Welcome to your library.

Follow the library trail and you will become familiar with the key services and facilities available.

Each floor has a trail sheet that you should follow:

- It does not matter which floor you start on (there are suggested starting points on each floor)
- You can complete the trail on your own or in small groups
- Opposite each trail sheet you will find a map for that floor
- Look out for the ‘Library Trail’ posters as you go around each floor.

Don't forget to fill in the evaluation form!

To make the most of Libraries and Learning Services be sure to complete the Libraries and Learning E-induction which will have been sent to your personal email address.
Library Trail ~ Lower Ground Floor

On the Lower Ground Floor is an area of ‘compact shelving’, featuring journals and recent newspapers. There is also the Media Collection, consisting of audio-visual materials such as DVDs. Study facilities, and the University Archive are also on this floor.

Make your way to the poster next to the library catalogue PC.

Activity 1

Use the instructions on the poster to help you find one of the following journals on the library catalogue:

The Economist OR New Scientist OR Dazed and Confused

Journals are shelved in alphabetical order in the compact shelving. Go to the shelves and locate your journal. Read the instructions at the end of the shelves to enable you to use the compact shelving safely.

Q. What is the earliest print issue of your journal you can find on the shelves? Note that the earliest issue on the catalogue may show a different date, if the journal is available in more than one format. (Formats include print, electronic and microfilm).

A. _______________________

The Media Collection is shelved just before the Journals. The Newspapers (kept for at least six months) are shelved after the Journals, at the end of the compact shelving.

You may have classes in the Lecture Theatre. Use the map to find this room. Notice the 4 syndicate rooms, which can be booked for use by groups for up to 2 hours (see the Ground Floor trail for further information on these).

Activity 2

Q. What is the room number of the Lecture Theatre? (Here’s a clue: it would be marked on your timetable as KL 00.??)

A. _______________________

You have now finished the trail for the Lower Ground Floor.
Library Trail ~ Ground Floor

On the **Ground Floor** you will find the Kimberlin’s **Help and Self-Service** area and the **Learning Zone**. This area is a flexible learning space supporting **group study**. There are computers and study desks. This part of the floor has wireless access.

**Self Return** machines – these allow you to return items and are located in the wall just inside the library entrance.

The **Help & Self-Service** area in the foyer houses:

- **Self Issue** machines – you will need your student card and your 4-digit PIN to borrow items (this will be sent to your DMU student e-mail).
- **Credit** machines – these allow you to add money to your printing/photocopying account.
- **Room booking** facilities.

Find the poster in the foyer which tells you about the **Support** available to you.

**Activity 1**

Q. Who can you see for help with writing support?

A. __________

Make your way into the **Learning Zone**. You are allowed to bring hot drinks and cold food into the Learning Zone. There are vending machines and toilets in the Library’s Fair Trade Café.

There are places for you to study including Syndicate Rooms (that you can book for 2 hours).

**Activity 2** Have a look at the poster by the **Syndicate Rooms** for an explanation of the study facilities available in these rooms.

Q. What facilities are there available in the syndicate rooms?

A. __________

You have now finished the trail for the Ground Floor.
Library Trail ~ First Floor

On the First Floor you will find the first half of our books, with a shelfmark between 001 and 615. You will also find computers, a quiet study area, and the Help Desk where you can get help with IT or with using library resources. There are disabled and male toilets.

Find one of the posters next to the library catalogue PCs.

Activity 1

Use the instructions on the poster to help you find the 4th edition of Martyn Denscombe’s The Good Research Guide. It has the shelfmark 300.72/DEN

Q. How many other editions of this title are available on the shelves?

A. _______________________

Most of this part of the floor has wireless access. Notice the study facilities: we ask you to be quiet when studying on this floor.

Activity 2

You are likely to need help at some point. Have a look at the poster opposite the Help Desk for details about the help available.

Q. Which type of staff can you ask for help at the desk?

A. _______________________

Make your way around the Computer Area; note the PCs and Macs and the location of the printers.

Activity 3

Have a look at the poster on the first grey pillar, describing how to print.

Q. When should you change your password?

A. _______________________

You have now finished the trail for the First Floor.
Library Trail ~ Second Floor

The Second Floor is for individual, silent study. On this floor you will find the second half of our books, with a shelfmark between 616 and 999. You will also find more computers and more study spaces.

Have a look at the books on this floor, and see if you can find the Pamphlets, Large Books and the books kept in the Glass Cabinets.

This part of the floor has wireless access. The study spaces on this floor are set up for individual study, and we ask you to be silent when you are on this floor. There are disabled and female toilets on this floor, as well as printer/copier facilities, computers and self-issue facilities.

Activity 1
Locate the printer/copier sections on this floor (there are two).

Q. How many machines are there?
A. ________________________

When using the machines, please abide by copyright regulations: see the information next to the machines, or ask a member of staff for further advice.

Activity 2
Make your way through to the Computer Area. As you walk through the Computer Area there is a poster on the wall on your right, about IT Training and the Maths Learning Centre.

Q. When does the Maths Learning Centre run drop-in sessions?
A. ________________________

You have now finished the trail for the Second Floor.
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<thead>
<tr>
<th>Question</th>
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<tr>
<td>How easy was the trail to follow?</td>
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<tr>
<td>Has this trail helped you to find your way around the library?</td>
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<td>Is there anything else you thought your library induction should cover?</td>
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<td>Any other comments?</td>
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Your name: ___________________________________________________________

Student number (if known): _____________________________

Your course: _________________________________________________

Thank you.