

Library guide for students 2011-2012

The Library
 Goldsmiths, University of London
 New Cross
 London SE14 6NW

020 7919 7150

The library web pages are at:
<http://www.gold.ac.uk/library>

Where is the Library?

The Library is in the Rutherford Building (RB), on the corner of Lewisham Way and Dixon Road.

When is the Library open?

	Building	Helpdesk (Ground Floor)
Term time 25 Sept 2011 – 23 June 2012		
Mon - Fri	8.00 – 00.00*	9.15-20.45
Sat and Sun	9.30 – 00.00*	11.30-17.15
Summer vacation 24 June 2012 – 23 Sept 2012		
Mon-Fri	8.30 – 21.00*	9.15-16.45
Sat	9.30 – 17.30*	11.30-17.15
Sun	9.30 – 17.30*	Closed (Self issue and return only)

* Last admission 30 minutes before closing.

Note: these times may change in early 2012 so check the library website. The Library is closed during the Christmas closure period.

How do I get into the Library?

Your Goldsmiths card is also your library card, for **your use only**. You need it for admission, borrowing, photocopying and printing. If you haven't yet got a Goldsmiths card, you should go to Security in Richard Hoggart Building Rm 198 (open 12.00 -14.00, 17.00 -18.45) with your registration card and proof of ID.

You must show your Goldsmiths card to library or Security staff if asked. If you forget your Goldsmiths card, tell the Receptionist, so you

can be admitted. However, you will not be able to borrow.

You will not be admitted without your card outside Helpdesk opening hours.

Where can I get help?

At the Helpdesk on the ground floor you can ask for help with library use and with computers, photocopying and printing.

At the Enquiry Desk on the ground floor you can get help with in-depth library enquiries, eg finding electronic and printed resources to help you with your studies, essays or research.

	Contact	Hours
Ground floor		
Reception	0207 919 7150 library@gold.ac.uk	Mon-Fri 9.30-18.30
Helpdesk	0207 919 7189 lending@gold.ac.uk	See adjacent table
Enquiry Desk	0207 078 5355 lbr01sl@gold.ac.uk	Mon-Fri 9.15–20.45
Special Collections	020 7717 2295 specialcollections@gold.ac.uk	Mon-Fri 9.15-17.00 (to 19.00 on Wed in term time)
Also		
Inter Library Loans	020 7919 7164 inter.library.loans@gold.ac.uk	

How do I find books and other items?

The library catalogue contains details of all the books, journals, ebooks and audiovisual materials in the Library. There are catalogue computers in the Library and you can also access the catalogue through the Student Gold website or the library web pages. When you have found the item you want, check that it is not out on loan and make a note of the class mark. If it is already out on loan, you may be able to reserve it. Some books are in the Reserve Stack. Request Reserve Stack books on weekdays from Special Collections (Ground Floor) and at weekends go to the Helpdesk.

Class marks

Books and journals are shelved in a numerical sequence as follows:

1st floor	
000-099	Information studies and computing
100-199	Philosophy and psychology
200-299	Religion
300-399	Social sciences
400-499	Languages
500-599	Sciences and mathematics
600-699	Technology and health studies
2nd floor	
700-799	Creative and performing arts
800-899	Literature
900-999	Geography and history

How do I borrow?

You borrow and return books on the self issue machines on the ground floor. Get a receipt to remind you of the return date. You cannot borrow on the self issue machines if you have overdue items or fines exceeding £10.00. The loan periods for books are 3, 7 or 21 days (ordinary loan). If you return a loan late, you will have to pay a fine.

VHS videos can only be borrowed and returned at the Helpdesk on the Ground Floor.

Borrowing rights

Category	Main library books	School Practice books	School Practice AV items	Video and DVDs	Music CDs
Undergraduate students and PACE FE	10	5	5	4	4
BA Education and PGCE students	10	20	20	4	4
Masters and PG Dip students	15	5	5	6	6
Research students (MPhil/PhD)	20	5	5	8	8
Deferred students	4	2	2	0	0
External students (ordinary loans only)	4	2	2	0	0

Fines for overdue items

	Fine per day
Ordinary loan books (3 weeks)	10p
Short loan books (7day, 3 day)	50p
Audiovisual items (DVD, VHS)	£1.00

The maximum fine per item is £15.00.

