- some parts of the library are designated silent or individual study areas: anyone disrupting the study environment may be asked to leave and/or may be fined

- any infringement of library rules may mean a fine and/or suspension from borrowing

- Defacement or unauthorised removal of library materials is treated as a serious matter and offenders may be fined, be suspended from borrowing and/or face disciplinary action under university regulations

- children must be accompanied by a responsible adult in the building and before admittance permission must be obtained from the Library.

Who should I contact if I have a problem?

It all depends on the problem. Full contact details can be obtained from the library web pages at:

www.library.dmu.ac.uk/Contacts/

If you are unsure who to contact then you can always try:

Just Ask   0116 257 7042 or email
                  justask@dmu.ac.uk

Or the Outreach Librarian: Ceri Laing on 0116 257 7868 or email: cslaing@dmu.ac.uk

Feedback

Your views are important to use. Feedback is welcomed either by completing a print feedback form widely available in the libraries or an online feedback form, available at:

www.library.dmu.ac.uk/feedback/

dmu.ac.uk
DE MONTFORT UNIVERSITY
LEICESTER

Department of
Library Services

www.**library**.dmu.ac.uk

Access to DMU Libraries

Staff at collaborative partners

All staff who either teach or support De Montfort University courses are entitled to full use of De Montfort University library services.

There are libraries at Leicester city (Kimberlin library and the Law library) and Charles Frears.

Your library access includes the right to:

- borrow books, videos and audio-visual material in person from a De Montfort University library
- access databases available from the university
- use computers in the university libraries for internet, email, word processing and other IT applications
- photocopy and print (there are charges for this)
- use study facilities
- receive help and support from information services
- reserve books and journal articles held at other DMU libraries to collect in person. (There may be a charge for this service)

Details of opening hours and the location of all university libraries can be found on the library web pages: **www.library.dmu.ac.uk**

How do I get a library card?

Ask the HE co-ordinator at your organization responsible for issuing De Montfort University cards.

Do I need my card to get in?

Yes. For your personal security we operate an access control system throughout the year in Kimberlin library. In order to use the building you will need to have your DMU card with you. No materials may be borrowed without your card.

What do I do if I change my address or lose my card?

You should inform the library of any changes to your address or other details. You must also notify us and the college if your card is lost or stolen.

Can I access resources from home/ my room/a computer lab?

The library service subscribes to many different electronic information services, ranging from electronic books (ebooks) to online journal articles. Most of these can be used from any computer with Internet access. You can also search the library catalogue, renew and reserve books via the web. And if you have any queries, contact the library via email. For all of this, see the university library web pages for more detail: **www.library.dmu.ac.uk**

Borrowing

How many books can I borrow?

For staff:

Normal/7 day loan	20
Short loan	2
Short loan videos	2
7 day loan videos	4
Media items	10

How long can I borrow these…?

Term-time

Normal loan	For the academic year, unless recalled for reservation
7 day loan	1 week (7 days)
Short loan	to 13:00 the following working day

How much are the fines?

We prefer you to keep your loans in date by renewing them regularly. You can do this 24 hours a day via "My Account" on the Library Catalogue (accessible via our web pages) or via our automated phone service on 0116 257 7043. Late return or late renewal will incur fines at the following rates:

Normal loans	10p per day, up to £5 maximum per item
7 day loan	25p per day, up to £10 maximum per item
Short loan	25p per half hour or part thereof, up to £10 maximum per item

(note that Short Loan and Normal Loan items can only be renewed in person with the book in hand)

Additional administration charges may be levied on seriously overdue material.

Can I use other libraries?

You can use any of the De Montfort University libraries, either in person or by reserving material from the other sites to collect from your local DMU library. To check on the location of other libraries, and their opening hours, look at the library web pages at: **www.library.dmu.ac.uk/Services/Services**

How do I get a past exam paper?

Go to **www.library.dmu.ac.uk/Resources/ Examnet/**

ExamNet is a database of past DMU examination papers. You will be able to access most past papers from the last 3 years. Some papers are not released, nor are any solutions or model answers. You will need your library card number and your 4 digit library PIN (issued when you join the library) to access this database.

Internet, computers and databases

What is ATHENS?

Your Athens account is a personal username and password that gives access to over 60 specialist databases. You will need to apply for an account by completing a printed or online Athens form. See the link at:

http://www.library.dmu.ac.uk/Services/ Athens/

Make sure you keep a note of your username and password.

How do I get on to the computers/ do word processing?

Network accounts are created for you on request – just ask at the IT helpdesk. Follow the log-on instructions in the computer areas. Your username will be your card number.

Each workstation has access to the Internet, Microsoft Office, networked databases and you have some personal network storage space for your files.

What resources can I access outside the library?

The library web pages are your gateway to quality-checked internet resources. Most of these resources are available from any computer with Internet access. Some of the most useful ones include:

- the library catalogue (you will need your library PIN to make reservations)
- ExamNet, past exam papers
- Electronic journals and databases – academic resources

And finally…

What are the library rules?

Copies of library rules and regulations are available on the Internet at:

http://www.library.dmu.ac.uk/Support/ Regulations/

Important things to remember from the rules are that:

- anything you borrow is your responsibility – do not lend material to someone else or borrow on behalf of someone else
- you must return everything on or before its due date (which may be earlier than the date stamped if it is recalled)
- you must abide by the copyright guidelines posted by all photocopiers and by the IT regulations which are supplied separately
- library staff have the right to ask for your ID, refuse entry and ask you to make the contents of bags available for inspection