Username   P08123456
Password   14/07/89

Make sure you change your password – and remember it later!

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, specially selected to match your areas of study. Most of these resources are available from any computer with Internet access. Some of the most useful ones include:

- the library catalogue
- 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

- 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

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 us. Feedback is welcomed either by completing a printed feedback form widely available in the libraries or an online feedback form, linked from the library home page.

We will also listen to any comments you make as part of your course evaluation or any other student survey.

Available in large print and screen .pdf. Publication No. 13071.

dmu.ac.uk
DE MONTFORT UNIVERSITY LEICESTER

Department of
Library Services

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

Access to DMU Libraries

Students at partner colleges

All students with a valid De Montfort University ID card are entitled to full use of DMU library services.

There are libraries at Leicester city (Kimberlin library and the law library) and at 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 journal articles)
- through a scheme called SCONUL Access, you may be able to use other university libraries for reference and (for part-time students) borrowing

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?

Your student card is your library card. You will normally need to complete a registration form in order to borrow books so we have a current address for you. If you wish to use the library make sure that you have your DMU card with you.

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 student card with you. You will also need your card if you want to use any photocopiers and 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?

Normal/7 day loan	12
Short loan	2
Short loan videos	2
7 day loan videos	4
Media items	6

How long can I borrow these…?

Term-time

Normal loan	3 weeks (21 days) 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	25p per day, up to £15 maximum per item
7 day loan	50p per day, up to £15 maximum per item
Short loan	70p per hour, up to £15 maximum per item

(note that Short Loan books 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?

All DMU students 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

You may also use the libraries at other universities which have joined the SCONUL Access scheme. Full-time students can use the library for reference purposes only (no borrowing and no computer or database access). Part-time and distance learning students are usually able to borrow some books. In order to qualify for the scheme you must be in good standing with the library (no outstanding fines or breaches of the library regulations).

See the library web pages at: **http://www.library.dmu.ac.uk/Services/ Otherlibraries/**

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. Access off-campus to this database will require your student number and Library PIN, a 4 digit security number which we email to your DMU email account. Read on for more details.

Internet, computers and databases

Do I get email and where can I access it?

All students are allocated a DMU email address. This is a web-based email service available from any computer with internet access. Go to **www.dmu.ac.uk/email/ access.html**

It is very important that you check your student email, not least because you will be emailed your Athens account details – you will need to know this to access many of the databases which will be essential for your study and research at university. We will also email your library PIN to this address and you will need this to photocopy, use self service, access exam papers, reserve books and renew books online via the library catalogue.

What is ATHENS?

Your Athens account is a personal username and password that gives access to over 60 specialist databases. 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 student number and your first password your date of birth, for example: