

How do I... Borrow & Return

The ILC holds over 30,000 volumes. Most of the items are borrowable with the exception of textbooks and books included in reading lists of Unit Syllabi.

If an item you want is on loan to another student you may recall and place a reservation. The ILC staff will notify you by email or telephone, the minute it becomes available.

Any item returned back late incurs a fine.

Where do I... Find Journals

The ILC is subscribed to a variety of **electronic resources**, including bibliographic and full text databases, e-journal and e-book collections, digital libraries, etc. to help students with their research. They cover all subjects taught at the College.

Find an e-resource that covers your subject area (*business, computer science, psychology, etc.*) and search for articles on your specific topic.

If the resource contains only the abstract of an article **use the Interlibrary Request Service** to obtain the full-text.

Printed journals are kept in **GROUP Study Room** at the Periodical Section Area.

How do I... Use MUSE

MUSE (My University of Sheffield Environment), is the University of Sheffield (TUOS) portal, designed to give students and staff personalized and secure access to university resources from any location. MUSE allows you to:

- Use **STARPlus**, the Library catalogue to search for all electronic & print items.
- Use "**Articles and Databases**" to do literature searches
- Search Google Scholar and find links to Sheffield's Library full text context.
- Send and receive emails and create a personal address book.

How do I... Use a Computer or Laptop

The Multimedia Room, the PCs Working Area are equipped with computers. Computing facilities are to be used for **research and study-related purposes** not for leisure, or for accessing social email and internet chat.

Students should not leave PCs unattended and must log-off when they finish their work.

Wireless network is available throughout the ILC for students who wish to use a **laptop**.

How do I... Print, Scan, Photocopy

The **reproduction services** are to be used for private study and research – not for commercial purposes!

The PCs Working Area and the Multimedia Room are equipped with scanners, black & white and color printers. Each student is granted with a number of free printing units at the beginning of the academic year. One can add credits, at the Library Services Deek.

A self-service photocopy machine is housed in a separate room. There is a charge of 0.03 cents per page.

Each user is personally responsible for making **fair use** of reproduction services and for **complying with copyright restrictions!**

Where do I... Study

The ILC offers an attractive, welcoming and practical study environment, supporting individual and group working.

There is a **Group Study Room** that students can use when they need to work together on projects and assignments or prepare a presentation. It is not intended for individual use. Room are bookable in person, by email or telephone. If you don't show up on time, reservation is cancelled and the room becomes available for re-booking.

Group study room is equipped with reading desks, comfortable seats, projector and a whiteboard. Wireless network is available.

For **individual study** there is a variety of study desks available, where you can use your laptop, study and read books **quietly**.

For **silent study** students can book a reading space in the **QUIET Study Room**.

How do I... Use a Locker

Be safe. Keep your personal belongings with you, including books you have issued. Otherwise use a **locker to safely store your items**.

Request a locker key from the Library Services Desk and sign the appropriate reservation form upon receipt and return of locker key (ILCard is necessary).

Where do I... Get Help

Ask for **help** at Library Services Desk if you experience problems with the use of the ILC.

Contact the ILC Staff by telephone (2310) 538961, 538560, or by email at **library@city.academic.gr** if you can't visit the premises or are an off-campus student.

Use the Help **Guides** available on the ILC's web pages.

Where do I... Eat & Drink

Food and Drink are not allowed in certain areas of the ILC, such as, the Seminar Room, the Multimedia Room and the PCs working area. But you can keep bottled water in any area with you while you study.

There is a cafe on 5th floor which sells a wide range of hot and cold food and drinks.

It is your responsibility to keep the **library environment clean!** Clean tables when you leave, put books on the "Return Items" trolley and rubbish in the bins.

Service Hours

The ILC operates from **9:00-21:00 from Monday to Friday and 11:00-17:00 on Weekends** (October to May). Working hours may be subject to changes on holidays and summer vacation.

Notification from the ILC is sent by email. Check your email account daily. Important announcements are placed on the ILC notice board.



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