Joining
You do not need to join the Library. Your University ID card is your Library card.

Borrowing
Use the self-service machines on the Ground Floor to borrow and return books and other items.

You can borrow

<table>
<thead>
<tr>
<th>Certificate</th>
<th>20 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td>30 items</td>
</tr>
<tr>
<td>Postgraduates (taught)</td>
<td>30 items</td>
</tr>
<tr>
<td>Postgraduates (research)</td>
<td>40 items</td>
</tr>
<tr>
<td>Education (PGCert)</td>
<td>40 items</td>
</tr>
</tbody>
</table>

The minimum loan period is 7 days. If no one requests an item you have on loan you can keep it for 8 weeks and then renew it online.

Reserving items (holds)

If your books are reserved by another reader, you will be asked to return them early and will not be able to renew them (this helps you when you need to reserve a book someone else has on loan). Please note that fines apply to books that are returned late after being reserved by another reader.

You can reserve books which are out on loan using the Place Hold option after you have found the book in Library Search. You will receive an email when the item is available. Reserved books for collection are in the Express Zone on the Ground Floor.

Finding information

All: Search for books and journal articles.
Databases A-Z: browse online collections of resources.
My Subject: browse information resources for your subject.

Choose TV & Radio to play back selected UK television & radio programmes. You can also use the online Catalogue in the Library from stand-up access PCs. Print journals are in the Basement. Print books are on Floors 1-3.

Follow the Research skills link on the Library homepage for online guides to finding and using information for your course work.

Getting help

Talk to us at the Help Zone on the Ground Floor of the Library or follow the Ask Us link on the Library homepage. You can also email library@le.ac.uk, telephone +44 (0)116 252 2043 or Chat (9am-5pm Monday to Friday using the Ask Us service).

More books!

To help you get books in demand, we use a combination of eBooks, putting book chapters online, print copies you can borrow and reference only copies in the Library. Please tell us if more copies of a book are needed or if we don’t have a book you need. Choose the Undergraduates or Postgraduates link on the Library homepage and then More books!
Using PCs and more

There are over 350 PCs throughout the Library and Quick Access PCs in the Express Zone on the Ground Floor. Choose the PC Availability link on the Library homepage to find PCs available for use. You can borrow laptops for use in the Library from the Help Zone on the Ground Floor.

Printing, photocopying and scanning

Go to the Print Copy Scan rooms by the stairs. Scanning is free. Scan your University ID card on the card reader or use your University IT account username and password to access your Printing and Photocopying account.

Top up online by following the Print/photocopy account link on the Library homepage or in the Library using self-service kiosks.

Using other libraries

You can apply to use most other UK university libraries. Apply online using the SCONUL Access website by scanning the QR code below. Further information can also be found on the Services and Facilities link on the Library homepage. We can also advise on accessing WiFi services at other universities.

Scan the code to visit the SCONUL Access website instantly!

Usersnames and passwords

Use your University IT account username and password to access your Library account for checking and renewing your loans online. Follow the Library account link on the Library homepage and log in.

Whenever you are asked for a Digital Library login to read an eBook, eJournal or other electronic resource, simply log in using your University IT account username and password.

WiFi

University WiFi on campus is called Eduroam. To connect to Eduroam:
1. Connect to the eduroam-setup WiFi network on your phone, laptop or tablet
2. Go to wifi.le.ac.uk for instructions on how to setup your device
3. Log in using your University email address and IT account password

Referencing

Get help citing the lists of publications you have read in your assignments correctly using time-saving software. Choose How to reference on the Library homepage to find out more.

Lockers

Available on the Ground Floor and free to use each day; keys are issued from the Service Desk. Please note that charges apply for late return of keys.

Get into the Study Zone

There are quiet and silent individual study spaces and Quiet Group Work areas. See the map or ask in the Library to find the best space for your needs.

Choose Book a Group Study Room on the Library homepage to book a group study room online.

Postgraduate students can use the Nicholas Corah Graduate School Reading Room on Floor 1.

Please respect your fellow Library users.

Please don’t eat or drink in the Library (bottled water is allowed).

Mobile phones can only be used in designated Phone Zones on each floor.

Please keep all conversation as low as possible in quiet study areas. No talking in Silent Zones.

Too noisy? Please let us know by texting 01163 470605 or speak to a member of the Help Team.

Contact Us: David Wilson Library, PO Box 248, University Road, Leicester LE1 9QD
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E: library@le.ac.uk
Twitter: @UoLDWL

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