What is my library record?

You can view your library record, renew and reserve items on and off site through the library catalogue (<http://library.gold.ac.uk>) using the registration number on your Goldsmiths card and your library PIN (your date of birth – ddmmyy).

How do I renew my loans?

You can renew books and audiovisual items on the self issue machines, through your library record on (<http://library.gold.ac.uk>), by email (lending@gold.ac.uk) or by phone (020 7919 7150). You will not be able to renew if you have overdue reserved items or fines over £10.

How do I reserve items?

You can reserve books and audiovisual items through the library catalogue using your registration number on your Goldsmiths card and your library PIN.

How does the library contact me?


We send library notices only to your Goldsmiths email account.

How do I find information online?

You can find information about electronic resources through the library web pages <http://www.gold.ac.uk/library>.

Most online resources are accessed on and off campus using your Goldsmiths IT username and password.

You will find links to the e-books and e-journals through the library catalogue (e-books provide an alternative to print copies for some of our most heavily used books).

Using the  button on the catalogue or online databases simplifies access to full text electronic resources. If the electronic full text is not available links will indicate other ways of locating the resources.

To identify resources for your subject use the **Subject guides** link from the library home page. We have a large number of subject related databases (indexes and abstracts) to help you identify **journal articles** for your essays or dissertation. Where we have an electronic subscription to a journal, articles will be accessible off campus. Print copies of journals we subscribe too are held in the Library.

learn.gold Goldsmiths Virtual Learning Environment contains online areas for each of your courses. These may include handbooks, course documents, contact details, forums and resources. Your tutor will give you further details. The Library section is on the learn.gold home page.

Subject Librarians

If you want specialised help, you can make an appointment with your Subject Librarian

Subject	Name
Anthropology	Sally Houston
Computing	Kevin Wilson
Design	Antonia Williamson
Drama	Elizabeth Williams
Educational Studies	Mark Preston
English and Comp Literature	Mark Preston
History	Elizabeth Williams
Media and Communications	Kevin Wilson
Music	Veronica Lawrence
PACE	Helen Stephen
Politics	Sally Houston
Psychology	Sally Houston
Sociology	Helen Stephen
Visual Arts	Antonia Williamson
Visual Cultures	Antonia Williamson

Sally Houston s.houston@gold.ac.uk	020 7919 7156
Veronica Lawrence v.lawrence@gold.ac.uk	020 7078 5321
Mark Preston m.preston@gold.ac.uk	020 7919 7169
Helen Stephen h.stephen@gold.ac.uk	020 7919 7299
Elizabeth Williams e.williams@gold.ac.uk	020 7919 7589
Antonia Williamson antonia.williamson@gold.ac.uk	020 7078 5050
Kevin Wilson kevin.wilson@gold.ac.uk	020 7919 7168

Past **exam papers** from most departments are online at <http://intranet.gold.ac.uk/exampapers/> if you are on campus. Use learn.gold off campus.

Specialist resources in the Library

Audiovisual (AV) Collection

The AV Collection on the 2nd floor comprises DVDs, videos, CDs, vinyl discs, audiocassettes and slides.

DVDs and videos include feature films and documentaries, many in foreign languages. Viewing facilities are available including viewing rooms bookable at the Helpdesk.

The collection of sound recordings consists of recordings of Western classical music, jazz, popular music, non-Western music and sound effects. There are listening and recording facilities available. Material may only be recorded for educational purposes. There is also a collection of radio programmes in cassette and audio CD format.

The slide collection covers art, architecture, design, textiles and related subjects. Slides may be borrowed but not be copied or scanned. A card index of names and subjects is available.

School Practice Collection

The School Practice Collection on the 1st floor contains 24,000 items for students on teaching practice to use in schools and for study.

The book collection includes children's books (non-fiction and fiction) and teachers' material, covering all ages from pre-school to A-level.

