Subject Guides – Start finding information in your subject area or get in touch with your Academic Support & Liaison Librarian.

Information resources (print, online or both)
- Books.
- Journals.
- Conference proceedings.
- Market research reports.
- Company and financial data.
- Maps.
- Statistics.
- TV archive.
- Theses and dissertations.
- Handbooks and encyclopedias.
- Reports.
- TV archive.
- Statistics.
- Maps.
- Company and financial data.
- Market research.
- Conference proceedings.
- Journals.
- Books.
- International newspapers.

Library opening hours
Our libraries have long opening hours during semester and exam periods.

The Library is open 247 during semester.

Your ID card is needed to access the building.

The opening hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Time</th>
<th>Closing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>09:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>09:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>09:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>09:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Friday</td>
<td>09:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:00</td>
<td>18:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00</td>
<td>18:00</td>
</tr>
</tbody>
</table>

Finding information
DISCOVERY
Search for library resources using Discovery:
https://discovery.hw.ac.uk

Finding items in the Library
Find items in the Library by using Discovery to get the shelfmark.
For floor plans see
www.hw.ac.uk/is/library-essentials/study-spaces.htm

Loan periods
- 3 Hour
- 3 Hour (can be borrowed overnight from 17:00)
- 1 Week
- 1 Week (Recalled Standard Loans)

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

Borrowing entitlements
- UK Campus student/staff
  - 30
- External borrowers
  - 10

Borrowing, returning, and renewing items
Visit the Service Desk or use the Self Service kiosks where available.

Auto renewal
Standard and 1 Week loan items will be automatically renewed unless we contact you to ask for their return.

Requesting items out on loan
Request items using Discovery. You will then be notified by email when an item is available for collection from the Service Desk.

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

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

Borrowing entitlements
- UK Campus student/staff
  - 30
- External borrowers
  - 10

Borrowing, returning, and renewing items
Visit the Service Desk or use the Self Service kiosks where available.

Auto renewal
Standard and 1 Week loan items will be automatically renewed unless we contact you to ask for their return.

Requesting items out on loan
Request items using Discovery. You will then be notified by email when an item is available for collection from the Service Desk.

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

Contact Us:
Email: ITHelp@hw.ac.uk
Web: https://www.hw.ac.uk/IS/contact-us.htm

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

- University PCs
- Wi-Fi
- Email
- Vision (virtual learning environment)
- Printers, copiers, scanners
- Library resources from off campus
- The Portal
- LinkedIn Learning

Wi-Fi

On campus you should use the eduroam wireless (Wi-Fi) service.

For help setting up your device see www.hw.ac.uk/is/it-essentials/wifi.htm

For help to set up your device ask at the Service Desk in the Library, contact ITHelp@hw.ac.uk or phone ext. 4045

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

Vision (virtual learning environment)

The university’s virtual learning environment (VLE) is called Vision. Vision is used to support teaching and contains course information, learning materials and assessments.

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 each semester, and can top this up when you run out, see; www.hw.ac.uk/is/it-essentials/printing.htm

Other software

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

For a full list and more information see www.hw.ac.uk/is/it-essentials/software.htm

Office 365

Log into Office 365 from any device at https://portal.office365.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

Lapsafe Lockers (Edinburgh campus)

There are 72 lockers for storing and charging laptops in the Library (24), James Watt Study Hub (24) and Learning Commons 1 (24).

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

Vision (VLE) mobile app

Access your course information on your phone or tablet using the Blackboard mobile app.

See www.hw.ac.uk/services/is/learning-teaching-technology/vle.htm

Office 365

Log into Office 365 from any device at https://portal.office365.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

Lapsafe Lockers (Edinburgh campus)

There are 72 lockers for storing and charging laptops in the Library (24), James Watt Study Hub (24) and Learning Commons 1 (24).

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

Information Services provide Library, Information and Learning Technology services to Heriot Watt University Staff and Students www.hw.ac.uk/is

This leaflet introduces key Library and IT services at the Edinburgh Campus

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