

WHEN IS THE LIBRARY OPEN?

Monday to Friday 8.00am to 10.00pm
 Saturdays 8.00am to 6.00pm
 Sundays 11.00am to 5.00pm

DO I NEED TO DO ANYTHING BEFORE I CAN USE THE LIBRARY?

Yes, you need to have a PIN code to borrow books and view your library record online. You can get this PIN code by asking a librarian on one of the service desks in The Forum to activate your card. You can also generate the PIN code yourself from the ELAN catalogue: simply click "View your record" and then click "Need Pincode?"

You can change the PIN code to something more memorable if required.



HOW MANY BOOKS CAN I BORROW AND HOW LONG CAN I KEEP THEM?

12 books from the University collection
 14 books from Southend Borough Library collection.

Short term loan – 1 week
 Normal loan – 4 weeks

HOW DO I BORROW BOOKS?

With the barcode on the back of your student card and PIN code you can use the self-issue terminals on the ground and the first floor. You have to issue a book if you want to take it to the Learning Hub

HOW DO I RENEW OR RESERVE A BOOK?

You can renew or reserve books online by logging into the ELAN catalogue (<http://elan-classic.essexcc.gov.uk>) and using your student card and PIN code. You can also call 01702 554111.

WHAT ARE THE FINES FOR LATE BOOKS?

15p per day per item (up to a maximum of £6 per item). You will be contacted by text or voicemail if your book is recalled or substantially overdue.

HOW DO I FIND THE RIGHT BOOK?

Use the ELAN catalogue to find hard copy books or journals. The books are on the first floor of The Forum, arranged by subject. You can also request books from any other public library in the county.

The Encore online catalogue can be used to find more than 65,000 e-books and 33,000 e-journals.

WHAT IF I HAVE A QUERY?

Assistant Librarian Greg Bennett is available on x8484, or gbennett@essex.ac.uk or visit him at the Info point in the Learning Hub.

WELCOME TO SOUTHEND CAMPUS



ACCESS ANY ONE OF OUR 76 AVAILABLE PCS WITHIN THE LEARNING HUB.



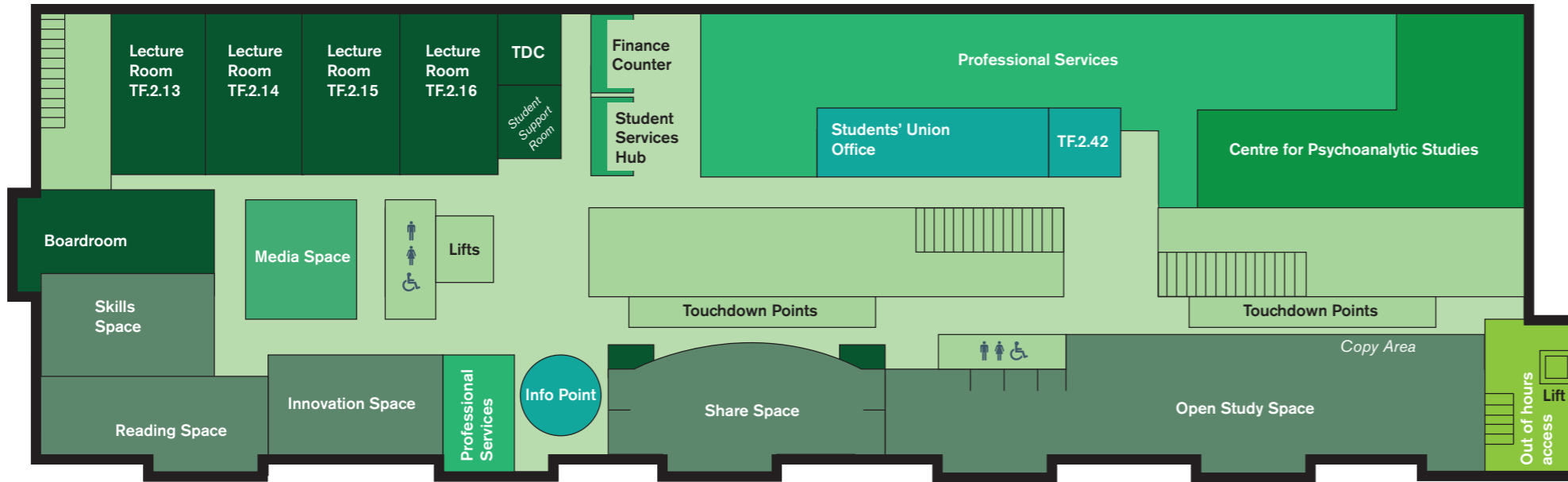
OVER 140,000 BOOKS IN THE FORUM WITH ACCESS TO 52,000 E-BOOKS AND 33,000 E-JOURNALS ONLINE.



