Edinburgh College of Art Library
User guide: Session 2011-12

Edinburgh College of Art Library

A site library of the University of Edinburgh, we are located on the lower two floors of Evolution House, on West Port, with the entrance on Level 1.

Our collections of books, journals and other materials support learning, teaching and research in the disciplines represented in the College: the fine arts, architecture, design, landscape architecture, visual communication and cultural studies. The emphasis is on contemporary issues and practice.

Who can use the library?

Staff and fully matriculated students of the University of Edinburgh have full access and borrowing rights to all staffed Edinburgh University Library sites, including Edinburgh College of Art Library.

Staff and students of other HE institutions, members of the public and various other categories of user can join Edinburgh University Library. The services available vary: see our website for more details:

http://www.ed.ac.uk/is/eca-library

External readers should note that the use of some electronic information resources is restricted to University staff and students.

Opening hours

During term time the library is open from 09:00 to 22:00 Monday to Thursday, 09:00 to 17:00 on Fridays, and 12:00 to 17:00 Saturdays and Sundays. During University vacations we are open weekdays-only, from 09:00 to 17:00. Helpdesk services, printing and photocopying cease 10 minutes before closing time.

Please note that after 17:00 entry to Evolution House is limited to University students and staff with activated ID cards. Staff and students from other University of Edinburgh schools and departments who require card access should contact the Door Manager for Edinburgh College of Art. Library staff cannot provide entry in response to requests from library users.

The library web page and the library catalogue

The library catalogue Overview page can be accessed directly at:

http://www.ed.ac.uk/is/search-catalogue

The library website provides access to the library catalogue, to journals databases, and to other online resources.

The library catalogue contains information on University holdings of books and journals and allows you to view information about your account, and to renew your loans.

IT facilities

Basic IT queries can be answered at the Library Helpdesk on Level 1.

The College is wireless networked throughout, and laptop PCs may be borrowed from the Helpdesk for use in the library or elsewhere on campus. The Library Helpdesk can advise on how to register for the wireless network.

A3 and A4 scanning facilities are available at fixed PCs on level 0.

The library collection - books and journals

The College Library book stock consists of around 88,000 volumes. Most of the books are housed on the open shelves on level 0 – see the plan on the back page of this guide. Some less-frequently-used books are kept at the University Library Annexe; their retrieval

can be requested online via the library catalogue.

The library subscribes to around 350 journals and has built up extensive back runs of many titles. Current issues and back runs are shelved on level 1, although again some older issues are kept at the Annexe.

Information on our journals holdings is included in the library catalogue, and references to journal articles can be traced through the online journals databases available on the University Library website.

Other resources

The following material is also available in the College Library:

o   an extensive *DVD* collection, with viewing facilities on Level 1

o   *artists' books*

o   *maps*

o   *student work* (dissertations and theses, mostly from the School of Architecture)

Borrowing

The University smartcard issued to students on matriculation also functions as your library borrower's card and must be shown when borrowing library material.

Loan periods vary according to patron type, see the University Library website for more details.

http://www.ed.ac.uk/is/how-long-can-i-borrow

Please note: we do not lend journal parts or bound volumes.

There is a self-issue machine on Level 1 which you can use to issue your own loans.

Using the "my account" feature on the library Catalogue, most loans can be renewed on or before the due date, provided that the items are not reserved by another borrower, and you have no blocks on your account (e.g. over £10.00 of outstanding fines).

We use the University email service as our primary means of communication with staff and students. Please check your email account regularly for library messages, and delete unwanted mail to make sure your mailbox doesn't get full up.

Fines for overdue loans

The library charges fines for items on loan which are returned after their due date. Let us know as soon as possible if there is a reason such as illness which prevents you returning your loans on time.

Standard loans incur fines at the rate of 20p per day per overdue item; the rate for overdue short loans is 50p per day. Higher fines apply for overdue recalled items.

Readers are responsible for anything they borrow from the library, and have to make good any loss or damage to material on loan. A service charge of £5.00 per item will be added to replacement costs in these cases.

Facilities for readers with disabilities

University Student Services offer a referral scheme for students with disabilities or other specific needs in library use. To find out more about the scheme, get in touch with the University Disability Information Officer.

The Evolution House security system will allow full access to the Level 0 book collection. Readers wishing to make use of this should ask for details at the Helpdesk.

A CCD magnifying machine for readers with visual impairment is located on Level 0. Coloured overlays are available from the Helpdesk.

Photocopying

There are photocopiers on Level 0 and Level 1 of the library.

You can add to your print credit in several ways. For more information see:

http://www.ed.ac.uk/is/print-payment

Please see the University Library website and signage in the library itself for current print prices.

Getting help and further information

If you have any problem finding what you are looking for or have any other difficulties in using the library service, don't hesitate to ask a member of the library staff for help.

Liaison Librarians are also available for subject-specific help, see:

http://www.ed.ac.uk/is/liaison-a-z

If you require any further information about the College of Art Library, or about any of our collections and facilities, consult the library web page or use the contact information below.

Edinburgh College of Art Library Service

Edinburgh College of Art Library
Evolution House
78 West Port
Edinburgh
EH1 2LE
Scotland, UK

Tel: (0131) 221 6180
Fax: (0131) 221 6293

Email: **IS.Helpdesk@ed.ac.uk**

Library web page:

http://www.ed.ac.uk/is/eca-library

The ECA library code of conduct

The College library aims to provide high-quality library and information services in an environment which encourages study and learning.

