


Study Spaces

There are a variety of study spaces available in the Library.

- Ground Floor – Noisy group work, open 24/7
- 1st Floor – Quiet study, so keep noise to a minimum
- 2nd Floor – Silent study throughout

There are also bookable group work rooms, 2 with projectors for practicing presentations.

Wifi can be accessed throughout the Library with your Marjon log-in. 

MFD machines for printing, scanning and copying are available on all 3 floors

Food and Drink

You can bring cold food to the 1st and 2nd floors, but hot food can only be eaten on the ground floor. Hot & cold drinks are allowed on any floor.

Water fountains are in the Library foyer and on the 1st floor – close to the toilets in both areas.

Find more information including in-depth help-guides on subjects such as:

- Using the Library Catalogue
 - Using Discovery to search for resources
 - Using E-journals and E-books
- along with links to our catalogue and the Discovery search at:

www.marjon.ac.uk/student-life/library

Follow us on

 @MarjonLibrary


 @MarjonLibrary

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Renewing Books

Renewals are unlimited, unless another user has placed a reservation, then the book needs to be returned to the Library.

An automatic email reminder is sent when books are due, but please don't rely on this service. Instead, set a reminder of the due dates in your phone or planner.

 Renew your books through the catalogue at <http://bit.do/MJLib>

 Log in at the top right of the page.

Username: Student Number


Password: 1111

- Go to 'My Account', then 'Checkouts' tab.
- Click the 'Select All' check box and then click 'Renew'.
- Click 'OK' on any pop-ups that appear.
- Make sure the return dates have changed and write down the new dates

If you have any problems – contact us!

Borrowing Books

You'll need your Library card every time you'd like to borrow books as the Library uses self service machines.

 1st and 2nd year Undergraduates can borrow 15 items at any one time

However, E-resources don't count towards your borrowing total.

The main loan periods, label colours to identify them and daily overdue fines are:

Standard 3 weeks White Label 20p fine
Weekly 1 week Green Label 75p fine
Teaching 5 weeks Pink Label 5p fine
Practice

Reference books kept in the Library have a yellow label and can't be borrowed.

Late books attract a daily fine, so remember to return or renew your books on time. You are responsible for all items on your account, even if you borrow for someone else.

Student ID

This is your Student ID, it doubles as your Library card and you'll need it to:



- Borrow books and other items from the Library
- Borrow items from Computing and Media Services

You'll also be given a log-in for the network and you'll need this for :

- Using electronic resources (E-books/E-journals)
- Using on-campus computers and MFD machines to scan, print and photocopy
- Accessing University email

Lost your card?

Come to the Library and we can reprint it, usually while you wait, but there is a £5 charge.

Finding a Book

Search for books using the catalogue machines in the Library or go to:

<http://bit.do/MJLib>

Type in your module code to generate books on your reading list.



Alternatively, you can search by title, author, keyword or subject – just make sure the spelling is accurate as the catalogue doesn't auto-correct!

Click the title of the book you'd like to look at and make a note of the shelf number – it'll look something like this: 370.117/DEV

Books are kept on the upper floors, numbers

 000 – 372 are on the 1st Floor and

 373 – 999 are on the 2nd Floor

Library Opening Hours

Staffed hours for help and book access during term time are:

 08.30 to 19.00 Weekdays

 11.00 to 16.00 Weekends

Upper floors begin closing shortly before these times, so make sure you allow time to find any books you might need.

 The Ground Floor is open 24/7

Holiday opening hours and any changes to opening times will be advertised on the Hub and Social Media.

