Welcome to the University of Sussex and to the Library

This guide contains all the information required to get started using the Library and will introduce you to the range of services and facilities available to you.

We aim to provide the resources and study environment you need to support you during the course of your studies at Sussex. Do take time to find your way around the building and collections to ensure you’re able to take full advantage of all we have to offer.

Library staff are available throughout the building and are happy to assist you in finding books and journals, searching online resources, accessing other specialist materials or using facilities and equipment. If you have any queries, do please ask.

As well as offering 24 hour opening hours during term time, we also provide remote access to a wide range of content and services on and off campus.

Self-service issue and return facilities mean that you’re also able to make full use of the Library building throughout our extensive opening hours.

We are pleased to offer an exciting range of facilities in the Library, including access to our print collections, provision of a range of study spaces for group and silent study, enhanced IT and wi-fi facilities, plug and play facilities for your own devices and a café and bookshop.

Full details of all of our services, collections and facilities, together with our contact information, are available on our website at www.sussex.ac.uk/library. You can also find us on social media platforms Instagram, Facebook and Twitter @sussexlibrary.

Welcome to the Library

We are dedicated to delivering high-quality, innovative information services, which contribute to the successful learning, teaching and research of the University and the community.
GETTING STARTED
Your University ID card is also your Library card and allows you to enter the Library and borrow items. You don’t need to register, but will automatically be able to use the Library 24 hours after you have collected your card.

24 HOUR ACCESS
During term time, the Library is open 24-hours a day, 7 days a week. Opening hours will vary during vacation. More information can be found at: www.sussex.ac.uk/library/hours

FINDING WHAT YOU NEED
Our online discovery tool, ‘Library Search,’ can be used to locate books, video content, e-books and online journals: www.sussex.ac.uk/library/search

Print resources and DVDs will have a shelfmark showing which loan category the item is in – Main, Short or Core – as well as its precise location.

BORROWING AND RETURNING
To borrow or return items, use the self-service units on the Ground floor. When returning items, remember to put them through the machine one at a time and check your receipt. When the Library is closed, you can use the overnight book drop at the north end of the building, next to the wheelchair-accessible door.

OUR COLLECTIONS
The Library has extensive resources for your studies. The collection incorporates over 800,000 books and 58,000 journals, both print and online, across all subject areas.

Our wide range of online resources includes newspapers, online journals, audiovisual content and internationally renowned archival collections.

Print materials are available in three loan categories: CORE - copies of core reading essential to your course SHORT LOAN - multiple copies of core and recommended reading MAIN - single copies of research material

Our Documents Collection includes British Government publications, UK pressure group publications and most primary publications of the European Union.

VISIT
www.sussex.ac.uk/library/search
TO BROWSE OUR COLLECTIONS
**WHAT CAN I BORROW AND WHEN WILL IT BE DUE BACK?**

<table>
<thead>
<tr>
<th>LOAN TYPE</th>
<th>LENGTH OF LOAN</th>
<th>RENEWALS</th>
<th>NUMBER OF LOANS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE</strong></td>
<td>next day loan</td>
<td>1 renewal</td>
<td></td>
</tr>
<tr>
<td><strong>SHORT LOAN</strong></td>
<td>7 days</td>
<td>unless recalled</td>
<td>automatic up to 35 items including a maximum of 5 core items at a time</td>
</tr>
<tr>
<td><strong>LONG LOAN</strong></td>
<td>6 weeks</td>
<td>unless recalled</td>
<td>automatic</td>
</tr>
<tr>
<td><strong>DOCUMENTS</strong></td>
<td>6 weeks</td>
<td>unless recalled</td>
<td>automatic</td>
</tr>
<tr>
<td><strong>DVDS AND VIDEOS</strong></td>
<td>7 days</td>
<td>unless recalled</td>
<td>automatic</td>
</tr>
<tr>
<td><strong>INTERLIBRARY REQUEST</strong></td>
<td>4 weeks</td>
<td>unless recalled</td>
<td>contact ILR* see below</td>
</tr>
</tbody>
</table>

*contact ILR at library.interlib@sussex.ac.uk. There is an individual limit of 100 Interlibrary Requests per academic year for postgraduates and faculty. The limit for undergraduates is 25 per year.

**RENEWALS**

Long Loan, Short Loan, Documents and most DVDs will be automatically renewed, provided no one else has requested them.

