Mile End Library Self Tour
Welcome to Mile End Library!

Before you start your self-tour, a member of library staff will show you the following:

- How to **search** the library catalogue and then navigate from the catalogue to the shelf

- How to **borrow** a Book/DVD using one of the **Self-Issue machines**

- How to **return** a book using our **Returns Machine**

- How to **print, photocopy and scan**

Now that you've been shown the above, please proceed onto the self-tour.
Starting the Self Tour

Great, now that you've learnt the basics, a member of library staff will give you the following before you begin the self-tour:

A Map to help locate books/DVDs for your subject area in the library collections

Please keep this with you at all times and remember, if you need any help along the way, speak to a member of the Library Services team who will be happy to assist you.

Now that you have everything you need, please proceed onto Step 1 on the self-tour.

Step 1: Welcome Desk

Have a look at the Welcome Desk.

It is situated at the front of the library and our staff are here to support you should you need any assistance. Please come here if you need help or have any questions. The Welcome desk is open 24/7, with library staff working the following hours:

08:00-20:00 Mon-Fri
11:00-18:00 Sat-Sun

Security staff are on the Welcome Desk outside of these hours.
Step 2: Learning Café

Now turn to your right and have a look at the Learning Café.

The café serves hot drinks, a large selection of sandwiches and salads, snacks and also sells stationery products. There are also four vending machines that stock snacks and beverages. The café also provides a large study space with power sockets.

Step 3: Teaching Collection

Beyond the café (on the right of the Returns Unit) is the Teaching Collection.

The Teaching Collection contains the most in-demand books at Mile End Library, including:

- Contents chosen using course reading lists
- Study Skills, Quick Reference, Careers and Well-being books
- DVDs and CDs

Take a walk through, see if you can find the books for your subject.

Tip: You can use the Library Catalogue Search to help locate your subject area.
Step 4: Ground Floor

Have a walk through the rest of the ground floor study space and see if you can find the following areas:

- Laptops for Loan
- Laptop Safety Lockers
- Learning Lounge
- Phone Charging Station
- Printing Hub
- Group Study Rooms

Step 5: Go Upstairs to Floor 1

Now make your way up the main staircase to the Floor 1 (The staircase is situated opposite the Self-Issue Machines in the centre of the Library).

Step 6: Floor 1

Now that you’re on Floor 1, have a look at the study space that is situated on the right of the landing.

This is a Silent Study space that has PCs and bookable Group Study Rooms. The Learning Development team also conduct workshops, one-to-one tutorials and drop-in sessions here, supporting students academically during their time at QMUL.
Floor 1

More information can be found via the QR code below.

https://delivr.com/2qy49

Please note: No food is permitted on the first or second floor, Only cold drinks and hot drinks that are covered are allowed. The Gender Neutral Toilets are also situated on this floor.

The Floor 1 also has the following:

- **Silent PC Room**: The Silent PC Room is situated on the North side and has 35 PCs that are accessible to all students.

- **Fire Escapes**: There are three fire escapes which are situated on the North side, South side and in the centre of the library (these are highlighted on your campus map).

- **Science & Engineering and Law Collections**: On the North side you'll find all of our Science & Engineering books and on the South side you'll find our Law books, journals and Statutes. On this floor we also keep our print journals for all subjects.
Floor 2

If you want to go upstairs to the Floor 2, feel free to look around and explore. However, please remember that this is also a silent area!

The Floor 2 has the following:

- **PGT Reading Room**: This is situated on the South side and it is only accessible for PGT students. The room is card access only and has 70 individual study spaces with power points.

- **Research Reading Room**: This is situated on the South side and is only accessible for PGR students. The room is card access only and has 58 study spaces with power points.

- **Fire Escapes**: There are three fire escapes which are situated on the North side, South side and in the centre of the library (these are highlighted on your campus map).

- **Art & Social Sciences, Finance and Literature Collections**: On the North side you'll find all of our Art & Social Sciences and Finance books and on the South side, you'll find all of our books on Literature (some literature books are also on the North side).
Step 7: Finding Your Subject Area

Now, using both your Map and the Library Catalogue Search, locate and go to where your subject area is.

**Tip:** Books in the main collection at Mile End will start with 'Shelves' and will have 'Mainlib' at the end of the shelfmark.

Once you have found where your books are located, please answer the following questions:

- Under what **Shelfmark** is your subject area?

- **Pick** any book in your subject area and write down the following details:
  - Title of the book:
  - Shelfmark:
  - Author:

On the Library Catalogue Search you will see what is referred to as a Shelfmark (it looks like a postcode, letters followed by numbers). Shelfmarks are used to organise books according to subject area. The shelfmarks are in alphabetical order around the library and will take you to the correct shelf.

Reminder: There are floor maps located in each of the main areas to assist you. Also, on the end of each bay (bookcase) you will find a comprehensive list of the subjects that are within that bay.
Should you need a reminder of where the Library Catalogue Machines are based, please see below.

We have four Library Catalogue Machines in total:

- 1 in Teaching Collection (Ground Floor)
- 1 in Help Zone (Ground Floor)
- 1 in 1st Floor North (Square Side)
- 1 in 2nd Floor North (Square Side)

Alternatively, you can access the library search on your phone/tablet by going to the library website:

https://www.library.qmul.ac.uk/

You will find the search bar on the home page.
Thank you for completing the Mile End Library Self-tour.

Should you have any further questions, please make your way to the **Welcome Desk** where a member of the Public Services team will assist you.

If you would like to continue reading about our services and would like further information about Queen Mary Libraries, please scan the QR code below which will take you to the homepage of the library website.

![QR Code](https://delivr.com/29nv)

**Subject Based Resources**

If you like to see more subject based E-resources, please have a look at our subject guides (these are library guides we have for each subject).

Click on the subject guide menu to see the library guides we have for each subject.

![QR Code](https://delivr.com/22zy)

https://delivr.com/22zy
Additional Study Spaces

**The Hive** - Additional study space which is run by the library on campus.

https://delivr.com/2jq6d

**Canalside** - Additional study space which is run by the library on campus.

https://delivr.com/27ga5

How to book **group study spaces** in the Library and The Hive.

https://delivr.com/27d8r

**Basement PC Area (West Smithfield)** - The basement PC area at West Smithfield Library is open 24/7 to QM card users only.

https://delivr.com/2jedc
Additional Information

- **Wifi:**
  - Select Eduroam from the list of available networks
  - Enter *Queen Mary Username* in this format: ab16543@qmul.ac.uk
  - Enter *Password*

- All students receive **£10 iPay credit** at the start of the academic year

Contact Information

**Library Enquiries:** library@qmul.ac.uk
**Mile End Library Welcome Desk:** 020 7882 7311
**Whitechapel Library Welcome Desk:** 020 7882 2561
**West Smithfield Library Welcome Desk:** 0207 882 8188
**I.T Helpdesk:** servicedesk@qmul.ac.uk - 020 7882 8888
**Disability & Dyslexia Service:** 020 7882 2756

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