Launching the New Look Library Catalogue

Online bookings.
One of the new options available with the launch of the new look Catalogue is self booking of Reserve collection materials. Simply locate the item you want to book on the Catalogue, click on place request, select booking and choose the day/time you want to book it for. Booked items are collected from the Lending Services counter.

My account
Need to know what books you’ve borrowed in the last year, not sure whether you have fines owing or whether fines are accruing on your account? All of these features are now available on the catalogue.

Improved display options
Trying to find out whether the record you are looking at on the catalogue is a book, video, DVD? Wonder no more - just look at the icon next to each record and you will know. To see how it works search for Orlando (Virginia Woolf) and spot the different icons.

RDN searching
Search the Resource Discovery Network on the new catalogue. The RDN is a collection of key internet sites for a wide range of disciplines. Simply select RDN as a source on the catalogue.

Online interlibrary requests
Interlibrary Requests can be requested on the Catalogue by clicking the Place Request button and entering your borrower number. There will be a £1 charge for each item supplied. Progress of your interlibrary request can be checked by clicking on My Account. Further information about the ILR service is available on the Library website.

Welcome from Debby Shorley, University Librarian.
In this latest issue of Library News you will read about a number of exciting new services. This big Library can be daunting, so just ask one of us if you are puzzled about how it works or if you need help to make best use of it. Remember to let us know what you think of the Library and how we could make it better. I promise we will listen to all you have to say, and we always welcome your suggestions.

Improved Return Service - introducing Self Return
Have you been frustrated when trying to borrow books because the ones you put in the drop box on your way in to the Library are still on your card?
No more frustration! Read on.... Following the popularity of the Self Issue machines that were introduced last year, we have bought a Self Return machine which lets you return your books, tells you which box to post it through and gives you a receipt as proof of return.
Most loans can be returned this way - Short, Long, Documents, videos. There are some that have to be returned to the Lending Service counter e.g ResFac, ResAv, Interlibrary Loans, DVDs.
The in-house drop box facility will still be available for the next academic year, however it will be emptied during the evening only so please don’t use it if you want to borrow more loans that day.
Don’t forget that there is an overnight bookdrop at the North end of the building that can be used when the Library is closed.

Book Sale
The Library will hold a sale of withdrawn stock on 11 and 12 October. Posters will be displayed in the Library giving further information.

InfoSuss
Want to find your way round the maze of print and electronic information held in the Library and beyond? Then you need InfoSuss, a new online tutorial available on the Library website. It gives you an introduction to the different resources available, help on understanding reading lists, guidance on using the catalogue and the electronic library effectively and loads more.
**Improved study facilities**

The group study rooms have been refurbished over the summer and equipped with new furniture and whiteboards.

The silent study zone on the ground floor of the Library has been fitted with air conditioning and individual study lights at each study space.

Air conditioning has also been fitted in the IT Training room on the first floor. This room is available for general use if not being used for a training session.

The courtyard near the Reserve Collection has been opened to offer a pleasant study area for fine weather.

Please note that Library regulations apply in this area - no smoking, eating, drinking or using mobile phones.

**Reserve counter**

The Reserve Counter has closed and Faculty Copies and ResAV can now be collected from the Lending Services counter.

Use the Self Service terminals to issue your Reserve books. Always check your receipt when using these services.

**Courtesky reminders**

In response to popular demand, from October you will receive an emailed courtesy notice 2 days before your Long Loan items are due back, reminding you to either renew or return them. This is a pilot scheme and will be reviewed next summer.

Please note that the Library does not accept responsibility for notices that are not delivered.

**New system for using archives, manuscripts and rare books.**

To cope with increasing demand, collections are now made from store at hourly intervals. Researchers wishing to consult the material should let us know in advance what they would like to consult. Enquiries welcome and research visits as usual by appointment. Phone 8157, see www.sussex.ac.uk/library/speccoll or email: library.specialcoll@sussex.ac.uk.

**Changes to Library opening hours.**

From the beginning of term the Library will open from 8.45 on Monday - Friday during term time to allow you time to return Reserve Collection loans before your lectures start. We have also extended weekend opening to later in the evening on both Saturday and Sunday.

Term time hours will be:
- Monday - Thursday 08.45 - 21.30
- Friday 08.45 - 20.00
- Saturday and Sunday 11.00 - 19.30.

For vacation opening please check the Library website.

**New fines policy**

All fines incurred must be paid in full within 28 days or access to Lending Services will be stopped. If your fines are high then you may choose to be invoiced for them (an administrative charge of £3 is made for this). If so, please contact library.fines@sussex.ac.uk or speak to a member of staff.

To avoid fines altogether, use our online renewal facility on the Catalogue and record the new due dates in your loans.

**20/20 tours**

Tours of the Library are being held from Wednesday 29 September to Tuesday 5 October. Running from 10.30 until 15.30, the tours depart every half hour from Reception and last 20 minutes. There’s no need to sign up, just turn up. Mop-up tours will be held on Wednesday 6, Thursday 14 and Friday 15 October at 15.00 for those who missed them the first time round.