Library staff will provide a positive and helpful service, treating library users with courtesy.
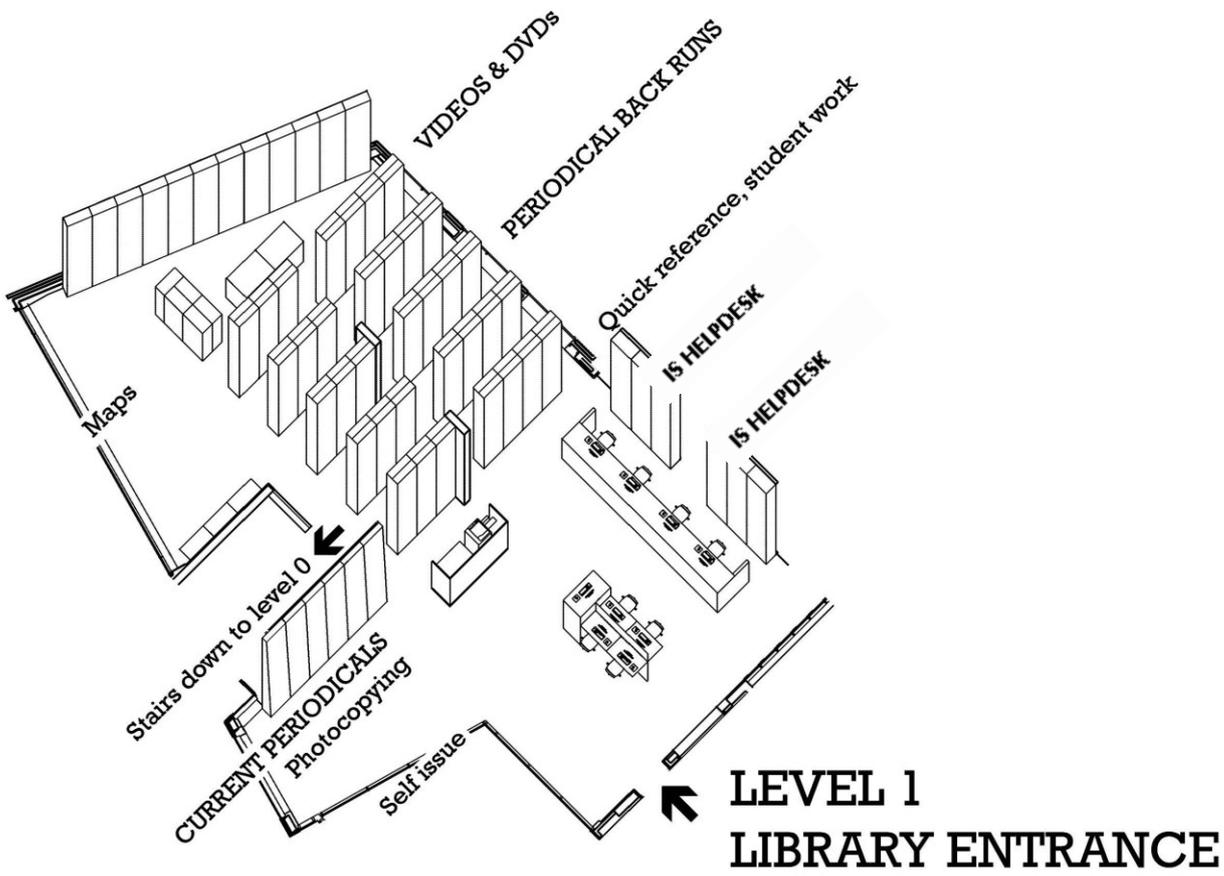

We will:

- process your loans and returns

- help you to find your way about the library, and to locate material

- show you how to use the catalogue, journals databases and other finding tools

We expect readers to show consideration for other library users and library staff, and to treat the collections and the library environment with respect.

In particular, we ask that you:

- avoid conversation in designated "quiet" areas

- switch your mobile phone to silent, and use it only in the stairway

- adjust your personal stereo so that it can't be heard by other users

- don't bring food or drink, except bottled water, into the library

- return books and journals which you've been using in the library to the shelves when you have finished with them (or put them on a trolley if you're not sure where they go)

- leave scrap paper or any other rubbish in one of the waste bins

- don't deface or damage books or other library materials; or misuse or damage library equipment or furniture

- return your borrowed books and other library materials by their due date

LEVEL 1
LIBRARY ENTRANCE

VIDEOS & DVDs

PERIODICAL BACK RUNS

Quick reference, student work

IS HELPDESK

IS HELPDESK

Maps

Stairs down to level 0

CURRENT PERIODICALS

Photocopying

Self issue

LEVEL 0
BOOK COLLECTION

1 Philosophy
3 Social Sciences
5 Science
599.9 Anatomy
6 Technology
69 Building
7 ART IN GENERAL

7.017 Modern art movements
711.4 Planning, urban design
712 LANDSCAPE ARCHITECTURE
72 ARCHITECTURE
73 SCULPTURE
738 Ceramics
739.2 Jewellery
744 DRAWING
745 Graphic design
746.1 DESIGN IN GENERAL
746.9 Tapestry
748 Costume, fashion
749 Glass
749.4 Interior design
Furniture

9 History, geography
8 Literature
792 Theatre
791.4 FILM
77 PHOTOGRAPHY
767 Illustration
766 Typography
76 Printmaking
75 PAINTING
Photocopying, scanner