Welcome to the Library

Introduction to Services and Resources
Campus Libraries

4 Campus Libraries

Coleraine  Jordanstown  Magee  Belfast
Library Opening Hours

Always check the [Library webpages](#) for the latest Opening Hours information.

- Term-time opening hours from Monday 20th September 2021 - Friday 20th May 2022:

<table>
<thead>
<tr>
<th>Day</th>
<th>Open</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.45am</td>
<td>9pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8.45am</td>
<td>9pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.45am</td>
<td>9pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.45am</td>
<td>9pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.45am</td>
<td>6pm (Belfast) 8pm (Coleraine, Jordanstown, Magee)</td>
</tr>
<tr>
<td>Saturday</td>
<td>1pm</td>
<td>5pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1pm</td>
<td>5pm</td>
</tr>
</tbody>
</table>
The Library Offers…

Lots of Resources & Services

- Books & eBooks
- Journals & eJournals
- Subject-specific databases
- Online Module Reading lists
- Subject guides
- Reserve & Collect

We also have a Document Delivery Service
Collaborative Learning Environment

We offer a range of flexible learning spaces

Library PCs & Laptops or bring your own device
Individual study spaces
Silent / Quiet areas
Group study rooms
Laptop lending

Available from the Information Points

- First come, first served
- Campus use only
- 24 laptops available
- Standard software installed

Files are **deleted** after each use!

**SAVE** your work to OneDrive or a USB
Print / Copy / Scan

Multi-functional devices (MFDs)

- Available in Library & IT Labs
- Operate using **Student ID card**
  - On the Student Portal click for more information

Need help? Email: printpayment@ulster.ac.uk
Automatically Registered

But you will need your...

➡️ **Student ID card** for:
  - 💻 Borrowing books / Self Issue Kiosk
  - 🗿️ Print / Copy & Scan Machines
  - 🔓 Swipe Access to Buildings

👤 **Student email & network password** for eResources

You must abide by the [Acceptable Use Code of Practice (AUCoP)](#)
Your Ulster Email

We will contact you by email with…

- Reservation Notifications
- Reminders to return loans sent 48 hours ahead
- Recalls & overdue reminders

The University will ONLY contact you officially via your Ulster Microsoft Office 365 email account.
Borrowing Books

Borrow 20 print books at a time

12 x standard loans (2 months)
  4 x two-week loans
  4 x two-day loans

Standard & two-week loans are subject to recall after ONE week

Want to avoid fines?
Renew online and check your student email for reminders
Need your **Student ID card**

You cannot borrow if you have:
- Recalled items
- Overdue books
- Fines in excess of £5

Keep an eye on your account

Drop your books in the Book Return Box
Returning Books

Items that you have borrowed

📚 Return via the Book Return Bins

Items that you have consulted in the Library

📚 Do not re-shelve
✔ Leave them on the trolleys provided for us to reshelve
My Library Account

Provides details of your activity

Login with your Ulster email and network password

👤 Your account outlines:
  📚 Items currently on loan
  💰 Charges
  📅 Reservations
  🕒 Loan history
  ⏰ Renew books within your account  (providing none are overdue)

Watch this video to see how to access ‘My Library Account’
Library Homepage Access

Access via the Ulster Portal [https://www.ulster.ac.uk/portal]

Enter your student email
Enter your network password
Approve using Authentication App
Ulster University Portal
Library Homepage

Accessed via the Ulster Portal

Quick Links
- USearch
- Databases
- Electronic Journals
- Library Catalogue
- My Library Account
- Reading
- Subject
- Subject

Library Updates

Library Opening Hours

On the ‘Portal’ click the ‘Library’ tile
Use ‘Quick Links’ for key resources & services
Check ‘Library Updates’ for important info
Click to find our latest opening hours
OpenAthens Authentication

Some eResources require an additional login process

Step 1: Ignore username & password boxes
Step 2: Type ‘Ulster’ into the search box
Step 3: Click ‘University of Ulster’
Step 4: You will be prompted to enter your student email & password
Books

Search the Library Catalogue

🔍 Search by author, title or keyword (or a mix of these)
📍 Filter results by campus or date
🌟 Limit results to print or eBooks
牢固 Reserve items
👀 Check your record

Watch this video to find out how to search for books on the catalogue
How to find books & eBooks

Searching the Library Catalogue

Keep an eye on what you’ve borrowed, renew books and pay fines

Search by author, title or keywords (or a mix of these)
eBooks

We have thousands of eBooks

- Available to read online 24/7
- Search the catalogue for individual titles
- Access even more within subject specific databases (ask your subject librarian for more information)

Watch this video to find out how to locate and access them
eJournals

We subscribe to over 130,000 titles

- Search the eJournal catalogue by name
- Read latest issues
- Consult contents pages for articles
- Search within titles for keywords or topics
- Browse the archive

Watch this video to find out how to access and view our eJournals
Need a specific eJournal?

Open the ‘Electronic Journals’ link on the Quick Links menu

Library Services
Welcome to Ulster University Library. Find out about library services and resources supporting learning, teaching & research at the University.

