

# HelloLibrary 360 Tour (Full Text)

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## Scene 1 Level 1

Image: Library Level 1 Entrance and Library HelpZone

Title: Level 1

Description: Shelfmarks: Short Loan, Quick Reference, Theses

- **Welcome to the JHB Library!**
  - Image Welcome to the Library Poster
  - Your library is open 24 hrs, 7 days per week. However, after 9pm you'll need your Brookes ID card to get inside. To see your library's opening times, visit <https://www.brookes.ac.uk/library/site-libraries/headington-library/>
- **Library HelpZone**
  - The Library HelpZone is staffed between 9.00 - 21.00 Monday - Friday; 12.00 - 18.00 Saturday - Sunday in Semester time. At the HelpZone can find help with Reading lists, library searches, and subject help.
- **Have you met EARL?**
  - Image 'EARL' the Reading List Elephant
  - Find your reading list for your courses at <https://brookes.rl.talis.com/index.html>
- **Ready to Explore? Use Library Search as your guide**
  - Image of Library Search Bar
  - Videos are available to show you how to use Library Search <https://radar.brookes.ac.uk/radar/file/2f134d57-d6c0-4b5a-8b2f-07a1ccca7e02/1/Welcome%20LibrarySearch.mp4>
- **Looking for Subject Help?**
  - Image Subject Help Poster
  - Many resources are available online. To find contact details for your Academic Liaison librarian, recommended online resources and guides on finding information, go to our subject help page (<https://www.brookes.ac.uk/library/subject-help/>) and choose your subject from the alphabetical list.

# HelloLibrary 360 Tour (Full Text)

## Scene 2 Level 1 Library Welcome Desk

Image: Library Welcome Desk and Short Loan Books

Title: Level 1 Library Welcome Desk

Description: Shelfmarks: Short Loan, Quick Reference, Theses

- **How do I borrow books?**
  - Videos are available on a range of topics, including how to borrow and return books, pay fines, and use the scanning and print service. To access library services for students visit <https://www.brookes.ac.uk/library/library-services/library-services-for-students/>
- **Where are the short loan books?**
  - When books have access restrictions, ask for them at the Welcome Desk. These have been listed as 'high demand.' These are kept in the Short Loan collection here: For more information see <https://www.brookes.ac.uk/library/library-services/borrowing/short-loan-collection---guidelines-for-users/>
- **Can I reserve books?**
  - If a book is out on loan, at another Brookes library, or you are rarely on campus, you can reserve books to collect later. To see a video on how to reserve a book do visit <https://radar.brookes.ac.uk/radar/items/44a38221-3fec-4ae9-8821-e498109190cc/1/>
- **How many books can I borrow?**
  - Students may borrow up to 20 books or other items, using your student card on self-issue machines. The limit is 30 for final year undergraduates, postgraduates, researchers, and staff.
- **Where can I find borrowing information online?**
  - Borrowing information for students can be found at <https://www.brookes.ac.uk/library/library-services/library-services-for-student/>
  - Borrowing information for staff can be found at <https://www.brookes.ac.uk/library/library-services/library-services-for-staff/>
- **What's this machine for?**
  - Image Self Service Machine and Student User
  - Self service checkout machines are available on each level. There is only one return point. So do make sure you return books via the return slots next to the Welcome Desk here on Level 1.
- **When do I have to return my books?**
  - Your books will be automatically renewed, unless they have been reserved.

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## Scene 3 Ground Level

Image: Forum

Title: Ground Level

Description: Training, Teaching, and Communal Spaces

- **Are you booked for a Library Training Session?**
  - The Ground Level Library Training Room is just off the Forum in JHB G02. If there is no training scheduled for this room, feel free to use the space for your own work.
- **Where's the Library Entrance?**
  - The Library has a Ground Floor entrance just to the right of Student Central.

## Scene 4 Basement Level

Image: Basement Stairwell

Title: Basement Level

Description: Shelfmarks: J 000-999 (Journals)

- **Want to browse the recent issue of a journal?**
  - Check out the display here in the basement.
  - To search our e-journals visit the Journals A-Z listing <https://oxfordbrookes.on.worldcat.org/atoztitles/browse/journals>
- **What if the journal I need is not on display?**
  - The journals are kept in mobile shelving in the basement. There are also books that are kept on mobile shelving on various levels in the library. This helps to create more space for more items!
- **Where is the Assistive Technology Suite?**
  - Are you registered with Disability and Dyslexia/SpLD Services and need a 'quiet space to think and work'? The Assistive Technology Suites house learning technology for exclusive independent use by these students.
- **Are you booked for a Library Training Session?**
  - The Basement Level Library Training Room is here in JHB B09. If there is no training scheduled for this room, feel free to use the space for your own work.
- **Visiting the archives and special collections?**
  - Image Special Collections List Screenshot (<https://www.brookes.ac.uk/library/special-collections/>)
  - Our Special Collections Reading Room is located within the Headington Library. Anyone may use our collections for research but staff and students will need to bring their University ID card, and external visitors will need to register on their first visit to obtain a Reading Room pass.