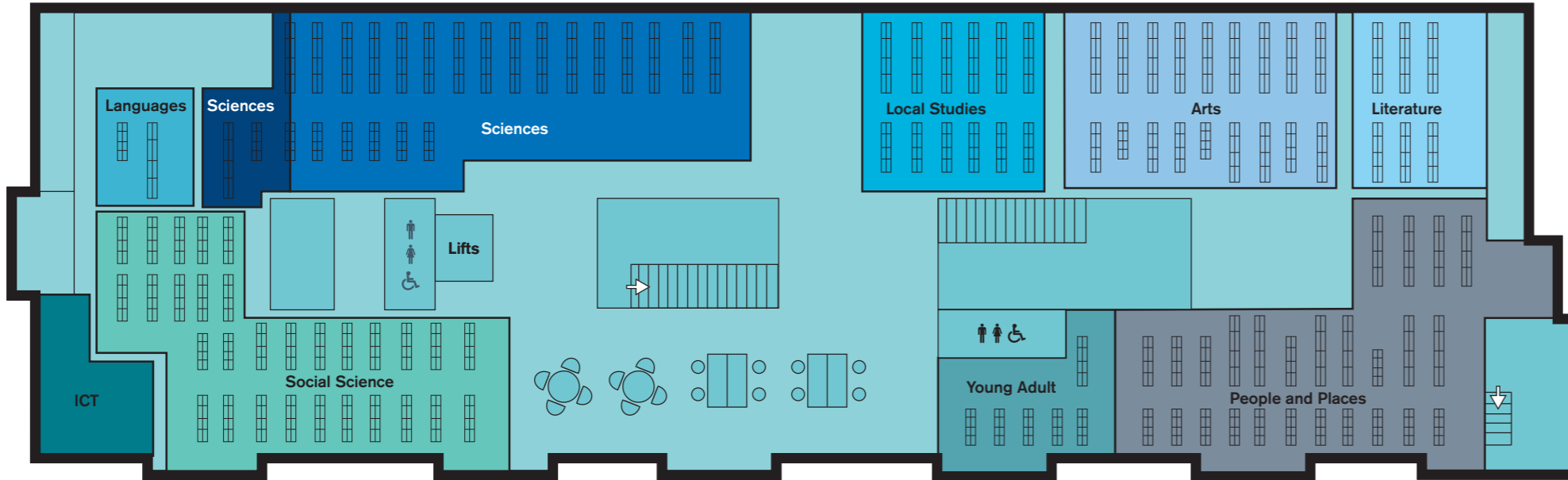
THE INNOVATIVE 200-SEAT LECTURE THEATRE HAS 7:1 SURROUND SOUND AND FULL HD PROJECTION SYSTEM.

