24-hour Library opening

You often ask us to open for longer and we’re delighted that we have been able to get the funding to pilot 24-hour opening from 7 January until 20 June 2008. Our new opening hours will be 8.45am on Monday through to 7.30pm on Saturday. Sunday opening hours will stay the same – 12.30pm until 7.30pm. These hours continue over the Easter vacation except for the usual University closure days.

This is a pilot, not a permanent change, so we will obviously be gathering statistics and feedback as we go to help us evaluate its success. Entry during these hours will be by University ID card only - no signing in.

Some things will be different as we can’t offer all of our services all night.

A quick guide to services available:

• If it’s something you do yourself during the day then yes, you’ll be able to continue to do that overnight, eg self issue/return, photocopying, studying.
• If it’s something that involves the Library staff then no, you won’t be able to do that overnight, eg sign in at reception, pay fines, borrow/return DVDs, ILRs, ResFac, theses, ask an enquiry and so on. The overnight drop box will also be withdrawn during this pilot.
• The staff on duty overnight are not Library staff, they are security staff. They won’t be able to give you help in using the Library or fixing machines so, if you find that you can’t self issue/return a book, it will have to wait until the following day when the counter opens. They will expect you to keep to the Library regulations and, most importantly, will not let you in without a working ID card – so carry it with you at all times (even if you are popping down to the Café or toilets). If your card doesn’t scan or is damaged, you will need to get a new one from the Print Unit.

How can you make sure the pilot is successful? That’s simple:

• These are the hours you have asked for: we need now to see in practice whether they are used.
• Stick to the Library regulations, make life easy for you, the security staff and your fellow students.
• You won’t get in without a card so bring it with you. Bottom line is: No University ID card. No Entry. We need the entry statistics for our evaluation.
• Mobile phones should be on silent and used for texts only. If you need to make a phone call, go to the Café.
• Keep noise to a minimum and stick to the silence rule in the silent zones.
• Cleaning is expensive. Do your bit to minimise costs by keeping the building as clean and tidy as possible: Use the bins for your rubbish. Put any books/journals you have been using on a trolley or collection point so we can get them back to the shelves as quickly as possible. The Library Café will remain open as a place to eat and drink. Don’t eat or drink (other than bottled water) in the Library itself.
• Think about your own safety and the security of your belongings. Keep your valuables with you at all times - don’t leave them unattended even for a short time. We will not take any responsibility for loss.
• If the alarm sounds at any time, vacate the building immediately. It won’t be a test.

Good luck with your studying!

Opening hours 7 January until 20 June 2008
8.45am Monday through to 7.30pm Saturday
Sunday
12.30pm – 7.30pm
The Library will be closed 20-25 March inclusive.

Library Student Survey
Don’t forget you still have until 18 January to complete the Library Student Survey. Please let us know what you think about your Library by filling in the form available online: www.sussex.ac.uk/library
Or, if you prefer, ask for a hard copy from the enquiry desk.

‘New books’ stand
This year we decided to introduce a ‘New books’ stand. Located on the ground floor of the Library, next to the Catalogue cluster, you will find a fine selection of books that we have recently acquired. And they’re not just to look at – so check them out!
**Improvements to shelving performance**

In response to requests from students, we have allocated approximately 25 per cent more resources to shelving each week. We have also introduced some new processes to make it easier to find books before they have been shelved. As a result, we are pleased to note that there are considerably fewer outstanding books waiting to be shelved and we are achieving our target of 90 per cent of core and short loan returns reshelved within 48 hours. An added bonus is that there has been a 30 per cent decrease in items reported as missing.

However, we are finding that some students are not looking in the right places, so if you can’t find a book that should be there, please talk to staff at the enquiry desk so that they can check for you.

Remember, putting any books/journals you have been using for studying on a trolley or a collection point will help us to get them back on the shelves as quickly as possible.

**More online journals**

Sussex has increased its journal provision by over 10,000 titles in the past four years and we continue to extend the collection electronically. So if a journal wasn’t there when you last looked, always check again.

The Library holdings now include collections published by Springer, Wiley, and Taylor and Francis, in addition to a further JSTOR collection and online access to a number of *Nature* titles. We have also subscribed to a package giving us online access to all the current Royal Society titles in addition to their complete digital archive.

**A reminder about laptop use**

If you use your laptop in the Library, please make sure that you do not allow power cables to trail across walkways or doorways – for obvious Health and Safety reasons!

**Suggestions**

Contact us with your suggestions/comments about Library services. Forms are available in the Library or on the Library web pages www.sussex.ac.uk/library

**Do you need extra support in the Library?**

The Library offers extra support for users with disabilities or specific learning disabilities. This can include extended loans or help specifically tailored for individual needs.

If you think we can help, please contact library.membership@sussex.ac.uk or visit www.sussex.ac.uk/Units/stuserv/stusupp/

**Copy Centre services**

Did you know that as well as photocopying, the Copy Centre also offers binding and laminating services? Essential items including notepads, pens, coloured paper and card are also available to buy. Opening hours are Monday to Friday 9am until 5pm during term time. See the Library website for vacation opening hours.