Your Library Guide

A guide to getting started in the Andrew Kean Learning Centre

- Essential Library
- Opening hours
- Using the Library
- The Library website
- Where to get help

lib.leedstrinity.ac.uk
Welcome to the Andrew Kean Learning Centre. The Learning Centre is home to our Library and IT Services.

Visit the Learning Centre for:

- Library and IT support
- Books, journals, newspapers, DVDs, classroom resources and more
- A wide range of electronic resources; e-books, e-journals and databases
- Self-service kiosks for borrowing and returning books
- Quiet and silent study zones, as well as bookable group study rooms
- IT rooms, 24-hour IT Lab and open access PCs
- Laptops for you to borrow and wireless coverage throughout
- Printing, photocopying, scanning, laminating and binding
- The Learning Centre also includes teaching rooms and a café

/socialmediaurls
Opening hours

Please see the Library website for details of our opening times.

**After hours**
Your student ID card is your key to accessing the Learning Centre’s after-hours facilities.

**24/7 opening**
At certain key times of the year we are pleased to offer 24-hour opening, right when you need it most. Check our website to find further details, including dates, of these periods.

---

**Contact us**
0113 283 7244   libraryenquiries@leedstrinity.ac.uk

Facebook: /leedstrinitylibrary   Twitter: @tulibrary1   Instagram: leeds_trinity_library

lib.leedstrinity.ac.uk
Using the Library

Borrowing allowance:

- **Main stock**: 25 items
- **Classroom resources**: 25 items
- **Multimedia Film & TV**: 4 items
- **Maximum number of items**: 25 items

Loan types and fines:

- **Standard loan (two weeks)**: 10p fine per day
- **Multimedia items (two weeks)**: 10p fine per day
- **Classroom resources (six weeks)**: 10p fine per day

You will be charged for, or asked to replace, lost and long overdue items:

- £25 for Main Stock items
- £15 for Classroom Resources and Multimedia
- £15 for Headphones
- £15 for Phone Chargers

Renew your loans:

- **Online**: My Library Account link on the Library website
- **Self-service kiosks**: On the ground floor of the Learning Centre
- **Telephone**: 0113 283 7244
- **Library Helpdesk**: On the ground floor of the Learning Centre

Learning Centre Essentials:

You must bring your student ID to borrow from the library

- You must not allow anyone else to borrow using your card
- You are responsible for all items on your Library account

Top tip

You can renew your loans as many times as you like, unless the item has been reserved by another student.

- You will receive courtesy emails when your books are due for return and when they are overdue, although it is still your responsibility to return the books on time.
The Library website

The Library website is your gateway to accessing all online resources. Click on the Library button on MyLTU to find us.

On the Library website you can use:

Books Search
- Search for books, e-books, DVDs and print journals
- Reserve items which are out on loan

Journals Search
- Search across the library collections for full-text articles and more

E-Journals A-Z
- Search for e-journals by title

Databases A-Z
- Explore our great range of databases

My Subject
- Find resources for your subject

My Library Account
- Manage your account and renew your loans

Request
- Get books and articles that the library doesn’t have access to

Accessing the Library website from off-campus

Go to lib.leedstrinity.ac.uk and enter your network username and password, if prompted to do so.
Where to get help

Visit the Helpdesk to:

- Get help finding books
- Make an appointment with your Liaison Librarian
- Reset your password
- Purchase stationery
- Borrow a laptop to use in the Learning Centre
- Top up your print credit
- Get IT support
- Get access to other academic libraries

At certain key times in the day a Librarian is also on duty and can provide more in-depth help on:

- Finding or using library resources
- Referencing

The Learning Centre is a great place to study. We have different types of study spaces to suit your needs:

- Bookable Group Study
- Breakout areas
- A café
- Quiet areas on each floor
- Study Pods
- Silent Study and carrels for when you want to work undisturbed.

Top tip

- Use the closed stairwells and foyer if you need to take a call
- Respect other users by working quietly

You can bring hot or cold drinks and cold food into any part of the Library. Please keep hot food to the Foyer/cafe areas only. Please use the recycling facilities and keep lids on drinks.
Your Liaison Librarians

Your Liaison Librarian is responsible for your subject area in the Library. They can show you how to find good quality resources for your essays and dissertations.

Ask at the Library Helpdesk or contact your Liaison Librarian via email or phone.

Not sure who your Liaison Librarian is? Ask your tutor, or visit the Library website to find out.