Contact Us

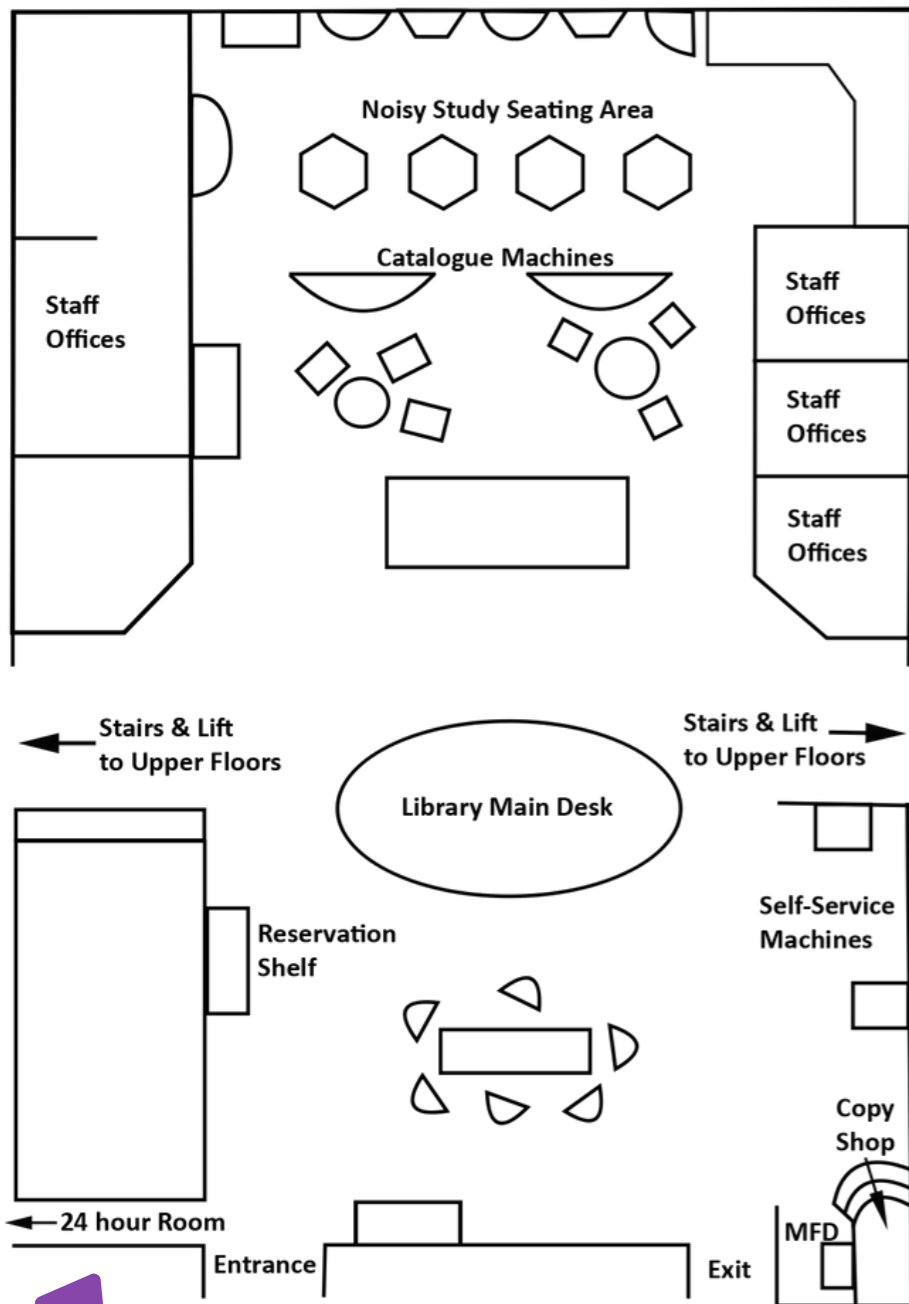
Questions, feedback, problems or just something you'd like us to know?

