Durham University

Skills:
Using the Library

Using the Library

Using any library effectively is important. It can make a big difference when it comes to working on something like an EPQ, coursework or preparing yourself for University. The important thing to remember is that Durham University Library isn't just for students studying here; we encourage students in colleges and sixth forms to regularly visit and use the resources available.

Accessing the University Library is simple, VI form groups are required to attend a short workshop which can be arranged via your subject teacher. The workshop covers the basics of effective researching in the Library and a short tour of the facilities. Once you have completed this training (which is offered free of charge), you will be given a temporary card signed by one of our staff members and you are then free to come and go as you please. The library is available to you during standard opening times, excluding times of heavy use during October, April and May.

If you would like to book a Research Skills session please ask your subject teacher to contact 4schools. For more information on Library Opening Times and Dates, please consult the Library's website.

Which Library?

The best way to navigate the library and find out exactly where you need to be is to consult the descriptions below. Please note that these descriptions are not totally strict and there will be some overlap between sites.

Unless stated otherwise the sites of Durham University Library are within Durham city.

Library and Location	Contains resources on..
Bill Bryson Library	Full list available here.
Business School Library	Business and Finance
Leazes Road Library	Education, Teaching
Palace Green Library	Archives, Early Print and Special Collections
Queen's Campus Library, Stockton	Psychology, Sciences, Business, Education, Marketing, Medicine and Pharmacy.

What's in the Library?

As you might expect from a University Library there are over 1.5 million printed items across the five sites. But that's not all – the library also provides access to over 500,000 online resources including e-books, e-journals and major online databases from across the world. (If these terms are unfamiliar, you can refer to the Using Sources document for guidance).

Using the Library Catalogue

Exploring the library catalogue is actually very simple and much can be done online before you even step foot into the library. It would take far too long for anyone to search shelf by shelf and you can usually find what you're looking for with a few keywords. The most important thing is knowing what you want to research before you begin.

The Library Catalogue can be accessed at home or from dedicated PCs within the Library. With a few keywords you can quickly search across millions of resources the library has available, including everything from printed texts to online resources and DVDs.

Though it's a simple system it can be overwhelming at first, you can follow the short guide below to get to grips with how it works:

- Access the Library Catalogue online (http://library.dur.ac.uk) or on a dedicated PC within a Durham University Library site.

- If you search for something popular like 'Winston Churchill' you're bound to find a lot more results than if we make it more specific.

- Adding extra words or searching by an author is much more effective. What we're looking for is the items location and whether or not it is available. As a visiting student to the university you unfortunately aren't permitted to take books from the library but you can photocopy or make use of scanning stations to screenshot individual pages of books which you find useful.

- If you were to click on one of your search results in the catalougue, you would get a page that looked something like this:

Which library the book is at and which floor it can be found on.

The reference that will take you to the correct shelf and exact spot on that shelf.

Author	Theakston, Kevin, 1958-
Title	**Winston Churchill** and the British constitution / Kevin Theakston.
Imprint	London : Politico's, 2004.

LOCATION	SHELFMARK	LOAN TYPE	STATUS	Last Checked In
Bill Bryson Library: Level 1	941.084 THE	STANDARD	NOT ON LOAN	24-03-07

Description	263 p.
Subject	**Churchill**, **Winston**, 1874-1965.
	Constitutional history -- Great Britain.
	Show similar items
	Great Britain -- Politics and government -- 20th century
ISBN	1842750755
Classmark	941.084
More information	Show location at Bill Bryson Library - Level 1
	Request item inter-site

Persistent link for this record: *https://library.dur.ac.uk/record=b1980437~S1*
Chart of recent loans

If it's not on loan it should be on the shelf. If not, it may be waiting to be re-shelved or may have been put back incorrectly. Ask a staff member for help.

Reference only means that it cannot be taken out of the library. Short loan means it will be in the dedicated short loans section by the reception desk. Standard means it can be taken out by members of the university for a few weeks.

