Keeping up to date

• News: www.hw.ac.uk/is/news-from-is.htm
• Twitter: @HWU_IS
• Facebook: www.facebook.com/HWUInformationServices
• Instagram: www.instagram.com/hwu_is/

Information resources (print, online or both)

• Books
• Journals
• Conference proceedings
• Market research reports
• Company and financial data
• Maps
• Statistics
• Video and film
• Handbooks and encyclopedias
• Theses and dissertations

Finding information

DISCOVERY
Search for library resources using Discovery:
https://discovery.hw.ac.uk
Search books, eBooks, journal articles, conference proceedings, newspaper articles and more.
See www.hw.ac.uk/is/find-resources.htm for more information.

Subject Guides – to start finding information in your subject area or to get in touch with your Academic Support & Liaison Librarian.
See www.hw.ac.uk/is/guides/subject.htm

Online library

• Access our online resources via Discovery or the Subject Guides
• To access online resources from off campus, you will need to enter your Heriot-Watt University UserID and password.
See www.hw.ac.uk/is/library-essentials/onoff-campus-access.htm

Library opening hours

Our libraries have long opening hours during semester and exam periods.
The Edinburgh campus library is open 24/7 during semester.

See www.hw.ac.uk/is/library-essentials/library-opening-hours.htm

Finding items in the Library

You can find information and floor plans for your campus library at www.hw.ac.uk/is/library-essentials/study-spaces.htm

Borrowing, returning and renewing items

• Use the Self-Service kiosks where available.
• Visit the Service Desk.
See www.hw.ac.uk/is/library-essentials/hwu.htm

SCONUL Access (UK only)

Access to local university and research libraries for Heriot-Watt University staff and students is available via the SCONUL Access scheme.

Reference only: Full Time UG
Borrowing: Staff, PG, IDL, Part Time UG and placement students.
See www.hw.ac.uk/services/is/library-essentials/other-libraries.htm

Loan periods

3 Hour
3 hours (can be borrowed overnight from 17:00)
1 Week
Items in heavy demand such as those on a reading list
Standard
16 weeks
Reference
Use in Library only

Borrowing entitlements

UK Campuses: Students and staff
External borrowers

Overdue items – fines

20p per day
Standard loans (3 day grace period)
30p per day
Week Loans
Recalled Standard Loans
2p per minute
3 Hour loans
(15-minute grace period)

Full details for all campuses at www.hw.ac.uk/is/library-essentials/hwu.htm

Auto renewal
Standard and Week loan items will normally be renewed automatically unless recalled.

Requesting items on loan

• Request items using Discovery
• We will notify you by email when it is available for collection

Requesting new resources

• If the item is on a reading list, please let Service Desk staff know
• For non-reading list items see www.hw.ac.uk/is/library-essentials/suggest-a-book.htm

Library Essentials

www.hw.ac.uk/is/library-essentials.htm
Passwords

When you become a Heriot-Watt University staff member or student you will receive a UserID and password which provides access to:

- University PCs
- WiFi
- Email
- The VLE
- Printers, copiers, scanners
- Library resources from off campus

WiFi

On campus you should use the eduroam wireless (wifi) service.

- For information on setting up your device see www.hw.ac.uk/is/it-essentials/wifi.htm
- If you need help to set up your device ask at the Service Desk in the Library

Email

Staff and students get a Microsoft Office 365 email account. Your Heriot-Watt email address is the official communication channel for university correspondence so remember to check it regularly.

See www.hw.ac.uk/is/it-essentials/email.htm

Virtual Learning Environment (VLE)

The university Virtual Learning Environment is called Vision. Vision is used to support teaching. You will find course information, learning materials and assessments in it.

See https://vision.hw.ac.uk/ and log-in using your HWU UserID and password.

Printers, copiers, scanners

The library and computing labs have multi-function devices (MFDs) that print, copy and scan. You get a print quota at the start of every academic year and can top this up when you run out, see: www.hw.ac.uk/is/it-essentials/printing.htm

Free and discounted software

Staff and students are entitled to a wide range of free and discounted software including Microsoft Office, SPSS, Microsoft Dreamspark, Matlab & Simulink, Blackboard Mobile, MindGenius… and more!

See www.hw.ac.uk/is/it-essentials/software.htm

Things to check on your mobile

PC Lab availability

This handy page tells you where on campus there are free PCs www.hw.ac.uk/is/it-essentials/availability/edinburgh.htm

Lapsafe Lockers (Edinburgh campus)

There are 72 lapsafe lockers installed across campus – Library (24), James Watt Study Hub (24) and Learning Commons (24).

Vision (VLE) mobile app

Access your course information on your phone or tablet using Blackboard App

See www.blackboard.com/mobile-learning/index.aspx

Office 365

Log into Office 365 from any device at https://portal.office.com

Check your email and calendar, use Word, Excel and PowerPoint online, and store files on OneDrive for Business (with 1Tb of cloud storage).

You can install the full version of Office and the Skype for Business client on your personal device from Office 365.

See www.hw.ac.uk/is/it-essentials/software.htm

See www.hw.ac.uk/services/is/guides/ getting-started.htm for more information.