This cribsheet is intended to give you an introduction to Library services and facilities. Please note that the Library at Queen’s is a collection of core texts and the Peter Marsh Library should be used for additional material.

**Library Webpage Address**

The Library webpages provide easy access to a wealth of online information:

https://www.bolton.ac.uk/library/

**Location**

Queen’s Library is located on the first floor of Queen’s Specialist Technical Building.

**Library Opening Times**

Queen’s Library is staffed between 9am and 1pm, Monday to Friday, during term time. Outside of these hours, students can use study spaces in the Library and issue and return items using the self-service machine, whilst the building is open.

Please see the Library web page for details of all library opening times:


**Help in the Library**

Staff are available at a Help Desk, located in the Library, to support you with computing and library enquiries.

Queen’s Library Help Desk phone: 01204 903084.

**Computer Facilities**

There are a number of open access PCs in the Library. The PCs in the classrooms on this floor are available for open access use, when not booked for classes. Please ask a member of staff for details. The university network can be accessed wirelessly using your university username and password. There is a printer/photocopier/scanner available in the Library at Queen’s. If you wish to top up your print quota, you can do this online (on campus only) via the IT Support webpages.

**Finding Library Resources**

The Library Catalogue allows you to search for books, ebooks, journals, etc. There is a dedicated PC in the Library available for you to do this. You can also access the catalogue online via the Library webpages, both on- and off-campus. The catalogue’s My Account feature allows you to check your loans and reserve items online. If you are researching a
You will find subject-specific resource information in the appropriate Subject Guide on the Library website.

**Discover@Bolton and Electronic Resources**

Discover@Bolton allows you to search across multiple electronic databases via a single interface. For details on how to access electronic resources such as e-books and journals, see the Library webpages or speak to a member of staff. There is a range of guides, available in print and online, to help you use the resources available in the Library. At your Library induction you will receive guidance from your Subject Librarian on how to access the resources available.

**Reading Lists Online**

RLO is an online reading list service that allows you to access your reading lists via Moodle and the Library website. You can access electronic resources directly from the RLO list. Further details are available via the Library website or on your Subject Guide.

**User Support**

When library staff are not available at Queen’s, students may contact the main Library Help Desk: 01204 903094 or send a message: https://www.bolton.ac.uk/library/MailForms/Contact-the-Library-Desk.aspx.

For specific subject queries, contact Subject Help: 01204 903232 or send a message to the librarians: https://www.bolton.ac.uk/library/MailForms/Contact-Subject-Librarians.aspx

**Borrowing and Allowances.**

There is a self-service machine, where you can use your student ID card to borrow, renew and return books. The machine is located next to the book collection.

Undergraduates: 10 items. Postgraduate (except those on Education courses): 15 items. Research Students/Staff: 15 items. Loan periods are clearly marked on all Library material. Automatic renewals are available on all items except 3 day loan material, unless the items have been reserved by another borrower. You will be informed of this by email. Information on fines for overdue items is available on the Library website.

You can return books from either Library at both sites and request reservation collection at either Library.

**LEAP Online**

LEAP Online supports the student Learning Excellence Achievement Pathway and provides online tutorials for academic skills such as finding appropriate information for assignments, writing essays or reports, right through to writing a dissertation. Students can do badged assessments on Moodle to demonstrate their engagement with the content.

**The Peter Marsh Library**

If you are studying at Queen’s you can also use the Peter Marsh Library at the main campus which is open 24 hours a day 7 days a week during term time. Access outside of staffed hours is available with your ID card via Library Entrance 2.