

Welcome to St George's Library



**A Student Guide to Library and Learning
Services 2018/19**

Library library.sgul.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.

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.

The Research Enquiries Desk, for more in-depth help with researching topics, is open from **11.00am – 2.00pm** Mon-Fri during term-time or **12.00pm – 2.00pm** during August.

During August 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 and at weekends, the Library is self-service only, so please remember to always bring your student ID card to gain access during unstaffed hours.

CONTACT US

WEB: <http://library.sgul.ac.uk>

EMAIL: library@sgul.ac.uk

TEL: **020 8725 5466**

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

This login is made up of your username, which incorporates your Student ID number, 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.

Reset passwords must be 8 characters long and contain a mixture of letters and numbers. To reset your password, visit our website and click on the password reset link.

If you have not received your login, or are having problems logging in, visit the Library Helpdesk or Student Centre 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>
- Logon using your email address and St George's password; for example: **m0000003@sgul.ac.uk** for SGUL students or **k0000003@hscs.sgul.ac.uk** for some joint Faculty students.

Wi-Fi

The Wi-Fi network provided by the University is called eduroam.

Logon to eduroam with your St George's 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 website.

Print Copy Scan

All St George's logins will connect you to the St George's networked printer-copiers. Free scanning is also available on these machines. Make sure you have credit on your account before releasing your print or copying job on any printer-copier located in the Library or Computer Rooms.

New students will receive credit on their printing and photocopy account on enrolment. Check your account balance and top-up your account using the cash-loader machine in the main Computer Room on Level 1, Hunter Wing.

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.

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: **Its@sgul.ac.uk**.

Find Library resources

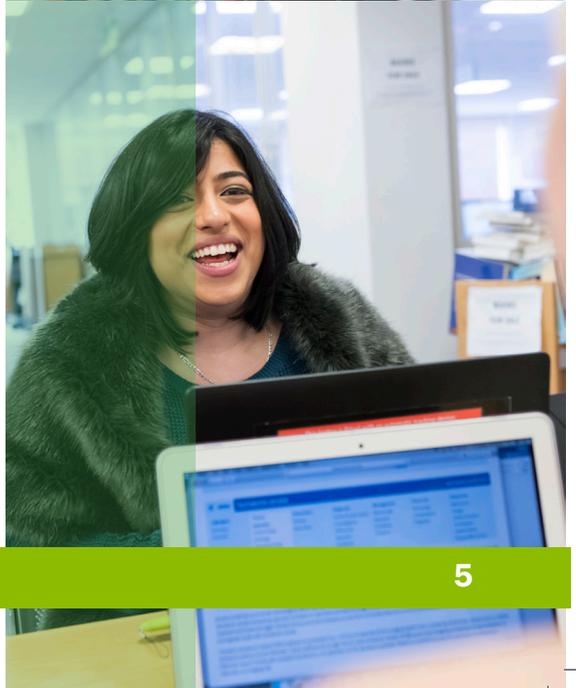
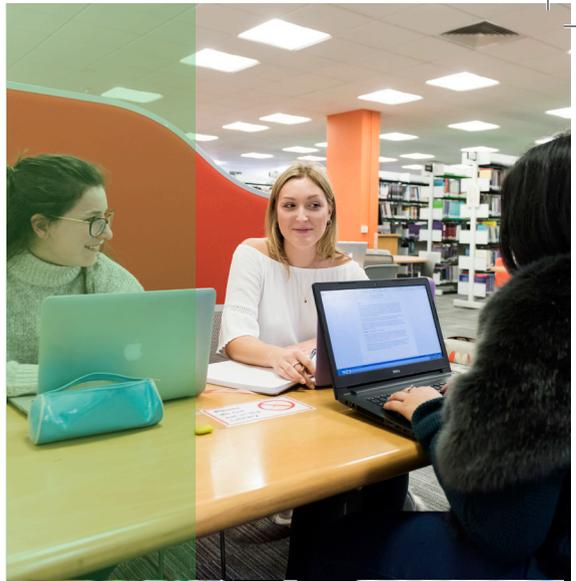
The Library provides a wide range of print and electronic learning material to support your studies including books, e-books, e-journals, databases and DVDs.

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>

See our Hunter FAQs 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 Subject Guides.



Borrow Renew Reserve

You can borrow items with your student ID card using our self-service machines. The maximum number of items you can borrow are as follows:

15 ITEMS
Postgraduate or undergraduate students are eligible to borrow 15 items
4 ITEMS
Other students on designated short courses are eligible to borrow 4 items

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 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. 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 to connect with your Liaison Librarian or visit: <http://library.sgul.ac.uk/training> to see our latest training timetable.

IT – software, training and support

Students can download free copies of Microsoft Office apps on up to 5 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. Self-paced tutorials can be found online at: <http://library.sgul.ac.uk/training>

To contact IT Support, email: ITAV@sgul.ac.uk

For more information about IT at St George's see our website.

Subject guides and other online how-to guides

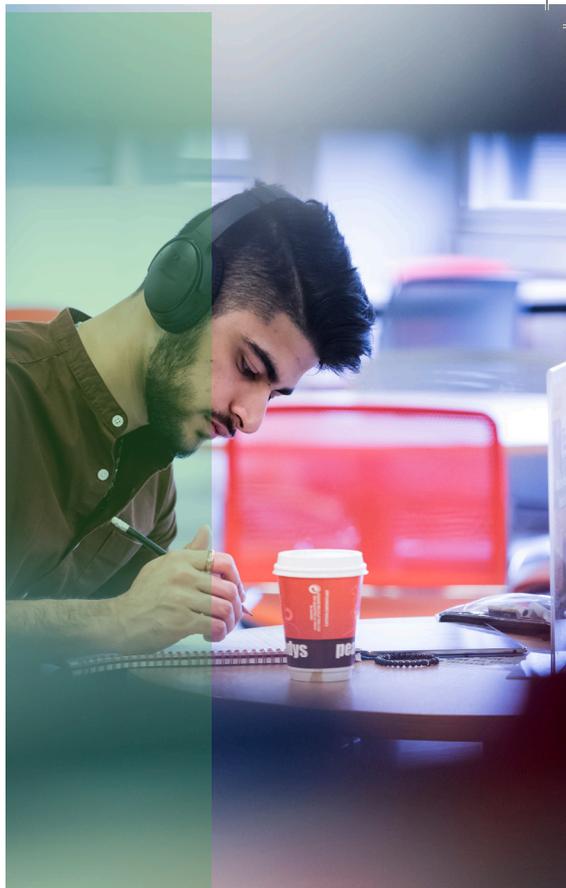
Our online subject guides, research guides, helpsheets and videos, have lots of tips to help you make your research more effective. See the Library's Libguides site at:

<http://libguides.sgul.ac.uk> and help pages on our website for more details.

Accessibility services

St George's Library aims to meet the research and study needs of all our Library members. Please contact Louise Davies 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: **lidavies@sgul.ac.uk**

We provide software packages to assist students with additional needs, specialist equipment and furniture such as a daylight lamp and height-adjustable tables, as well as specialist services such as training on using the copiers to enlarge text, and book fetching and extended loans services. For more information see our Accessibility webpage and guide.





Twitter: @sgullibrary



Instagram: @sgullibrary



Facebook: SGUL Library

Blog: <https://stglibrary.wordpress.com/>



<https://libguides.sgul.ac.uk/essentials>

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