

Finding your way around the Library

To find printers, group study rooms, collections and other facilities see <https://intranet.abertay.ac.uk/library/using-the-library/study-zones/>

You can find information and floor plans for the library at <https://wisibel.com/view/237>.

Borrowing and returning

- Use the self-service kiosks available on level 1, 3 and 4 in the library.
- Visit the Support Enquiry Zone.

See <https://intranet.abertay.ac.uk/library/using-the-library/borrowing/>

| Item | Loan period | Fine |
|--------------|-------------------|----------------|
| Books | 4-week* | 10p per day |
| | 4-week (recalled) | 50p per day |
| | 1-week | 50p per day |
| | Overnight** | 50p per hour |
| Laptops | 4 hours | £1.00 per hour |
| DVDs/Audio | 1-week | 50p per day |
| AV equipment | 1-week | £1.00 per day |

***note:** 4-week loan items may be recalled if reserved by another user and your due date brought forward.

**** note:** overnight loans must be returned by the Library closure time the following day.

note: 1-week and 4-week loan items will automatically renew twice unless requested by another user.

Fines are charged at the same rate for staff, students and visitors. If your charges exceed £20.00 your library account will be suspended until payment is made.



| Borrowing Entitlement | |
|--------------------------------|---|
| Abertay Students | 16 items, inc: up to 2 overnight loans; 1 laptop loan; up to 6 AV equipment loans |
| Abertay staff and PGR students | 20 items, inc: up to 2 overnight loans; 1 laptop loan; up to 6 AV equipment loans |

Getting help

Visit StudySkills
<http://intranet.abertay.ac.uk/studyskills>

SEZ (Support Enquiry Zone)

- Visit the Support Enquiry Zone.
- Email: library@abertay.ac.uk
- Telephone: 01382 308833

Keeping up-to-date

- **News:**
<https://intranet.abertay.ac.uk/library/news/>
- **Twitter:**
<https://twitter.com/AbertayLibrary>
<https://twitter.com/myabertay>
- **Facebook:**
<https://www.facebook.com/AbertayLibrary/>



Abertay University is a charity registered in Scotland, No: SC016040.

GETTING STARTED

with IT & the Library

Library Services provide Information and Digital Skills services to Abertay University students. This guide introduces the essential Library and IT Services: See <https://intranet.abertay.ac.uk/library/getting-started> for more information.



Passwords

When you become an Abertay Student you will receive a UserID and password which provides access to:

- University PCs
- WiFi
- Email
- MyAbertay
- VLE (Virtual Learning Environment)
- Printers, copiers, scanners
- Library resources from off campus

Your password will expire in 120 days. Use <http://password.abertay.ac.uk> to reset or unlock your account from any device, remembering to register a mobile or alternative email to make this process easier for you.

WiFi

On campus you should use the eduroam wireless (wifi) service.

For information on setting up your device see <https://intranet.abertay.ac.uk/support/ict-service-desk/network-wifi/>.

If you need help to set up your device ask at the Support Enquiry Zone (SEZ) Desk in the Library.

Email

Staff and students get a Microsoft Office 365 email account. Your Abertay email address (e.g 1234567@abertay.ac.uk) is the official communication channel for University correspondence so remember to check it regularly.

Find out how to setup your email and calendar on your mobile device.

See <https://intranet.abertay.ac.uk/library/digital-skills/office/email-and-calendar/>

Printers, copiers, scanners

Students have access to enhanced print, scan and copy services across campus.

You can:

- Copy/print in black & white and colour from the same device.
- Choose to copy/print on A4 or A3 paper sizes and single/double sided from the same device.
- Print from your own personal devices (via MobilePrint@abertay.ac.uk).

<https://intranet.abertay.ac.uk/library/using-the-library/printing-copying-scanning/>.

Virtual Learning Environment (VLE)

The University Virtual Learning Environment is called MyLearningSpace. MyLearningSpace

is used to support your learning. You will find course information, learning materials and assessments here.

See <https://mylearningspace.abertay.ac.uk> and login using your Abertay UserID and password. Or via MyAbertay <https://my.abertay.ac.uk/>.

AppsAnywhere

AppsAnywhere is the University app store where software is delivered on demand through a web portal which launches automatically on login or is available through the MyAbertay tile. Where licensing and hardware permits, all University software is available through AppsAnywhere on any PC around campus.

<https://myapps.abertay.ac.uk>

Off campus access to files

Using a system called MyFiles, you can access files off campus from any internet connected device using your UserID and password. Remember to use your full UserID in the format 1234567@uad.ac.uk.

Go to <http://myfiles.abertay.ac.uk>

Free and discounted software

Staff and students are entitled to a selection of free software including MSOffice and SPSS.

See <https://intranet.abertay.ac.uk/support/ict-service-desk/software/>

PC Lab software availability

This handy page tells you where on campus there are free PCs.

See <https://myabertay.mydaycloud.com/app/abertay.pcabailability>

OASIS

Access your personal student details as well as registration, module information and grades and graduation.

<https://oasis.abertay.ac.uk/oasis/>

Office 365

Login to Office 365 from any device at <https://my365.abertay.ac.uk>

Check your email and calendar, use Word, Excel and PowerPoint online, and store files on OneDrive for Business (with 1Tb of cloud storage). You can install the full version of Office and the Skype for Business client on your personal device from Office 365.

See <https://intranet.abertay.ac.uk/library/digital-skills/office/>

 **AppsAnywhere**

LibrarySearch

Search for library resources using LibrarySearch. LibrarySearch simultaneously searches millions of online academic sources including: books, journal articles, conference proceedings, reports etc, as well as searching for all print items held in the Library.

See <https://librarysearch.abertay.ac.uk>.

Reading Lists

Links to the key resources for a module whether books, ebooks, articles or websites. In MyLearningSpace, navigate to a module and check the menu for a link to **Reading List**, or to find all available reading lists for modules you're enrolled on, use the Reading Lists tile on MyAbertay.

See <https://intranet.abertay.ac.uk/library/finding-resources/readinglists/>

More about Library resources

To start finding information in your subject area or to get in touch with your Academic Librarian.

See <https://intranet.abertay.ac.uk/library/finding-resources/subject-guides/> or visit StudySkills <https://intranet.abertay.ac.uk/studyskills>

All online learning resources are available off campus, login to LibrarySearch or Resources A-Z using your Abertay UserID.

See <https://intranet.abertay.ac.uk/library/finding-resources/resources-a-z/>

Library opening hours

The library has longer opening hours during term time and exam periods, and times change during summer periods.

See <https://intranet.abertay.ac.uk/library/using-the-library/opening-hours/>