**IF AN ITEM IS RECALLED AND NOT RETURNED ON TIME, A PENALTY CHARGE WILL APPLY**

Penalties increase the later the loan is returned, up to a maximum of £20 per item. Penalties are also charged over the weekend and during vacations. If loans are very overdue, then an invoice will be sent for the replacement cost of the item(s).

You will be unable to borrow items if you have an overdue loan or owe the Library more than £10.

**REQUESTS**

If all copies of a title are on loan, you can place a request using Library Search.

We’ll hold the first copy of the item to be returned and email you to let you know as soon as it is ready to collect.

If someone else requests an item you have borrowed, a library notice will be sent to your University email, reducing the loan period to the date stated in the email.

Don’t forget that items may be requested over vacations as well as during term time, so check your account frequently.

**PLEASE CHECK YOUR ACCOUNT REGULARLY TO AVOID INCURRING PENALTY CHARGES**
INTERLIBRARY REQUESTS

The Interlibrary Request (ILR) service supports research activities by obtaining material not held in the University Library. Requests can be placed online and renewed by contacting the ILR department. Online renewal is not possible. An extension of the initial loan period is usually possible for an additional ten days. A charge of £4 will apply for any further renewals and all renewed ILRs are subject to recall with one week’s notice.

CONTACTING YOU

If we need to contact you for any reason – to let you know that a book you’ve been waiting for has arrived, or to remind you to return a recalled or overdue book – we’ll send a message to your University email. If you are a part-time student or generally use an alternative email address, you can set up an automatic forward to a preferred email address. More information is available at www.sussex.ac.uk/its

WHAT IF I LOSE MY CARD?

Please tell the Library immediately if your card is lost or stolen. Replacement cards are available, for a fee, from the Print Unit in the York House Undercroft.

INTERLIBRARY REQUESTS TEAM

www.sussex.ac.uk/library/ilr
library.interlib@sussex.ac.uk

FOR VISITING FROM OUTSIDE THE UNIVERSITY?

All visitors and alumni are welcome to use the Library. For more information, please visit www.sussex.ac.uk/library/visitors

STUDY AREAS

The Library has individual study spaces on all floors, many of which are designated for silent study. If you would like to work in a group, there are a number of bookable Group Study Rooms. Most of these rooms are equipped with PCs and whiteboards. Group Study Rooms are bookable online up to one week in advance: www.sussex.ac.uk/library/info/studyrooms

SERVICES FOR STUDENTS WITH DISABILITIES OR ADDITIONAL NEEDS

The Library works closely with the Student Support Unit to ensure a range of services are available to users with disabilities and/or additional needs, in order to improve access to resources and services. www.sussex.ac.uk/library/info/support

HAVE YOU HEARD OF THE LAPTOP LOAN SCHEME?

Use the quick and easy self-service lockers to borrow a Chromebook for up to 6 hours www.sussex.ac.uk/library/info/laptop

COMPUTING

There are three computer clusters in the Library providing access to PCs and Macs. A number of individual workstations throughout the building also provide access to computers. IT services are responsible for the computers and WiFi in the Library. Please contact www.sussex.ac.uk/its for assistance or to report a fault. During term time, ITS staff can also be found at the Library Information Hub.

Library services
USING YOUR LAPTOP
WiFi is available throughout the Library, allowing network access from almost anywhere in the building. You’ll need to register with ITS to make use of this service, using their account setup page at www.sussex.ac.uk/its.
Self-service laptop loan facilities, providing borrowable Chromebooks, are available on the Ground floor, close to the Information Hub and on the First floor next to the newspaper stands.
When using power sockets, please ensure that there are no trailing cables and please do not unplug Library property in order to plug in your own equipment. You can also ensure your laptop is safe by using the locking points located under some desks.

PRINTING AND PHOTOCOPYING
Multi-functional devices for printing, photocopying and scan-and-send are available throughout the Library.
www.sussex.ac.uk/library/info/lprint
Please ensure you comply with copyright when photocopying.

GET WISE ON COPYRIGHT
guides.lib.sussex.ac.uk/copyright

BINDING
There is a self-service binding machine in the Library. Materials are available to purchase from the Information Hub.

