

Welcome to the University of Sheffield Library and Computing Services

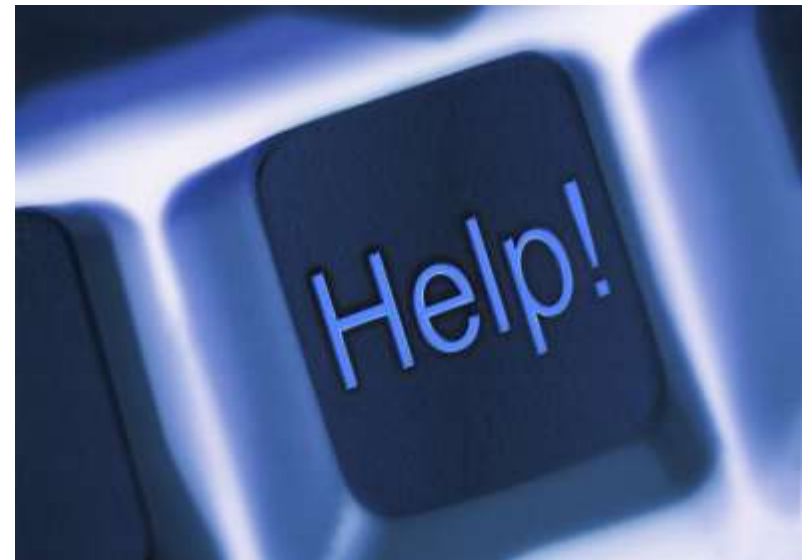


Supporting your learning and helping
you to succeed

We're here to help!

We offer:

- ▶ IT and library support
- ▶ Help at information points at all sites
- ▶ IC business unit phones for help 24hrs a day
- ▶ Student ambassadors on hand during induction period



What do I need my UCard for?

- ▶ To enter & exit buildings
- ▶ Printing & photocopying
- ▶ Add credit using value loaders or online
- ▶ Borrow & request books- need Library PIN
- ▶ Costs £5 to replace
- ▶ Do not lend it to anyone else!



What's MUSE?

= My University of Sheffield Environment

University Portal to :

- ▶ check mail
- ▶ access course materials (MOLE)
- ▶ Library tab for services and resources
- ▶ book a PC or group study room
- ▶ top up UCard with credit
- ▶ Online help & support



What is Library Everywhere?

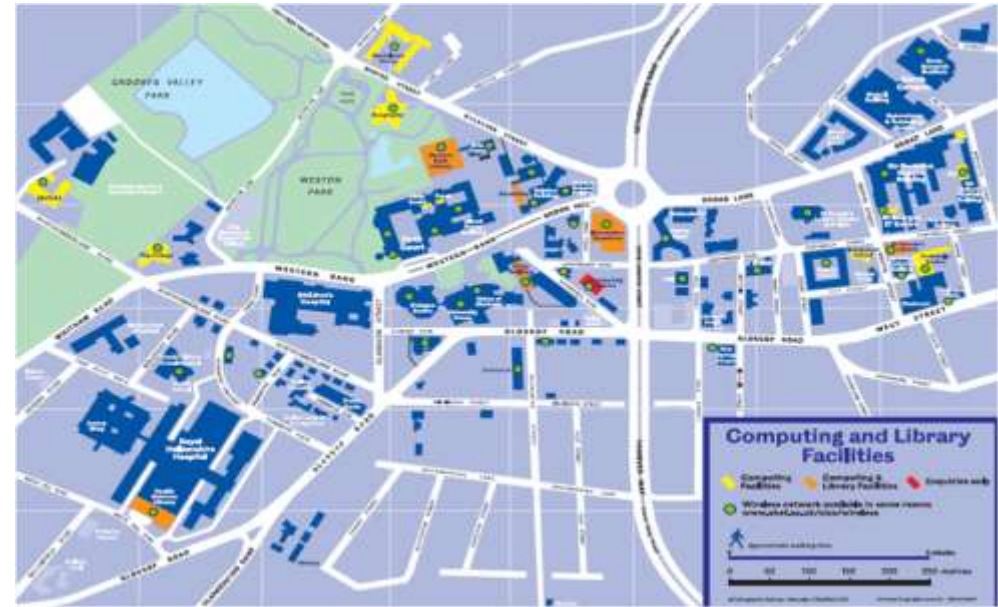
24/7 access to library services & resources from the Library tab in MUSE

- ▶ myLibrary Account
- ▶ Get Library PIN
- ▶ myResource Lists
- ▶ Library eResources
- ▶ check the library catalogue
- ▶ Library web pages
- ▶ subject guides and information skills tutorials
- ▶ Link to Google Scholar



Where can I go to study & get books?

