### Copy Centre binding service

- Writing your dissertation?
- Need to bind your work before submission?
- Plan to use the binding service available in the Copy Centre?

If so then please note the service times and plan in advance.

The Copy Centre counter is open 09.00-17.00 Monday to Friday.

<table>
<thead>
<tr>
<th>Hand in</th>
<th>Collect</th>
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<tbody>
<tr>
<td>Before 12 noon</td>
<td>After 15.00 same day</td>
</tr>
<tr>
<td>After 12 noon</td>
<td>After 10.00 the following working day</td>
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### Library Display Programme

Throughout the year a number of displays are erected on the ground floor of the Library. These are organised by both internal and external parties and are changed regularly.

- **23 February – 28 April**
  ‘Using other libraries and information resources’
  An overview of the wealth of information resources available both locally and in the London area.

- **4 May – 23 May**
  ‘What did you eat today?’
  An exhibition designed by London artists William English and Sandra Cross using materials from the Mass-Observation Archive as well as their own work. The artists are including a questionnaire about eating for visitors to the exhibition to complete.

- **1 June – end of August**
  Commemorative jewellery from the collection at Brighton Museum.

### Library Survey

Many thanks to those of you who completed our online Library Survey. We had nearly 1500 responses in total from academic staff, postgraduates and undergraduates. From these responses we are looking at ways of improving both the services we offer you currently, and those we could implement in the future.

Our next step is to collate the responses and feed the information you’ve given us into our strategic planning process.

### Outstanding fines

Do you have any outstanding fines or charges on your Library account? Please make sure these are paid before the end of term. If you are completing your studies this year we are required to tell the University if you have any loans or fines outstanding before they will clear you for graduation.

Library membership for final year students expires on June 7. Please make sure that you have returned all your loans and paid your fines before this date.

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.

### Enquiries Helpdesk

– what can we do for you?

Located on the first floor, we can help you find information for your extended essays or dissertation using both the material in our own Library and other resources. For example, electronic journal articles or details of current research via the Electronic Library. We also accept purchase suggestions for books you feel would be useful for your study.

### Do you have any comments about our services or resources?

Your opinions are important to us so please let us know what you think of our services and offer any suggestions for improvements. There are a number of ways for you to do this. If you have any comments to make then please complete a suggestion form held at services points, contact your Subject Librarian, or use the online suggestions form:

[www.sussex.ac.uk/library/helpfeedback/suggestions.shtml](http://www.sussex.ac.uk/library/helpfeedback/suggestions.shtml)

Responses to comments are often displayed on the suggestions board or, we can contact you directly.

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**Library news**

Issue 3  April 2004
Frequently Asked Questions

Why can't you email us the day before a book is due back rather than the day after?

There are two main reasons for this. The first is that ultimately it is the borrower’s responsibility to ensure that they return or renew their loans on time. Due dates are either stamped in the books or, if you use the Self Issue terminal, a receipt is produced detailing this information. Emailed notification is sent out if a due date is changed for any reason.

The second reason is the resulting increase in the number of emails we would be sending and the negative impact that would have on our borrowers. As we only notify those who have overdue items, borrowers who do not allow their loans to go overdue do not get bothered by unwanted emails in their mailbox.

How do I find the video I need when I don’t know the title?

All the materials held in the Audiovisual Collection have an entry on the Library Catalogue so can be searched for in the same way as books or journals.

All items have a shelf mark that reflects the subject area so you can browse the shelves in the same way you might for books.

If you are not sure of the title then use Keyword search and specify Audiovisual.

You can then search by director, by series (e.g. Horizon, Arena) or by subject as shown in the example below. There are also options to limit your search to a particular year or date range.