FINDING THE BEST STUDY AREA
Find the area that best suits your needs by referring to the Library floorplans on each level or by using the clearly marked banners in each area which indicate whether you are in Silent, Quiet or Group Study. If you’re unsure, a member of staff at the Information Hub can direct you towards the best study space for you. Please respect the rules of the space you are using, so that you and your fellow Library users can make the most of the study environment.
EATING AND DRINKING
Bottled water is permitted throughout the Library. Water fountains are located on the Ground, First and Second Floors near the computer clusters. Other drinks and food are not allowed past the entrance gates into the Library.

The Library Café at the front of the building offers a place to relax and enjoy freshly made food and barista coffee. Additional vending machine facilities and seating are also available next to the Café, where you can consume your own food and drink. The Library Café and vending facilities are located close to Library Reception, outside the main entrance and exit gates to the Library.

CAFÉ OPENING TIMES AND INFORMATION
www.sussex.ac.uk/catering/wheretoeat/librarycafe

UNIVERSITY BOOKSHOP
The University bookshop is located next to the Café and is staffed by professionals with considerable experience of the local academic market and of the learning resources relevant to the University.

CAFE OPENING TIMES AND INFORMATION
www.sussex.ac.uk/catering/wheretoeat/librarycafe

UNIVERSITY BOOKSHOP
www.johnsmith.co.uk/sussex

We run regular workshops and training sessions to help you find and use the Library’s resources, carry out effective literature searches and understand how to cite and reference your sources.

The Library has a wide range of resources to support your study, including a large number of databases and digital archives.

Use our discovery tool, ‘Library Search,’ to help you find what you need. We’ve also listed the most relevant resources for your subject in our popular Subject Guides.

Support for students and researchers

USEFUL ONLINE RESOURCES
SKILLS HUB
Support for a wide variety of skills
www.sussex.ac.uk/skillshub

SUBJECT GUIDES
Resources relevant to your course
www.sussex.ac.uk/library/guides

READING LISTS
Course reading materials online
www.sussex.ac.uk/library/readinlists

BETTER WRITING WITH THE ROYAL LITERARY FUND
The Royal Literary Fund (RLF) Writing Fellowship Programme provides support for staff and students who want to improve their writing skills for essays, projects, articles or dissertations. We’re proud to host two RLF fellows, who offer free one-to-one tutorials to help you improve your writing skills.

The RLF office is located on the Second floor of the Library and you can book a session through Study Direct or the Skills Hub.

www.sussex.ac.uk/library/guides/rlf

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USING OTHER LIBRARIES
You can use the University of Brighton libraries for reference purposes on production of your ID card. If you are a part-time undergraduate, on placement or a postgraduate student, you may also be able to join the SCONUL Access scheme which allows you to borrow from other university libraries: www.sconul.ac.uk

Information on using other libraries under reciprocal agreements can be found at: www.sussex.ac.uk/library/info/otherlibraries

RESEARCH SUPPORT
Our Research Support team is the main point of contact for research staff and doctoral students and they ensure that you have the resources and support to conduct your research. They can help with planning your literature searches, identifying useful resources, publishing your work, Open Access and more. www.sussex.ac.uk/library/staff/research

As well as delivering a range of workshops through the University’s Researcher Development Programme, the team offer bookable one-to-one appointments for doctoral researchers and academic staff. www.sussex.ac.uk/library/staff/research/support

You can contact the team at: library.researchsupport@sussex.ac.uk

RESEARCH HIVE
The Library’s Research Hive is a dedicated area for research staff open to all doctoral students and research staff. It provides study areas, bookable meeting rooms and space for informal discussion and collaborative work. www.sussex.ac.uk/library/researchhive

ABOUT SPECIAL COLLECTIONS
Special Collections cares for and provides access to the archival and rare book collections held by the University of Sussex. These include many 20th century literary archives including the papers of Leonard and Virginia Woolf and the archives of Rudyard Kipling.

