

Imperial College  
London

# Student Library Guide



# 01

## Ready to go!

Your College ID is also your library card – you are already a member. Touch or scan your card to enter the library, borrow books and use printer-copiers.

**Use your college username and password to log in to our PCs, see your library account and for access to online resources off-site.**

## 02

### Look it up

Use Library Search to find textbooks, journal articles and more.

**You can also access your account and save lists of book and article information to go back to later.**



# 03

## Laptops/iPads

You can borrow a laptop or iPad at the Central Library and some of our campus libraries.

**Visit our website to find out what's available at your library.**



## 04

### Can't find what you want?

We offer a document delivery service to all students to get any material we don't have in our collections.

- **This service is free and unlimited.**



# 05

## Online all the time

The library has nearly 300,000 e-journals, databases and e-books for you to access 24 hours a day wherever you are.



## 06

### Free training

Whatever your information needs we're here to help. We offer a range of bookable workshops, drop in sessions and one to one appointments with your subject librarian.

- **Learn about academic skills and our information resources.**

07

## Know your zone

Our libraries have silent, quiet and group work areas, including bookable rooms with data projectors and whiteboards.

**All bookings can be made from our website:**  
**[www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)**





## Writing an essay or doing research?

An important part of writing an essay or dissertation is recording what you've read and where your ideas have come from – this is called referencing and citing.

**There's more information on our website – including how to book training and what software is available.**

# 09

## Borrowing

You can borrow up to 40 items. They'll be issued for 1 week and we'll renew them automatically.

**If you need a book that's on loan, request it and we'll ask the borrower to return it.**



# 10

## Help!

Can't find the right book? Don't know which database to use? Just ask.

■ **Our friendly and knowledgeable librarians are here to help you.**



# CONTACT US

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

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