

Birkbeck Library

# Using the Library



**Our mission is to ensure that our library services best support Birkbeck's learning, teaching and research priorities, and enable our students and staff to achieve their academic goals. We do this by providing high-quality information resources, flexible study spaces and excellent support delivered by well-trained, motivated staff.**

## Find us

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The Library is in the main Birkbeck building on Torrington Square. The entrance is on the ground floor and the upper levels can be accessed by stairs or a lift.

## Contact us

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**020 7631 6063** (enquiries)

**020 7631 6239** (renewals and payments)

**020 7631 6491** (Library Disability and Dyslexia Support)

**library-help@bbk.ac.uk**

**bbk.ac.uk/lib**

## Opening hours

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### **Term time:**

Daily 8.30am–11.45pm

### **Summer vacation:**

Monday–Friday 10am–10.30pm

Saturday–Sunday 10am–6pm

(self-service all day)

The Library is self-service only for some of these hours, see **bbk.ac.uk/lib/about/hours** or pick up a leaflet in the Library.

## Library resources

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In addition to over 250,000 books and a number of print journals, you can access online resources, including ebooks, ejournals and many databases, using the **Library Catalogue**, the **Quick Ejournals Search** or the **eLibrary** at [bbk.ac.uk/lib](http://bbk.ac.uk/lib)

Key readings are available via your modules in **Moodle**. Compiled by your Subject Librarian, our online **subject guides** incorporate all of the relevant resources for your area of study: [bbk.ac.uk/lib/subguides](http://bbk.ac.uk/lib/subguides)

## Find items

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To find the item you are looking for on the shelves, refer to its **shelfmark** listed on the library catalogue (e.g. 338.91 COM), the signage and the Library floor guide online [bbk.ac.uk/lib/about/floorplans](http://bbk.ac.uk/lib/about/floorplans), or ask a member of staff to help you.

## Library floor plan

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### Ground floor

- Entrance and exit
- Issue desk
- Self-service machines
- Request collection shelf
- Change machine

### Level 1

- Help Desk
- Books 000–708
- DVD collection
- Computers
- Group study area
- Accessibility Centre
- Study Support Room
- Printing and photocopying
- Print top-up unit

- Seminar Room
- Phone Zone
- Toilets

### Level 2

- Books 709–827
- Computers
- Study spaces

### Level 3

- Books 828–999
- Silent study area

### Level 4

- Print journals
- Silent study area
- Laptop-free area

## Request items

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You can place a request if all borrowable copies of an item are currently out on loan.

If you need an item that is not held by Birkbeck Library, you can use other libraries in London [bbk.ac.uk/lib/otherlibs](https://bbk.ac.uk/lib/otherlibs) or the **Interlibrary Loan Service**: [bbk.ac.uk/lib/about/how/ill](https://bbk.ac.uk/lib/about/how/ill)

## Borrow

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You can borrow most books for 3 weeks, DVDs and some books for 1 week, and items in high demand for 1 day only, using self-service machines or the staffed Issue Desk.

## Loan entitlements

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### **Undergraduate, certificate and short-course students:**

15 items

### **Postgraduate students and staff:**

20 items

You can renew items which have not been requested by other library users.

Fines are charged on overdue items (charges per day:

25p on 3-week loans; 50p on 1-week loans, £5 on 1-day loans).

## Manage your library account

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Log in from home or in College from the Birkbeck Library Catalogue screen:

<http://vufind.lib.bbk.ac.uk/vufind/MyResearch/UserLogin>



- Renew your loans if they have not been requested by someone else.
- Place a request.
- Check your requests.
- Save your search queries.
- See your fines and messages.

## Self service

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Self-service machines are the quickest way to take out and return books, and pay fines. Use the touchscreens and follow the instructions. If you have any questions about using the self-service machines, please ask a member of staff.

## Study spaces

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**Silent study areas** are located on Levels 3 and 4. For group work, there is a **group study area** with open, unreserved space and bookable pods on Level 1.

The **Accessibility Centre** is on Level 1 and is a quiet study area.

Birkbeck Library is generally quiet and you must turn your mobile phone to silent before coming in. There is a Phone Zone on Level 1.

You should not eat food in the Library. All except alcoholic drinks are allowed.

## Computing and IT facilities

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Log on, use computers and access online resources with your Birkbeck username and password.

There are computers on Levels 1 and 2.

Photocopiers which also print and scan are on Level 1. To use these you need your Birkbeck ID card or your Birkbeck username and password. Use the top-up units in the Library and elsewhere in the College to add credit to your account, or visit <https://www2.bbk.ac.uk/its/pcounter/>

A4 black-and-white copies are 5p.

A3 black-and-white 10p.

A4 colour 25p.

A3 colour 50p.

WiFi is available throughout the Library. The wireless network for Birkbeck students is called **eduroam**:

[bbk.ac.uk/its/services/wam/eduroam](https://www2.bbk.ac.uk/its/services/wam/eduroam)

## Disability and dyslexia support in the Library

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We offer additional services and support to enable students with disabilities and dyslexia to make the most of the Library's resources.

You will need to complete a **Study Support Plan** to access our full range of services. Study Support plans are completed online via My Birkbeck Profile.

### Services include:

- Extension to the loan period of books
- Book fetching, photocopying and postal loans
- Provision of Library material in accessible electronic formats
- One-to-one assistance with assistive software like ClaroRead and JAWS
- Giving your assistant access to the Library
- Use of equipment such as MacBook and video magnifiers.

Assistive software is installed on all computers in the Library:

- ZoomText
- ClaroRead
- MindView
- LADS dyslexia test
- JAWS.

### Spaces to study

The **Study Support Room** next to the Help Desk is a private space containing a computer, scanner, printer and adjustable-height table. The computer has Dragon Naturally Speaking in addition to all our standard assistive software.

The **Accessibility Centre** is a shared space with computers and other assistive technology.

There is also an Assistive Technology Room outside the Library on the ground floor (G17) with a computer, scanner and other equipment.

For more information see [bbk.ac.uk/lib/disability-support](https://bbk.ac.uk/lib/disability-support) or contact the Library Disability and Dyslexia Support team:

**020 7631 6491**

[library-disability@bbk.ac.uk](mailto:library-disability@bbk.ac.uk)

## Birkbeck Stratford

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Students studying modules at Stratford can also use the Weston Learning Centre in University Square Stratford and the University of East London Library. More information about the library resources available to Stratford-based students can be found here: [bbk.ac.uk/lib/stratford](https://bbk.ac.uk/lib/stratford)

# Help

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Library staff are available to provide assistance on the **Issue Desk** on the ground floor and at the Help Desk on Level 1.

There are dedicated **Subject Librarians** for your course to assist you throughout your studies at Birkbeck:

**[bbk.ac.uk/lib/contact/subject-librarians-2](http://bbk.ac.uk/lib/contact/subject-librarians-2)**

We welcome your **feedback** on our service. There are printed feedback forms in the Library or you can comment online at

**[bbk.ac.uk/lib/contact/suggform](http://bbk.ac.uk/lib/contact/suggform)**



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**Malet Street, Bloomsbury**  
**London WC1E 7HX**  
**Tel 020 7631 6063**  
**[bbk.ac.uk/lib](http://bbk.ac.uk/lib)**

**London's only specialist provider of evening higher education.**  
**Prestigious University of London qualifications. World-class**  
**research environment. Ranked number 1 for quality of**  
**overall student experience\*.**

\* National Student Survey 2014