There is a separate School Practice multimedia room which contains project packs, multi-media kits, teaching objects, posters all for loan.

Special Collections

<http://www.gold.ac.uk/library/collections/>

The Library acquires special collections and archives on the creative and performing arts, culture and society, particularly from the contemporary, nineteenth and twentieth century periods. They include audio and visual materials as well as printed matter and archives. Items can be consulted in the Special Collections reading room on the ground floor.

Printed copies of all Goldsmiths **PhD theses** are held in the Library and can be requested from Special Collections for reference use only. Many may also be available digitally from: GRO – Goldsmiths Research Online, or EthOS – the British Library's collection of theses.

MA and BEd **student work** (dissertations, essays, case studies etc) is held on open access on the Ground Floor. It is for reference use only and intended for use of current students as good examples of different types of work. From 2010/11 onwards it is to be collected digitally and is available to Goldsmiths users on and off campus on request of a password from Special Collections or the Enquiry Desk. MA and BEd work must not be copied (except for the bibliographies).

Which other libraries can I use?

As a London University student you are entitled to borrow from Senate House Library, the University's central library www.ull.ac.uk. To join, simply go there with your Goldsmiths card. You will then have off-site access to their wide range of electronic resources, including e-journals. Other colleges of London University will allow you to use their libraries for reference on presentation of your Goldsmiths card, but they may restrict use of electronic resources to their own students and staff.

You can use other university libraries in the UK through **SCONUL Access**. Academic staff, research, taught post-graduates or part-time students or those on placements of over 6 weeks, can usually borrow from these libraries; full-time students have reference use. Check the regulations at member libraries at www.access.sconul.ac.uk. Ask Goldsmith library staff for further details and to join the scheme.

The **M25 Consortium** allows access for reference to over 150 academic and special libraries in London and the South East. Details are available on www.inform25.ac.uk, where you can also access their catalogues.

You can also use the **British Library**, but it gets very busy and you may have to order books, as they are not all on open shelves. Take your Goldsmiths card and for admissions see <http://www.bl.uk>

Inter Library Loans

You may request books or periodical articles needed for research or coursework which are not held by the Library and not easily obtainable from another library in London. There is a charge of £3.00 per item.

Postgraduates can make online requests via the ILL option on the library catalogue. For undergraduates, forms are available from the Helpdesk or Enquiry Desk. These must be countersigned by your tutor.

Where can we work as a group?

Group study areas are on the ground floor. Please do not talk or use mobile phones in the stairwells - you will disturb the silent study areas which are throughout the 1st and 2nd floors on the library side of the building.

What computer facilities are there?

There are open access PCs and Macs on the ground and 1st floors, as well as Computer Training Rooms.

There is wireless access on each floor. You can plug in your laptop at the white sockets. If you are using the network you will be required to have up to date anti-virus and anti-spyware protection on your laptop.

Where can I photocopy?

The Copy Centre is on the ground floor. To pay for copies you will need to put money on your PCounter account either using your Goldsmiths card in the value loaders on the ground floor, or online at <http://www.gold.ac.uk/it/printing/>.

	A4	A3
Black and white	4p	8p
Colour	30p	50p
Acetate	50p + copying	Not available

How can I get help if I have a disability?

If you need extra help contact Sally Houston (s.houston@gold.ac.uk) or ask at the Helpdesk.

Assistive Technology Centre

The Assistive Technology Centre (ATC) on the ground floor is a computer workstation/study room for the use of all students with a disability, specific learning difficulty (such as dyslexia) or health related problem that makes studying difficult.

Apply to the Disability Team, Room 129 RHB, for an interview with a Disability Advisor if you think need to use the ATC.

Appointments: Tel 020 7717 2292

Email disability@gold.ac.uk

What do I do in an emergency?

If the fire alarm goes off, please leave immediately by the nearest fire exit. Go to the Assembly Point in the car park outside the Richard Hoggart Building. You will be informed when it is safe to return to the Library.

If anyone requires medical attention, alert a member of staff who will summon a First Aider or call an ambulance if necessary.