

## Using your library

You can use any of the three campus libraries.

Your library has extensive opening hours, including 24-7.

Check the library website for the most up-to-date information.

Chat to us online via the website.

Phone us on **0115 848 2175**.

Email us at [libinfodirect@ntu.ac.uk](mailto:libinfodirect@ntu.ac.uk)

Visit us in person in the library.

Join us for a library tour.

[www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)

 **NOTTINGHAM**  
TRENT UNIVERSITY



# Your library Essentials

## Your essentials

These are key to your NTU student life.

**NTU username and password**

**Username:**  
The student number on your student card, e.g. N0123456.

**Password:**

Only you should know and use it. Look it up via the 'Get or reset your password' link in the myNTU section of the NTU website, under 'Current students'.

Your password will expire every 90 days, so don't get caught out!



# NOW

NTU ONLINE WORKSPACE

NOW is your virtual learning environment, and it's essential you use it throughout your course for:

- your timetable
- NTU email
- course information
- materials for each module you are taking
- Library OneSearch
- file storage space
- help
- resource lists

## Academic skills support

Want some help with your studies or research? We can help!

Book a one-to-one appointment with a member of the Library Learning and Teaching Team for help with academic writing, maths, referencing and research.

Book a place on one of our workshops.

Talk to a Student Mentor for peer support.

Check **NOW** for lots of useful tutorials and guidance.

Visit the Developing Skills section of the Library website.

[www.ntu.ac.uk/developingskills](http://www.ntu.ac.uk/developingskills)





## Renewals and requesting

**Renew** your books using the self-service machines, NOW, Library OneSearch or by phone.

**Request** books via Library OneSearch if they are on loan or at another campus.



## Resources

Your library isn't just a physical building – we've lots online too: eBooks, eJournals and databases are available 24-7, as long as you have internet access and your NTU username and password.

Discover what's available to you in the library and online by using Library OneSearch on your NOW homepage.

## Printing and photocopying

You'll get £20 credit to start you off, which you must then top up.

Size	Black and white	Colour
A4 (single side)	£0.05	£0.30
A4 (double sided)	£0.09	£0.54
A3 (single side)	£0.10	£0.60
A3 (double sided)	£0.18	£1.08

## Order a book or article

Need something that we don't stock? Order it using Library OneSearch. Look out for the red Get My Book, and Order My Journal Article links.

## Email

Your NTU email address is:

**firstname.lastnamestartyear@my.ntu.ac.uk**  
e.g.: **brian.clough2015@my.ntu.ac.uk**

Access your NTU email account via NOW. Check it regularly; this is how NTU will contact you.

## IT facilities

- IT resource rooms
- PCs
- Loanable laptops
- Wi-Fi
- Printers, photocopiers and scanners
- Assistive software / equipment

## Student behaviour and conduct

Please remember that you are bound by the University regulations when using the NTU libraries. Your suggestions and comments are always welcome.

## Borrowing

Use our self-service machines to borrow materials. Don't forget your student card!

Type of Student	How many items?	How long?
Full Time Undergraduate	20	<ul style="list-style-type: none"> <li>• 7 days</li> <li>• 4 weeks</li> <li>• 4 hours for laptops</li> </ul>
Part Time UG/PG, Distance Learning, Enhanced Services	20	<ul style="list-style-type: none"> <li>• 14 days</li> <li>• 4 weeks</li> <li>• 4 hours for laptops</li> </ul>
Full Time Postgraduate Taught	30	<ul style="list-style-type: none"> <li>• 7 days</li> <li>• 4 weeks</li> <li>• 4 hours for laptops</li> </ul>

## Study spaces

We provide a wide range of comfortable and appropriate study spaces, these include:

- **silent** study rooms for when you want to concentrate and work without any distractions;
- **quiet / individual areas** for when you want to work alone but like to have others around you; and
- **group** and collaborative spaces for when you want to work with your friends. There are open-plan group study areas at all three libraries, complete with study tables, PCs and power sockets for laptops. In addition, you can book a group study room or a group study table for up to two hours per day per group using our online booking service.

We look forward to seeing you in the library [www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)