Quick Links
› USearch
› Databases
› **Electronic Journals**
› Library Catalogue
› My Library Account
› Reading Lists
› Subject Guides
› Subject Support
› Library Answers
› Getting Started in the Library
› Group Study Rooms Booking
› Opening Hours
› Contact the Library
› Training & Workshops
USearch

Ulster Library's Discovery Service

- Offers a Google-like search across many of our databases
- Links to 1,000s of e-journals
- Provides full-text articles (where available)
- Quick and easy to use

Watch this video to find out how to access and use USearch
How to find journal articles on USearch?

Open ‘USearch’ on the Quick Links menu
Library Subject Guides

80+ guides across all faculties

Contain lots of information:

- Databases
- Weblinks
- Video guides
- Referencing help and much more

Watch this video to find out how to locate your subject guides
Module Reading Lists

Direct access to course materials

Comprising of:
- Books
- Journals
- Weblinks
- Other resources selected by your lecturers

Watch this video to find out how to access Reading lists
Module Reading Lists

Some entries may bring you to this screen

404

The site you were looking for couldn't be found.

This domain is successfully pointed at WP Engine, but is not configured for an account on our platform.

- If you just signed up, we're likely creating your account.
- Did you add this domain to your install?
- Did you point DNS to the correct IP address or CNAME?

If you've completed the steps above, or need more help, please contact us and we can help get your site up and running in no time.
module reading lists

there is an issue with some of our links

when this happens go to ebook central

enter the title in the search box

from the list of results, click on the relevant title to open the full text
Help & Support

Library Related

Library Information Point
☏ 028 7012 4345

Your Subject Librarian
☎ Phone  🗺️ Face to Face
✉️ Email  🔗 Online
🔗 Library Chat / Library Answers for FAQs

Click 'Library Chat' to engage with us in real time
Help & Support

IT Related

👩‍💻 Service Desk
- 🔄 UniDesk Self Service
- 📞 028 9536 7776
- 📧 servicedesk@ulster.ac.uk
- 📄 Frequently Asked Questions

⏰ Service Hours Semester 1 & 2
Mon-Fri: 8am - 8pm; Sat-Sun: 1pm -5pm

Click here for a full list of service hours
Keeping up-to-date

News, events, service updates...

- Follow us on Twitter
- Check our website for ‘Library Updates’
- View the latest Blogs on our subject guides

You don’t need a Twitter account to read our latest feeds
Constructive Writing Feedback
Upload your written draft 24/7
Get feedback and suggestions
1-2-1 ‘Connect Live’ option

Create an account and get connected
Student Connect

Mentoring support from students for students

Student Connect mentors offer support with:

- Settling into University Life
- Making friends
- Navigating your course
- Managing your time
- Course-work

>> Get online study help, from another student who has done this course before.

Ulster University

ulster.ac.uk/student-connect
Sign up to EDGE

Employability Award

- Boost your career prospects
- For all undergraduate students
- Complete minimum of 4 activities
- On the Student Portal click to register

Library activity available. Interested? Speak to your subject Librarian
Library essentials for new students

Bookmark the Library
www.ulster.ac.uk/library
Library Services for students

Library induction sessions
timetabled by your lecturer
Provide guidance in accessing Library resources

Help from the Library
www.ulster.ac.uk/library/help

Your Library Essentials
guides.library.ulster.ac.uk/libessentials
Essential Library information you’ll need to support you during your studies

Library subject classes
timetabled by your lecturer
Provide details of specific resources for your subject

Contact your subject librarian
www.ulster.ac.uk/library/contact/contact-subject-teams

Follow the Library
@UlsterUnilib

Training & Workshops
www.ulster.ac.uk/library/help/training-and-workshops
IT Essentials for new students

**Bookmark IT - The Digital Experience** - [ulster.ac.uk/ds/students](http://ulster.ac.uk/ds/students)
- Provides a complete guide to all IT Services for new students.
- Ensure you view the Student Portal link for quick access to Office365 Apps, OneDrive Storage, Blackboard Learn and Software Downloads and Offers.

**Protect IT – Your University Account**
- You get a Student ID Card, ‘B’ number, an email address and password
- Set up Multi-Factor Authentication on your account: [ulster.ac.uk/ds/mfa-setup](http://ulster.ac.uk/ds/mfa-setup)

**Log on to IT – University workstation**
- Use your university email address and network password to logon to a University workstation. (Once logged on some specific systems may require your Student ID to be entered)

**Connect to IT – Eduroam**
- Eduroam (WiFi) is available across all campuses.
- Refer to Wireless Services on the Digital Experience page for connection instructions

**Follow IT - @UlsterUniDS**

**Contact IT – IT support when you need IT**
- IT Service Desk          Phone: 028 9536 7776        Email: servicedesk@ulster.ac.uk
- [ulster.ac.uk/ds](http://ulster.ac.uk/ds)
Thanks for listening

Any questions? Just ask

Any comments, feedback or suggestions?
  Let us know

Don’t forget to Bookmark our website for quick access to Services & eResources