

Lifelong Learning

at the University Library

Where is the Library?

The David Wilson Library is on the main campus on University Road.

How do I join?

As a Lifelong Learning student you are automatically a member of the Library. To come into the Library, all you need is your University ID card (which is also your Library card). As the Library is open 24 hours most days during term, there are turnstiles at the entrance. Hold your University card over the card reader to activate the turnstile.

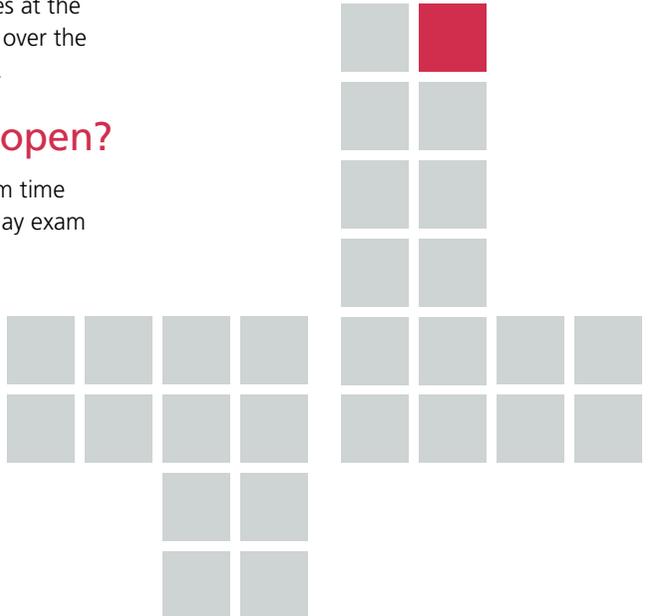
When is the Library open?

The Library is open 24/5 during term time and 24/7 during the January and May exam

periods. Visit the Library website for up-to-date information on our opening hours.

What is in the Library?

As well as print books and journals, the Library has Silent, Quiet and Group Study areas, computers, Print Copy Scan facilities, and dedicated staff to help you.



How do I find things?

To find books, use the All Search option on the Library homepage at www.le.ac.uk/library or use the online Catalogue in the Library from one of our stand-up access PCs.

All books have Shelf Marks which bring books on related subjects together on the shelves. For example, books about History have a Shelf Mark beginning with '9'.

Pick up a copy of our *Books for Lifelong Learning* bookmark from the Help Zone on the Ground Floor to get a list of the most important Shelf Marks for your course. Then get a copy of our *Visual Guide* which shows you what is on each Floor.

You can also choose the *Finding information* link on the Library homepage and then *Find books* on the shelves for further details.

How do I borrow?

All you will need is your University ID card. You use the self service machines on the Ground Floor.

You can renew your loans online (as long as no one else needs them) and place reservations (holds) by logging into your *Library Account* with your University IT account username and password.

How do I find information for my course work?

Use the search options on the Library homepage. Choose the *All* option to search for books and journal articles. Choose *Databases A-Z* for special information databases for specific subjects. You can also choose your *My Subject* page from here. The *My Subject* pages save you time by listing the key information resources for subjects such as English, History and Psychology.

What can I use away from the Library?

You can access all our eBooks and eJournals from anywhere you have an Internet connection using your University IT account username and password.

How do I get help?

Please don't hesitate to contact us if you need help.

In person: At the Help Zone on the Ground Floor

By telephone: +44 (0)116 252 2043

By email: library@le.ac.uk

Online: Use the *Ask Us* link on the Library homepage www.le.ac.uk/library

