
Podcast tour : Ground Floor

Welcome to the Goldsmiths Library audio tour of the Ground floor.

To guide you through this podcast tour, you will see numbered stop signs on the walls and pillars throughout the Library. After each stop you will be asked to press pause to give you time to find the next stop point on your tour. The audio tours, tour script and accompanying map with numbered stops can be downloaded from the Library webpage. Please take note of the fire exits, indicated in green on the map.

Your tour begins at stop number 1: the Library entrance.

Stop 1: the Library entrance

Ahead of you, you will see the library gates. This is a secure building and you will need your Goldsmiths card to swipe in to the building. To the left of you is the Library Reception desk. If you forget your Goldsmiths card you can request a day pass from the Reception desk. Now press pause while you swipe in to the library using your Goldsmiths card and head for to stop 2: The self-issue machines.

Stop 2: the self-issue machines

You can use these machines to borrow and return library books. Follow the instructions on the screen either by placing your library card barcode under the red beam to borrow or the book barcode under the red beam to return.

To your left you will see the first IT services room where you can use PCs. Press pause and walk towards stop 3: the Assistive Technology Centre, which is just next door.

Stop 3: the Assistive Technology Centre

Students who need to use specialist software, for example visually impaired or dyslexic students, can use the Assistive Technology Centre. In order to use the facilities, students will first need to register with the Student Support Office in the main building.

In front of you, you will see a comfortable seating area with tables and chairs. This is the Group Study Area. Here you can meet other students to talk, eat and drink. There are drink and snack dispensers in the foyer.

Now press pause and walk past the Group Study area and the open access computers on your right to stop 4: the photocopy centre.

Stop 4: the Photocopy Centre

You will need your Goldsmiths card to operate the photocopiers and the computer printers. Value loaders are located near the stairs on the ground floor for you to charge up your card for photocopying and printing. Opposite the photocopiers is the Library feedback board. Here we display our answers to feedback submitted by library users. Printed forms are available for your comments.

Now press pause and walk towards stop 5: the Digital Media Suite

Stop 5: the Digital Media Suite

In this room there are sound-proofed booths for editing digital audio files and facilities for copying VHS to DVD and audiocassette to CD. There are also Macs at which you can edit visual and moving images. The Digital Media Suite is open while the building is open and it is staffed between 9.30 and 5.30 on weekdays. At other times staff on the Helpdesk may be able to help you.

Now press pause and proceed through the double doors towards stop 6: the Helpdesk.

Stop 6: the Helpdesk

You can get help here with Library and IT queries, including computer usernames and passwords, and photocopying and printing. You can also collect reserved books or inter-library loans and pay Library fines. Please note that DVDs and videos from upstairs can only be issued here and not on the self-issue machines. We also sell Library bags, pens, pencils and blank CDs.

To the left of the Helpdesk, you will find the Library enquiry desk. This is useful for any longer Library enquiries, for example if you are searching for books, e-journals or other libraries. This desk is staffed by Subject Librarians from 9:00 a.m. until 8:45 p.m. Monday to Friday.

Press pause and walk past the enquiry desk to stop 7: the value loaders and computer carrels.

Stop 7: the value loaders and computer carrels

You can work as a group at the computers behind the enquiry desk. In front of you, you will see the stairs to the reading rooms. This bench has catalogue terminals where you can look up the location of books upstairs. There are also slips here to request items held in the reserve stack.

Opposite these on your right you will see three self-issue machines where you can loan and return books. On the left beyond the doors to the stairs are the card value loaders, which you can use to add money to your printing and photocopying account, which is called P-counter. You will need to swipe your card and add your username and password the first time you use it.

Press pause and walk to stop 8: the Special Collections reading room.

Stop 8: the Special Collections reading room

If you stand with your back to the value loaders you will see study spaces for your use nearby, and ahead of you the entrance to the Special Collections reading room. This is where you will need to read any material that you request from our Special Collections of archive and research material.

On this side of the building you can use your laptop wirelessly via the Eduroam network. If you need to register your laptop for use on campus, you can download anti-virus software from the IT Services web site. You can register or ask for help at the Helpdesk. If you turn to your right now you can walk through the double doors to the stairs or take the lift to the first floor of the library.

This is the end of the Ground Floor library podcast tour. We hope you will enjoy using the Library, and remember if you have a question just ask at the Helpdesk.

[This tour was recorded in December 2009.
Music by 'vsoscarsizer', with permission.]