- The easiest thing to do is to access the catalogue from home and place books and journals etc. that you are interested in looking at, into the 'Book Cart' by pressing 'Save Item'. You can then email the list to yourself and bring it along when you get to the library so that you can go straight to the shelves to find what you're looking for.

Durham University
Library Catalogue

Other Library Catalogues | Library Homepage | Add to Google | Library on Fac

Find more resources with **Discover**

Start Over | Extended Display | Previous Screen | Clear Saved Records

Format Of List	Send List To
● Full Display	● E-Mail
○ Brief Display	Mail To:
○ End-Note/RefWorks	Subject: From University of Durham Catalogue
	○ Screen
	○ Local Disk
	Submit

Your List of Saved Records

Select All Clear All Delete Selected

Num	Mark	Exports (1-1 of 1)	Medium	Year
1	☐	Winston Churchill and the British constitution Kevin Theakston.	📖	2004

Select All Clear All Delete Selected

You can also search using DISCOVER which works in a very similar way, making it easy to find journals articles and even lets you search through all of the objects held by our museums!

Durham University Library

Check the Library opening hours
Log in to renew loans and view your record
Book an individual or group study room

DISCOVER   *Search Durham collections*

Enter a keyword, object, person, material, period...   Everything ▼   Search

Other Resources

There are lots of benefits to using the University's library facilities. As mentioned above, although you cannot borrow books from the library, you are welcome to spend as much time as you like in the library so that you can consult as much of our material as necessary. You can also buy a photocopy card and copy a few pages of a book or use our dedicated scanners and save the images of a page directly to a USB memory stick (please bring along your own).

It is also possible to plug in your laptop (although you will not be able to access the University's secured network so either bring along a 3G/4G dongle or ensure you have all that you need saved offline.


You can come with friends and sit in the more relaxed area of the library if you want to discuss your work or take a break.

We do not allow food or drink into the study areas of the library but we do have a small café on site where you can buy some basic refreshments and it's a short walk into Durham City if you need a longer break.

You can access any PC that is dedicated to the library catalogue and we have two computers that can be used to access online journals for which we have a subscription. For this, you will need to get a temporary log in from the reception desk.

If in doubt – just ask!
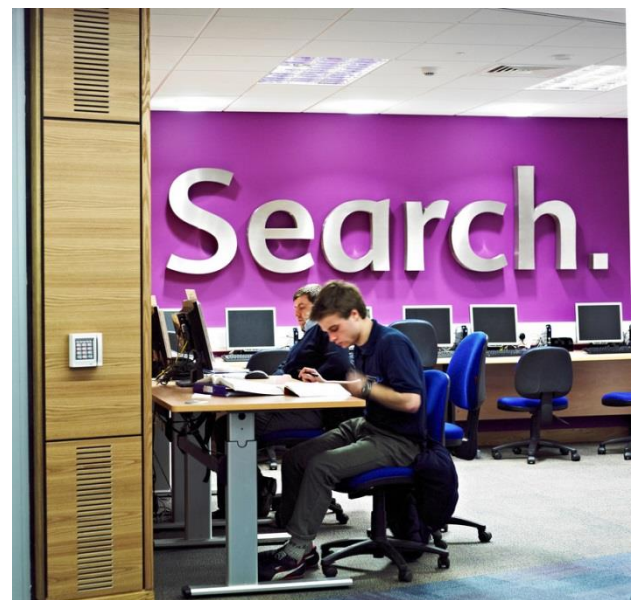
Further Resources

Durham University Library main page: https://www.dur.ac.uk/library/

List of Durham University Library sites: https://www.dur.ac.uk/library/using/libraries/

Searching the catalogue help page: https://www.dur.ac.uk/library/using/finding/cat/

Discover Durham Collections: http://discover.durham.ac.uk/primo_library/libweb/action/search.do

Photocopying information: https://www.dur.ac.uk/library/using/photocopying/