



**University of Brighton**

Library Services

# VISITING AND USING THE UNIVERSITY LIBRARIES

20/21 ACADEMIC YEAR



## + Social distancing, one way systems and face coverings

We have put in place a number of measures to help everyone stay as safe as possible when using the library.

- 2m spacing of study spaces and PCs
- perspex screens on helpdesk
- floor markings including signage and one way systems
- give way to others in areas where maintaining a 2m distance is difficult - stairs, bookshelves



Unless you have an exemption, face coverings are compulsory.

## + Food and drink

Food, snacks and hot drinks should not be brought into, or consumed in, the library.

Bottled water is allowed and there are water fountains for refilling.

## + Cleaning and hand sanitiser

Please use available hand sanitiser before and after touching books, using the computers or the printer/copiers.

Study tables and computer spaces are cleaned regularly. If you want to clean your space yourself, there is a cleaning station located on each floor.

Don't spray directly on to the tables or any part of the computers (they're electrical!) - spray onto the paper towel provided and then dispose of those in the bins provided.

Please do not use cleaning spray or wipes on any of our books or journals as that will damage them.



There is a cleaning station located on each floor.

## + Meet and greet staff

One of our Meet and Greet team will be based at the entrance to help you navigate the new way of using the library.

## + Booking a study space

If you want to study, use a computer, browse the books, access the print journals, print or photocopy a document you'll need to book a space first.

Look for **Book a Study Space** (without a computer) or **Book a PC** (with a computer) on **My Brighton app** or **desktop**.

Book for up to 2 hours per day. Staff – book via My Brighton app or see Libraries on IS Staffcentral.

You'll get an email confirmation of your booking to show to the Meet and Greet staff at the library entrance.

**Please don't turn up early for your booking.**

**Please don't move chairs and stay in your booked space.**

You may be lucky and find there's a space available to book at the door, but we recommend booking in advance to avoid disappointment.

If you no longer need a space you've booked, then please cancel it. Please vacate your study space 10 minutes before the end of your time slot.

# My Brighton

Your new student portal

## + My Brighton

**My Brighton** is available to download from Google Play or the Apple stores. You'll need to sign in to the app with your university email address.

## + Our library icons



Subject guides



Book a Study Space



Book a PC



Library catalogue

## + Subject guides – the place to go for everything

Your Subject Guide on the **My Brighton app** covers all you need to know about what's available from the university library service – finding and using online library resources, literature searching, tips on using the web for research, how to get help, contact details, library locations and opening hours.

## + Borrowing books

You can borrow up to 99 books and they'll renew up to 99 times unless someone reserves them, then you'll need to return them.

### 1. Know what books you need?

Reserve them via the library catalogue link on your **My Brighton app** and you'll get an email when your books are ready to collect - it isn't a same day service. Show the email to the Meet and Greet staff at the library entrance and they'll direct you to the collection area. Collecting reservations is a pick up and go service - so if you think you may want to sit in the library to read your books you'll have to book a study space too.

### 2. Not sure what you need or want to browse the shelves?

You'll have to book a study space if you're not sure what you need and want to spend some time looking before deciding. This helps us manage occupancy levels.

## + Returning books

The self-service machines will be available during our opening hours so you can return your books in person. Meet and Greet staff will be operating a one in/one out system so there may be a short wait.

In line with Public Health England guidance, all returned books will be moved to a separate quarantine area where they will be held for up 72 hours prior to re-shelving.

## + Getting help

There are perspex screens on our library helpdesks so staff can continue to provide face to face support if you've booked to study in the library.

If you need assistance and you are studying in the library - ask the Help Desk: email us at **library@brighton.ac.uk** as we may be able to help without you needing to leave your seat.

If you are studying remotely - then we can respond to your questions by email - contact us at **library@brighton.ac.uk** or take a look at the information on your subject guide.

## + Connecting to the Wi-Fi

Select **eduroam** from the list of networks on your device.

Enter your **university user name, @ and the university domain**:

- your **user name** is the one you were given when you enrolled online, which usually consists of your initials and a number to make it unique, for example abc1
- the **domain** is brighton.ac.uk
- for example **abc1@brighton.ac.uk**

Click continue/connect/trust/accept if asked.

Your password is your university password.

If you need assistance and you are studying in the library - ask at the Help Desk. If you're not in the library contact the IT Service Desk - **ServiceDesk@brighton.ac.uk**.