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## Scene 5 Level 2

Image: Level 2 Landing

Title: Level 2

Description: Shelfmarks: 000-499

- **How do I find the books I want on this level?**
  - Image Level 2 Floor Plan
  - Books are arranged by number, called a call number, so that books about the same subject are shelved together. The call number of a book will be listed when you search for an item on LibrarySearch <https://oxfordbrookes.on.worldcat.org/discovery>.
- **Zone C**
  - Anthropology, Geography, Sociology 300-307
  - History 300-399
  - Psychology 150-159
  - Publishing 070
  - Real Estate Management 333.332
- **Zones D and E**
  - Economics 330-339
  - History 300-399
  - Languages 400-499
  - Law 340-349
  - Politics and International Relations 320-329
  - Social Work and Health Care 361-362
  - Tourism 338.4791

## Scene 6 Level 2 Zone C

Image: Level 2 Zone C Shelves

Title: Level 2 Zone C

Description: Shelfmarks: 100-306

- **What if I needed a quieter space to work?**
  - On all floors, Zones B and E are for silent study only.
- **Ready to Explore? Use Library Search as your guide**
  - Terminals connected to the Library Catalogue are available on all levels.
  - Videos are available to show you how to use Library Search <https://radar.brookes.ac.uk/radar/file/2f134d57-d6c0-4b5a-8b2f-07a1ccca7e02/1/Welcome%20LibrarySearch.mp4>
- **I'm just here to use a computer...**
  - For your convenience there computers are on all floors, there is no need to book.

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## Scene 7 Level 2 Zone D

Image: Level 2 Zone D Shelves

Title: Level 2 Zone D

Description: Shelfmarks: 307-351; 352-359; 360-499

- **What if I needed a quieter space to work?**
  - On all floors, Zones B and E are for silent study only.
- **Where do I print my work?**
  - There is a printing/photocopying scanning station on Levels 2,3,4, and in the basement. For help on how to use this service, contact IT Services  
<https://www.brookes.ac.uk/brookes-print/print-anywhere/faqs-and-support/>
- **I'm just here to use a computer...**
  - For your convenience there computers are on all floors, there is no need to book.

## Scene 8 Level 3

Image: Level 3 Landing

Title: Level 3

Description: Shelfmarks: 500-719

- **How do I find the books I want on this level?**
  - Image Level 3 Floor Plan
  - Books are arranged by number, called a call number, so that books about the same subject are shelved together. The call number of a book will be listed when you search for an item on LibrarySearch  
<https://oxfordbrookes.on.worldcat.org/discovery>.
- **Zones A and C**
  - Biological and Anthropological Sciences 570-599
  - Environmental Sciences and Physical Geography 550-558
  - Health Care 610-619
  - Life Sciences 550-599
  - Nutrition, Sport and Exercise Science 610-619
- **Zones D and E**
  - Accounting 657
  - Art 700-709
  - Business and Management 658
  - Construction 690-699
  - Health Care 610-619
  - Hospitality, Food 640-649
  - Marketing 658.8
  - Nutrition, Sport and Exercise Science 610-619
  - Planning and Urban Design 711-719
  - Publishing 686

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## Scene 9 Level 3 Zones A and C

Image: Level 3 Zones A and C Shelves

Title: Level 3 Zones A and C

Description: Shelfmarks: 500-612.3; 612.3-616.84

- **Looking for Subject Help?**
  - The Academic Liaison Librarians' shared office is JHB 310. Yet, many resources are available online, go to our subject help page (<https://www.brookes.ac.uk/library/subject-help/>) and choose your subject from the alphabetical list.
- **What if I needed a quieter space to work?**
  - On all floors, Zones B and E are for silent study only.
- **I'm just here to use a computer...**
  - For your convenience there are computers on all floors, there is no need to book.

## Scene 10 Level 3 Platform

Image: Level 3 Platform Area

Title: Level 3 Platform

Description: A space to think.

- **What is the platform?**
  - This is another space to work with groups or on your own is here on the platform overlooking the Forum.
- **How do I get to use these?**
  - These are bookable pods for up to 6 people. You can book these, and other library rooms for group work via <https://bookit.brookes.ac.uk/library/>

## Scene 11 Level 3 Zone D

Image: Level 3 Zone D Shelves

Title: Level 3 Zone D

Description: Shelfmarks: 616.85-704.942; 704-943-708; 709-719

- **What if I needed a quieter space to work?**
  - On all floors, Zones B and E are for silent study only.
- **Where do I print my work?**
  - There is a printing/photocopying scanning station on Levels 2,3,4, and in the basement. For help on how to use this service, contact IT Services <https://www.brookes.ac.uk/brookes-print/print-anywhere/faqs-and-support/>
- **I'm just here to use a computer...**
  - For your convenience there are computers on all floors, there is no need to book.

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## Scene 12 Level 4

Image: Level 4 Landing

Title: Level 4

Description: Shelfmarks: 720-999 and Oversize

- **How do I find the books I want on this level?**
  - Image Level 4 Floor Plan
  - Books are arranged by number, called a call number, so that books about the same subject are shelved together. The call number of a book will be listed when you search for an item on LibrarySearch  
<https://oxfordbrookes.on.worldcat.org/discovery>.
- **I'm just here to use a computer...**
  - For your convenience there are computers on all floors, there is no need to book.
- **Zones A and C**
  - Architecture 720-729
  - Art and Design 730-779
- **Zones D and E**
  - Drama 792
  - Film Studies 791.43
  - History and Geography 900-999
  - Literature 800-899
  - Music 780-789