Get in touch in the following ways:

- Speak to Staff in the Library
- Phone 01752 761145
- Email libraryenquiries@marjon.ac.uk

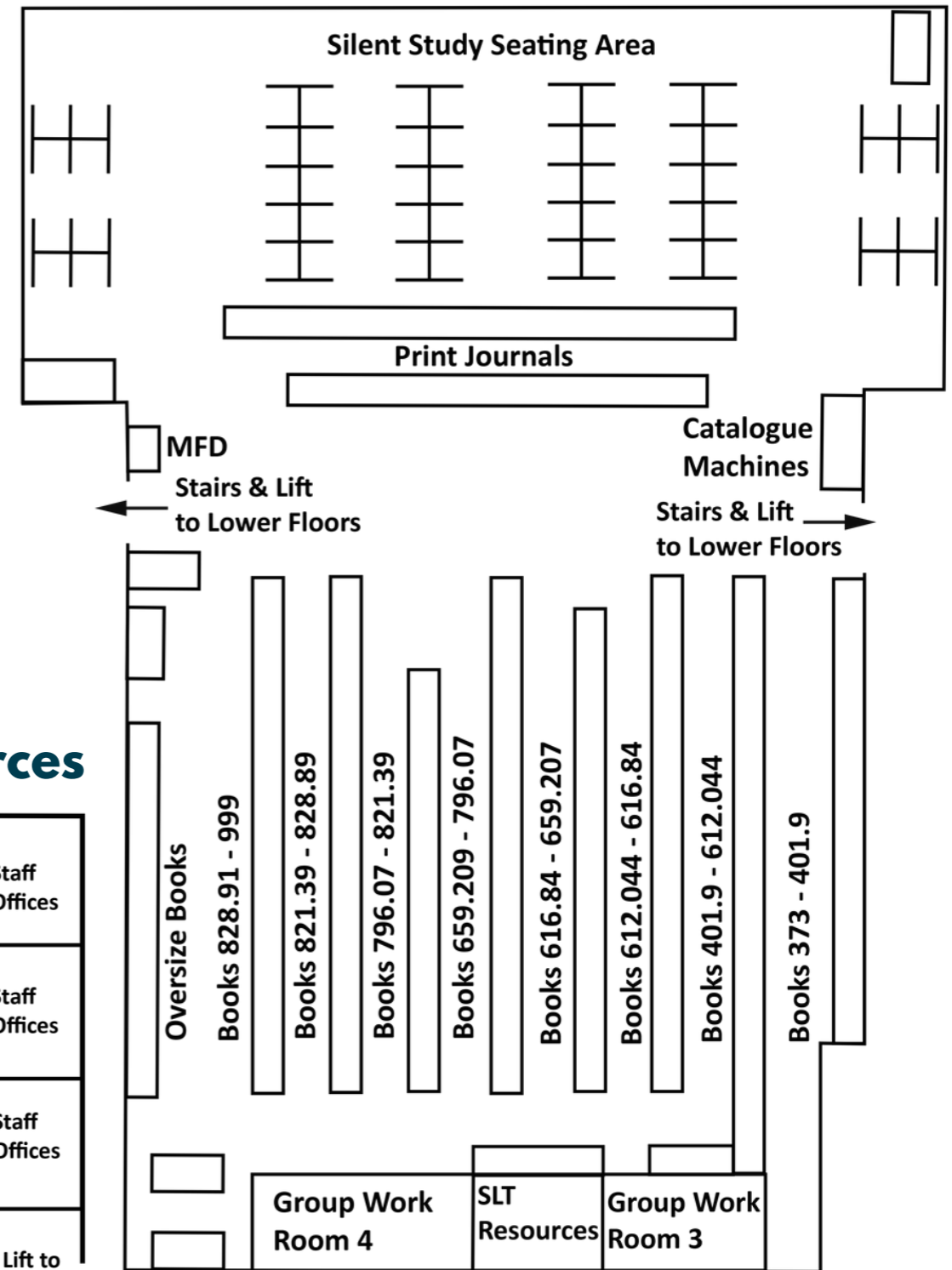
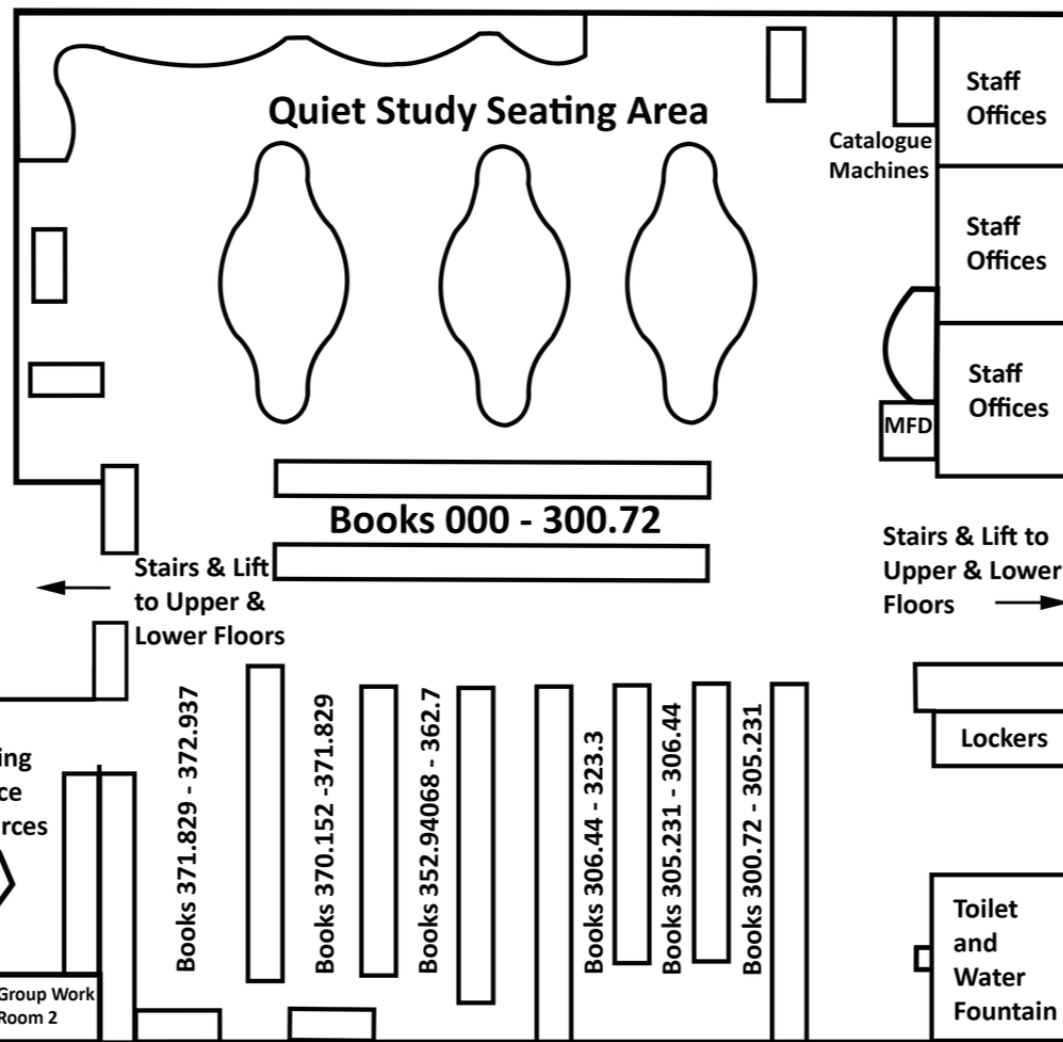


Library Floor Maps*



1st Floor

- Quiet Study Space
- Books from 000-372
- Teaching Practice Resources



Ground Floor

- Noisy Group Work Space
- Open 24/7
- Self-Service Machines

2nd Floor

- Silent Study Space
- Books from 373-999
- Print Journal Collection

*Location information correct in May 2018