Using the Library & Learning Centre (LLC)

The University of Dundee has 4 library sites, all managed by the LLC. These are Main Library, which includes a separate area for the Law collection; Duncan of Jordanstone College of Art & Design Library in the Matthew Building; the Robertson Trust Medical Library in Ninewells Hospital and a library on the Kirkcaldy campus.

The study spaces and resources in all of these libraries are available for use by all students, irrespective of their discipline.

HOW DO I GET INTO THE LIBRARY?

- **Main Library** - Access control gates, please use your ID card to enter and exit or your barcode on the Library App.
- **DJCAD Library** - The Matthew building has access control, please use your ID card to enter. Your card should first be registered at Matthew Reception.
- **Robertson Trust Medical Library** - Open access between 8.45am and 4.45pm Monday to Friday. On application, 24 hour access is available to our staff, students and NHS Tayside members of the library.
- **Kirkcaldy Campus Library** - open access from 8.30am until 5.00pm Monday to Friday. After 5.00pm Monday to Thursday, access is via the Main Entrance.

For more information, please see www.dundee.ac.uk/library/opening

CAN I EAT AND DRINK IN THE LIBRARY?

You said: *We like to be able to eat and drink in the library, but we don’t like the smell of hot food in study areas.*

So, our policy is:
- Cold drinks – yes
- Hot drinks – yes, but please use a lid on the cup to prevent spillage
- Cold food – yes
- Hot food – only in the café (if provided)

WHO IS RESPONSIBLE FOR KEEPING THE LIBRARY TIDY?

The library is cleaned every day before opening, but you can help to maintain a pleasant environment by leaving your study space as you would wish to find it. Recycling bins are provided in each area for your litter. Wipes are available in the library if you wish to clean your keyboard/mouse or desk before or after use.
CAN I TALK IN THE LIBRARY?

**Silent Study** – for individual, silent study. Conversation and other noise disturbance should be kept to an absolute minimum.

**Quiet Study** – for both individual and group study. Please keep conversation, mobile phones calls and other interactions at a low volume to avoid disturbing others.

**Group study** – for both individual and collaborative work. Please keep conversations and group work at a moderate level to reduce the impact on those working in adjacent study spaces.

In **non-designated areas**, talking is permitted, providing others are not disturbed.

CAN I RESERVE A PC OR STUDY SPACE?

We do not operate a booking system for PCs or study spaces. Please have consideration for your fellow users by not leaving unattended personal items at study desks, particularly at busy times when study spaces are in demand. To maximise availability of PCs, we also ask that you do not leave a PC logged on in your absence.

CAN I USE MY MOBILE PHONE IN THE LIBRARY?

In Silent and Quiet Study Zones, please set your phone to silent mode, and leave the area if you need to take a call. Phones can be used in the Group Study Zones or in the Cash in Main Library.

WHERE CAN I SMOKE?

Smoking is not permitted in any University Building – this includes the use of e-cigarettes and vaping.

Legislation prohibits smoking from taking place close to the entrances or windows of buildings, to prevent secondary smoke inhalation by others. For this reason, LLC staff may ask people smoking too close to the building to relocate.

DO I HAVE TO PAY FINES IF MY BOOK IS RETURNED LATE?

Your books will automatically renew for up to 12 months, unless somebody else requests them. In this case, you will receive notification that the due date has changed. If the book is returned by this date, you will not be fined. Fines will be charged if the book is returned after the new due date.

FOR MORE INFORMATION ON THE LIBRARY, PLEASE VISIT: www.dundee.ac.uk/library