.ac.uk). Self-paced tutorials can be found on our website.

To contact IT Support, email: [ITAV@sgul.ac.uk](mailto:ITAV@sgul.ac.uk) For more information about IT at St George's, see our website.



## Archives

Archives and Special Collections contain records, books, photographs and objects relating to the history of St George's from 1733 to present day. See the Archives' website for more information and contact details: [www.sgul.ac.uk/library/archives](http://www.sgul.ac.uk/library/archives) or email [archives@sgul.ac.uk](mailto:archives@sgul.ac.uk) to visit the archives.



## Subject guides and other online how-to resources

Our online subject guides, research guides, Library Canvas module and YouTube videos have lots of tips to help you make your research more effective. See the Library's Libguides site at: <http://libguides.sgul.ac.uk> and help pages on our website for more details. You can also subscribe to our **YouTube channel** – St George's, University of London Library.



## Accessibility services

St George's Library aims to meet the research and study needs of all our Library members. Please contact Ros Ogden to discuss, in confidence, any particular needs or concerns that you may have regarding access to Library services on: 020 8725 5291 or via email: [rogden@sgul.ac.uk](mailto:rogden@sgul.ac.uk)

We provide software packages to assist students with additional needs, specialist equipment such as noise-cancelling headphones, writing slopes and coloured overlays, and more, as well as furniture such as height-adjustable tables. In addition, we offer specialist services such as training on using the copiers to enlarge text, book fetching and extended loans services.

Equipment can be borrowed from the Library helpdesk during staffed hours and should be returned before 5:30pm on the same day.

For more information see our Accessibility webpage and guide.



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**FIND OUT MORE**

[Libguides.sgul.ac.uk/essentials](http://Libguides.sgul.ac.uk/essentials)