They also include the material generated by the social research organisation Mass Observation, relating to the social and cultural history of Britain from the 1930s to the present day. Our rare book collections comprise over 3,000 volumes spanning over 500 years of printing.
WHO CAN USE SPECIAL COLLECTIONS?
The collections are a public resource open to everybody, provided they comply with the conditions protecting the collections. Group visits can be arranged. Contact staff for further details at: library.specialcoll@sussex.ac.uk

WHAT ARE THE OPENING HOURS?
The Keep is open to visitors Tuesday–Friday 9.30am-5pm and Saturdays 9.30am-4pm. For further details on what is available, how to book places and to order items, please visit: www.thekeep.info

WHERE CAN I FIND OUT MORE ABOUT SPECIAL COLLECTIONS?
For links to information on our collections, catalogues of our holdings and how to access the material, visit our website at: www.sussex.ac.uk/library/specialcollections

WHERE ARE THE SPECIAL COLLECTIONS?
Special Collections is housed in The Keep, a purpose-built historical resource centre. The Keep also holds the archives of East Sussex Record Office, Brighton and Hove’s archival collections and Brighton History Centre resources. It is situated a short walk away from the University campus and is within easy reach of Falmer station and local bus stops.

DID YOU KNOW?
The Mass Observation Archive inspired...
• My Dear Bessie (a book edited by Simon Garfield and BBC Radio 4 afternoon drama with Benedict Cumberbatch)
• Kevin MacDonald’s YouTube documentary Life in a Day
• Victoria Wood’s BAFTA award-winning drama Housewife, 49

THE KEEP
WOOLLARDS WAY
BRIGHTON
BN1 9BP

HELP US TO KEEP YOUR LIBRARY A GREAT PLACE TO STUDY
Our Library Regulations are designed with our users in mind. Many people feel that the use of phones and other mobile devices, loud talking and food consumption is disruptive and makes it hard to study. Please show consideration for others and observe the guidelines for using the Library that are displayed throughout the building. You will be asked to leave if you disturb other users. Our guidelines are in accordance with the Library Regulations, as agreed upon registration.

www.sussex.ac.uk/library/info

SMOKING AND VAPING IS NOT ALLOWED IN THE LIBRARY, INCLUDING ANYWHERE ON OR UNDER THE MAIN LIBRARY STEPS AT THE FRONT OF THE BUILDING

Code of Conduct

PHONES AND OTHER MOBILE DEVICES
Phones and mobile devices must be kept on silent as escaping noise often disturbs others. Calls are permitted in designated enclosed stairwells.

EATING AND DRINKING
Everything except bottled water is prohibited in the Library. The reasons for this are:
1. Computers and keyboards are easily damaged by spillages.
2. Food attracts vermin to the Library.
3. Damage to books is expensive for us and for you.
4. Eating noises and food smells can distract those trying to study.
Service standards

The Careers and Employability Centre is here for everyone, regardless of year group, degree discipline and whether you have been thinking about your career before. You don’t have to know what you want to do to seek advice from us. Come and visit us on the Ground floor of the Library - just follow the banners from the main entrance.

ENQUIRY SERVICES
All emails and enquiries received via the online enquiry form or via library@sussex.ac.uk will be responded to within three working days.

Availabilty of resources
90% of items ordered for the Library will be ready to be shelved within 1 working day of receipt.
95% of Interlibrary requests will be actioned within 3 working days of receipt.
Reservations will be available to collect within 24 hours of being returned.
85% of books returned will be back on the shelf within 24 hours.

Availability of IT/Systems
24/7 access to the Library Search will be available for 99% of the time.
Self service facilities will be available 95% of opening hours.

Service area
Standard
Opening hours
We will be open for 100% of our advertised opening hours.

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Performance levels can be found at www.sussex.ac.uk/library/about/servicestandards

Want to find out about graduate employers, update your CV, enhance your skills or make useful contacts, we’ll have an event for you.

Careers and Employability Centre

How we can help?

Jobs
We advertise over 5,000 jobs each year, including part time jobs, placements, internships, graduate jobs, work experience and volunteering opportunities.

Careers advice
Our team of expert Careers Advisers offer advice to students on a daily basis. Whether it’s a CV review, exploring your career options or anything else career-related, we can help you.

Events
If you want to find out about graduate employers, update your CV, enhance your skills or make useful contacts, we’ll have an event for you.

3. Study skills
We organise weekly workshops covering everything from essay writing to revision advice. We also have a comprehensive list of resources online at www.sussex.ac.uk/skillshub

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Our Careers Fair and series of mini fairs provide fantastic opportunities to meet a wide range of employers and explore different career pathways.

Placements
We can help you secure a one-year placement (between your second and third year). We offer support, job adverts and workshops for anyone interested in taking a placement year as part of their degree.

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