

Library Essentials

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

Information resources (print, online or both)

- Books.
- Journals.
- Conference proceedings.
- Market research reports.
- Company and financial data.
- Maps.
- Statistics.
- TV archive.
- Handbooks and encyclopedias.
- Theses and dissertations.
- International newspapers.

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/services/is/find-resources.htm for more information.



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

See <https://isguides.hw.ac.uk>

Online library

- Find online resources via Discovery or the Subject Guides.
- Access online resources from off-campus by entering 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 Library is **open 24/7 during semester**.

Your ID card is needed to access the building.

(10 September 2018 - 14 December 2018 and 07 January 2019 - 17 May 2019)

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

Study spaces and room bookings

As well as the Library, students have Learning Commons 1 and Learning Commons 2 to study in. Individual and group study rooms are available and can be booked online or at the Service Desk.

See www.hw.ac.uk/is/library-essentials/study-spaces.htm

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 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 Campus student/staff	30
External borrowers	10

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, returning and renewing items

Visit the Service Desk or use the Self Service kiosks where available.

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

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

SCONUL Access (UK & Ireland 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 Undergraduate students.

Borrowing: Staff, Postgraduate, Independent Distance Learning, part-time and placement students.

See www.hw.ac.uk/is/library-essentials/other-libraries.htm

Contact Us:

LibHelp@hw.ac.uk
ITHelp@hw.ac.uk

News:

Blog: <https://informs.hw.ac.uk>
Facebook: www.facebook.com/HWUInformationServices
Twitter: @HWU_IS
Web: <https://www.hw.ac.uk/is/news-from-is.htm>

Getting Started

Information for new staff and students

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
- 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

PC Lab availability (Edinburgh campus)

Find out where on campus there are available PCs

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).

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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.