- ▶ 4 main library sites
- ▶ All with:
 - Networked PCs and wifi
 - Printers and photocopiers
 - Assistive software PCs
 - Group and silent study spaces
- ▶ All sites except IC have print journals
- ▶ Remember! Many other rooms on campus with computer facilities – check availability online via MUSE



The Information Commons (IC)



- ▶ Open 24/7, 365 days a year
- ▶ Over 100,000 key text books - all subjects
- ▶ Self-service reservations 24/7
- ▶ 1300 study spaces including flexible space and 500 PCs
- ▶ Book group study rooms via MUSE
- ▶ Media suite/skills suite
- ▶ Café
- ▶ Prayer/meditation room

Where else?

Western Bank Library

- ▶ Arts & Humanities, Science, Social Sciences.

St George's Library

- ▶ Engineering, Management, Economics, Information Studies

Health Sciences Library

- ▶ Medicine, Dentistry and Health

Computer rooms

- ▶ more than 20 across the campus with over 1000 PCs
- ▶ Check all opening hours online



How do I borrow a book?

- ▶ Self service machines
- ▶ Need UCard and Library PIN
- ▶ Normal loan is 1 week for most people, 2 days for heavily requested books
- ▶ Unlimited renewals unless book requested
- ▶ Check 'myLibrary Account' in MUSE regularly to renew books and avoid fines
- ▶ If the book you want is unavailable, request it online and we'll email you when it's ready to collect. 24/7 collection from the IC.



How do I print or photocopy?

- ▶ Swipe your UCard through the unit next to the printer/copier
- ▶ Add credit online or use value loaders
- ▶ Print from any student PC or your laptop and collect at any printer



Is there anything I need to know about the computers?

- ▶ You can book PCs in the IC via myQuickLinks in MUSE
- ▶ Turn up on time or your computer will be free for others to use after 10 minutes
- ▶ All PCs in the Information Commons will log users off after 25 mins of inactivity
- ▶ Make sure you observe rules on copyright and illegal downloading



Can I connect my own device?

- ▶ Wifi available at all sites – refer to ‘Getting started with IT services’ booklet for instructions
- ▶ More detailed instructions for specific devices at www.shef.ac.uk/cics/connect
- ▶ Some network plug-in points available



Where should I save my work?

- ▶ The University provides you with a Filestore (U:drive)
- ▶ **Save your work to the U:drive**
 - it's accessible via MUSE on or off campus and is secure
- ▶ **Never** work directly from a memory stick or email attachments. You could lose work!



Please consider each other

- ▶ Be silent in silent areas
- ▶ Keep phones in silent mode
- ▶ If you want to work as a group, book a group study room
- ▶ Check the food and drink policy for the site you are at
- ▶ In the IC hot and cold drinks are allowed in non-spill containers
- ▶ Hot food can be eaten in IC café and cold food in designated snack areas
- ▶ Throw rubbish away and recycle where facilities are available



How do I get more information?

- ▶ Departmental Library Induction
- ▶ Look at the web sites:
 - www.shef.ac.uk/cics
 - www.shef.ac.uk/infocommons
 - www.shef.ac.uk/library
- ▶ Follow us on Twitter
 - www.twitter.com/cics
 - www.twitter.com/shefinfocommons
 - www.twitter.com/unisheffieldlib



So please remember...

- ▶ **Ask us – we're here to help**
 - ▶ **There are more computers available than just in the IC**
 - ▶ **Renew your books and avoid fines**
 - ▶ **Don't work from memory sticks or email attachments**
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