THE FORUM

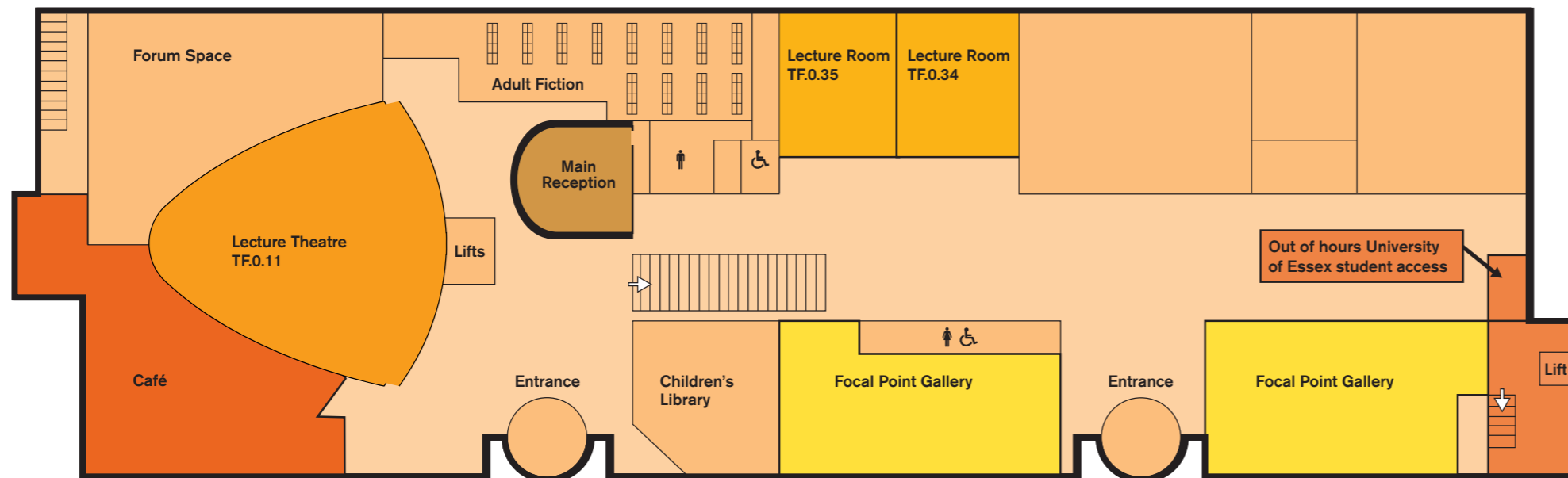
SECOND FLOOR



FIRST FLOOR



GROUND FLOOR



WHAT SERVICES ARE AVAILABLE IN THE FORUM?

The Student Services Hub provides a broad range of student services including registration, student documentation and the processing of DBS applications. These services also include student support and a confidential drop-in service. The Finance Counter is for rental payments, tuition fees or paying for lost key cards or deposits for East 15 lockers. There is a private area where staff can also discuss any financial concerns students may be experiencing.

The Talent Development Centre (TDC) provides support and training for both academic study and graduate employability. You can also come and chat to a TDC Skills Adviser for help and advice on issues such as study skills and assignment writing.

The Employability and Careers Centre directs you to exciting opportunities to develop your skills, improve your CV and gain valuable experience.

The Students' Union University is about getting so much more than a degree. The Students' Union staff can help with sports and societies, volunteering opportunities, running campaigns and lots more. All this information can be found in the Students' Union office.

What is the Learning Hub?
On the second floor of The Forum, the Learning Hub provides spaces suitable for different styles of learning and studying. From power enabled sofas, to study pods and group working areas, there is something for everyone. Open 24 hours a day, the out-of-hours door is at the north end of the building, you will need your student card with you to get in.

Touchdown points – Individual height-adjustable computers are ideal for quick checking e-mail, submitting work or for social media.

Open study space – A social space for studying including islands of computers where you can work alongside fellow students and easily collaborate on projects. There are also small breakaway pods available with computer access for working groups.

Share space – A room of pods which you can use for studying or teaching as a group or on your own. Each pod has an individual projector to support interactive group working.

Innovation space – The furniture is based around group study islands and especially designed so you can rearrange it however you want. This space can be booked if required.

Reading space – Exactly what you might need when you need to focus on your work, a quiet area to take your books and thoughts, and study in peace.

Skills space – Depending on your activity you can rearrange the furniture for whatever you're studying.

Media space – Work on film, photos, publications, music and audio projects using the latest Apple iMac computers and media editing software in these sound-proofed booths.

Info point – Whether you need some help with computer access, have a library query or need to speak to someone about careers and employment, the info point is where you need to go for advice and support. Alternatively you can phone 01702 328341 or email it.southend@essex.ac.uk.

NB South Essex College occupies the third floor which is only accessible to their staff and students.

WHAT SERVICES ARE AVAILABLE IN THE GATEWAY BUILDING?

The main reception for our Southend campus is located on the ground floor of the Gateway Building.

IT labs are located in GB.2.34 and GB.3.43.

Group study pods are located on the second floor of the Gateway Building (towards the Student Common Room).

Touchdown points, in the second and third floor lift lobbies, are individual height-adjustable computers which are ideal for quickly checking e-mail, submitting work or updating social media.

The **Student Common Room** is located in GB.2.32 and provides a space to relax or study on your own or with friends.

Student life is a rollercoaster and you might experience difficulties from time to time, so don't be worried about asking for help. **The SU Advice Centre**, in the Students' Union on the ground floor, provides a free, professional and confidential guidance service for all students.