This crib sheet is intended to give you an introduction to the Library and the services and facilities we offer.

**Library Webpage address**

The Library webpages provide easy access to a wealth of online information:
https://www.bolton.ac.uk/library/

**Library Opening Times**

During term time the Library is open 24 hours a day, 7 days a week. For details of our opening hours, please see the Library webpage:

**Library Entrance 2**

There is a separate entrance and exit to the Library after 9 pm on weekdays and also at weekends. Please note that you need your ID card to gain entry via this entrance.

**Help in the Library**

**Help Desk**

Located in the Link Zone in the Library, staff are available to support you with computing and library enquiries.

Help Desk Enquiries phone: 01204 903094. Email: Learning-IssueDesk@bolton.ac.uk

**Subject Help**

Staff can provide information relating to accessing print and electronic resources.

Phone: 01204 903232. Email: subjecthelp@bolton.ac.uk

**Computer Facilities**

There are a large number of open access PCs, Macs and laptops available in the Library and SLZ. The PCs in the classrooms on T2 are available for open access use, when not booked for classes. You can also borrow a laptop from the self-service kiosks in the Link Zone. The university network can be accessed wirelessly using your university username and password.

**Finding Library Resources**

The Library Catalogue allows you to search for books, ebooks, journals, etc. There are dedicated PCs in the Library available for you to do this. You can also access the catalogue
online via the Library webpages both on and off-campus. The catalogue’s My Account feature allows you to check your loans and reserve items online. If you are researching a topic rather than searching for books you may prefer to use Discover@Bolton as below. You will find subject specific resource information in the Subject Guide pages on the Library website.

**Discover@Bolton and Electronic Resources**

Discover@Bolton allows you to search across multiple electronic databases via a single interface. For details on how to access electronic resources such as e-books and journals, see the Library webpages or speak to a member of staff. There is a range of guides, available in print and online, to help you use the resources available in the Library. At your Library induction you will receive guidance from your Subject Librarian on how to access the resources available.

**Reading Lists Online**

RLO is an online reading list service that allows you to access your reading lists via Moodle and the Library website. You can access electronic resources directly from the RLO list. Further details are available via the Library website.

**Borrowing and Allowances**

There are self-service machines, where you can use your student ID card to borrow, renew and return books. The machines are located in the Link Zone with the Help Desk nearby, as well as a self-service print quota top up machine.

Undergraduates: 10 items. Postgraduate: 15 items. Research Students/Staff: 15 items. Loan periods are clearly marked on all Library material. Automatic renewals are available to all students, unless the items have been reserved by another borrower. You will be informed of this by email. Information on fines for overdue items is available on the Library website.

**Places to Study**

Within the Library there are open access areas, bookable and non-bookable group study areas and a silent study zone at the rear for individual study. Consult the Library floor plan or ask at the Help Desk for further information. There are also additional study facilities at Queen’s Specialist Technical Building and the Institute of Management.

**Assistive Technology Room**

The Assistive Technology Room contains specialist hardware and software to assist students with specific needs. It is located at the back of the main computing area close to Library Entrance 2.

**Law Library**

The Law Library is a separate collection located in a room near the Link Zone.

**LEAP Online**

LEAP Online supports the student Learning Excellence Achievement Pathway and provides online tutorials for academic skills such as finding appropriate information for assignments, writing essays or reports, right through to writing a dissertation.