Welcome to Libraries and Learning Innovation

Leeds Metropolitan University has two Libraries, Headingley and City Campus. You can use either Library. We also have a website: http://libraryonline.leedsmet.ac.uk. You need your Campus Card to use Library services and resources. You receive this when you enrol.

Opening Hours
Both Libraries are open 24/7 every day of the year. Please see the Opening Hours pages of Library Online for times when staff are available to help.

From 21:00-08:30 access is for Leeds Metropolitan University students and staff only. You must have your Campus Card with you to access the Library and when you are working in the Library during these times. You will also need this to access the Leslie Silver Building (where City Campus Library is located) from 19:00 on Saturday and Sunday. Some services may be unavailable at these times for routine maintenance. We will try to ensure minimum disruption and give as much notice as we can.

Working in The Library
Each Library has silent and group study areas. You are able to eat and drink in some of these areas. Please see notices for further information.

When you are using the Library please:
- Treat others with courtesy, dignity and respect.
- Follow copyright law.
- Don’t leave your belongings unattended.
- Only take resources out of The Library that you have borrowed.
- Remember to log out when you leave a PC.
- Ask for help if you have any queries.

Further information on Student Regulations can be found at http://www.leedsmet.ac.uk/about/student-regulations.htm.

Library staff are always happy to help with any queries you may have.

Phone Us (0113) 812 1000 – you can also get 24/7 IT support on this number.
Email Us or Chat with Us - via the Need Help? page on Library Online
http://libraryonline.leedsmet.ac.uk
Visit Us – come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information.
Follow Us on Twitter (@leedsmetlibrary)
Find Us on Facebook (leedsmetlibrary)
Disability and Dyslexia Contacts
Aly Peacock & Susan Smith (0113) 812 1000
Disability.lc@leedsmet.ac.uk
Disability, Dyslexia and Assessment Centre
disabilityservices@leedsmet.ac.uk
(0113) 812 8519
We support Text Relay
www.textrelay.org/

Library guides are available in alternative formats. Please ask Library staff for details. Further information on all our services is available via Library Online http://libraryonline.leedsmet.ac.uk
You can also access us on your mobile http://Libraryguide.m.leedsmet.ac.uk
Please tell us what you think of us by filling in a What’s Your View? card, available from each Library or Library Online.

ESSENTIAL LIBRARY GUIDES
The Library
Borrowing, Returning & Renewing
Email and IT Access
Opening Hours
Printing and Photocopying
Working in The Library

Recommended
http://libraryonline.leedsmet.ac.uk
The Library

Searching for Resources
- Our easy to use search engine “Discover” allows you to search most of our resources in a single search.
- You can also use the Library Catalogue to look for specific titles and check your Library account.

Borrowing and Returning
You can borrow resources using your Campus Card and PIN for borrowing.
- Your PIN is sent to your University email or you can collect it from X-stream or Library staff.
- Borrowing is via the self service machines. Remember to keep your receipt. It is your responsibility to know when your resources are due back.
- Our security system will be triggered if you leave with resources that have not been borrowed.
- Undergraduate students can borrow 15 items. Please see Library Online for entitlements for other Library users.
- Use the self service machine to return your resources and remember to keep your receipt.
- You can return at either campus (excluding Interlibrary Loans and Short Loans).

Renewing
If you are unable to bring your loans back on time you may be able to renew them via:
- The Self Service option on the Library Catalogue – on or off-campus.
- The self service machines.
You will need your Library ID (from your Campus Card) and PIN for borrowing.

Fines
You will be fined if you do not return your loans on time:
- 20p per day for standard loans (2 weeks)
- 25p per day for one week loans
- 50p per hour for Short Loans
If your fine is over £5, you will need to pay some or all of it before you can borrow or place a hold.
- Information about your fines is shown in your Library account (see X-stream or the Catalogue).
- You can pay fines of over £3 by credit/debit card.
- You may not be able to graduate if your fines and charges are not paid by the end of the academic year.
- Please speak to Library staff if you have queries or problems with overdues or fines.

Short Loans
The Short Loans Collection is on the ground floor of each Library in the High Demand Area.
- These are for overnight use only (due back by 10:00 the next day) or for reference.
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- You cannot renew Short Loans. They must be returned to the campus they were borrowed from.
- Fines for Short Loans are 50p per item, per hour or part of an hour, up to a maximum of £25.00.

Fines
You can ‘place a hold’ (reserve) up to five resources that are already ‘checked out’ (borrowed by other users) via the Library Catalogue.
- You will need your Library ID and PIN for borrowing.
- You can place a hold on resources from either campus and collect from the other.
- A message will be sent to your University email when your hold is ready to collect.

Using Library PCs
To log into a PC you need the Username on your Campus Card and the initial password chosen for the Online Welcome System.
- The first time you log in you may be asked to create a new password.
- You use this Username and Password to log into X-stream and to most of our electronic resources.
- You can bring your own laptop into the Libraries and access the internet via our wireless network or borrow a laptop from the Audio Visual Loans Counter.
- Download our PC Availability service to your mobile or check the plasma screens as you enter each Library to see where there are free PCs.

Printing and Photocopying
You can print or photocopy in colour or black and white, in A3 and A4.
- To pay for this add credit to your Campus Card at the ground floor Kiosk or top up online. You can send your work to print from any Library PC; from your laptop and from home.
- You need to create a separate security PIN to use the Kiosk. If you forget this a reminder can be sent from X-stream.
- Posters up to A0 and binding services are available from The Print Room in G13, James Graham, Headingley Campus.

X-stream and Your Email Account
X-stream gives you access to the University’s virtual learning environment, your timetable and University email. It also includes a portal to news and announcements.
- The Username and Password are the same as your PC log in.
- To access your email log into X-stream http://x-stream.leedsmet.ac.uk and click on the mail icon in the top right hand corner.
- Your student email username is displayed in the Google Mail section of X-stream.

Skills for Learning
Skills for Learning helps you with study skills such as writing assignments, research, IT and referencing.
- Resources are available from http://skillsforlearning.leedsmet.ac.uk.
- You will need your Username and Password from off-campus.
- Free drop-in workshops and one-to-one tutorials are held in both Libraries. See the website for more information.

Academic Librarians
Finding information for your assignments and knowing how to access and use it can be difficult. Our Academic Librarians specialise in finding information for your subject. They can help you develop your digital literacy and information skills, from choosing and evaluating resources to referencing them.
- You can make one-to-one appointments with your Academic Librarian. Also see their guides to finding information for your subject on Library Online.
- Their contact details can be found on the Resources: For Your Subject pages of Library Online.

Offsite: The Off-Campus Learning Support Service
- This service offers additional help for students, who are rarely, or never, required to attend campus.
- To check whether your course is eligible, please contact Offsite on 0113 812 6779, offsite@leedsmet.ac.uk or see the Offsite pages of Library Online: Information For Offsite Students.

Pay-to-Post
Pay-to-Post lets you have books and photocopies of journal articles sent to you if you are unable to visit us. Full details of the service can be found on Library Online on the Services pages.