

Welcome to Edinburgh Napier University! This guide will help you find the library resources you need for your study and research. Further information and help is always available on our myNapier pages. Go to myNapier <http://my.napier.ac.uk> and click the Library link on the left side of the page.

Visiting your library in person

The libraries at Craiglockhart, Merchiston and Sighthill have collections which support the subjects taught on each campus. This means that you will find most of the books you want on your home campus, but you can also use LibrarySearch to request books from other campuses. Bring your student ID with you when you visit the library.

"I have never had a negative experience coming to the Library. They are always encouraging, polite, patient and they calm me down."

Craiglockhart: Business, law, marketing, hospitality and tourism, languages.

Merchiston: Engineering, computing, built environment, acting, advertising, communications & PR, creative writing, design, English, film, journalism, music, photography, publishing, and television.

Sighthill: Nursing, midwifery, veterinary nursing, sports science, life science, psychology, sociology, and criminology.

When are libraries open?

Trimesters 1 & 2:

Craiglockhart Library and Sighthill Learning Resource Centre

	Open	Helpdesk available
Monday to Thursday	08:00 – 21:00	08:45 – 19:00
Friday	08:00 – 21:00	08:45 – 17:00
Saturday	09:00 – 17:00	10:00 – 16:00
Sunday	09:00 – 17:00	Closed

Merchiston Library

	Open and Helpdesk available
Monday to Thursday	08:45 – 19:00
Friday	08:45 – 17:00
Saturday	10:00 – 16:00
Sunday	Closed

Merchiston Library has a 24 hour access area in Zones 1, 2 and 3. It is staffed during the hours above, and there is no access to books outside these times. For more details and up-to-date opening hours see: <http://my.napier.ac.uk/Library/About/Pages/OpeningHours.aspx>

How do I find books and other items on my reading list?

LibrarySearch <http://librarysearch.napier.ac.uk> makes it easy to search most of the Edinburgh Napier Library collections – books, ebooks, online journal articles and more. It doesn't contain content from all databases purchased by the library, but it's a great place to start. You can also use it to request library items.

To find an item, just type in your keywords and click search. When you have your results, look at the options that can help you refine your search results by format, library and more. You can also use LibrarySearch to find ejournals and link to full text journal articles online.

Online reading lists are making it easier for you to find the core reading you need for your course. Not all courses are using the new reading list software. If they are, you can find them in your Moodle module or see [Reading Lists](#). For help finding the best information for your subject, see the subject guide prepared by your Subject Librarian: <http://my.napier.ac.uk/Library/study-and-research/Pages/Subject-Guides.aspx>

How do I sign in to my LibrarySearch account or use online library resources?

Use your University login- your username is your matriculation number. If you have a problem with your password, please contact ISServiceDesk@napier.ac.uk (see the Computing Services Guide).

How do I borrow and return books?

Borrow books and other library items using your student ID card. There are self-service machines in all campus libraries. You can borrow up to 15 items at a time and return them to any Edinburgh Napier University campus library.

Intelligent Loans

When you borrow a book from the library it will automatically renew for up to a maximum of 4 months. CDs and DVDs will automatically renew for up to a maximum of 4 weeks. For more information about Intelligent Loans see: <http://my.napier.ac.uk/Library/About/Pages/intelligent-loans.aspx>

Recalled items

If an item on loan to you is requested, it will not automatically renew and we will recall it. We will send you a recall email so check your student email account regularly. We will ask you to return the item within 7 days or by the due date if it's less than 7 days. To avoid getting fines, make sure you return it before the due date.

How do I check the due dates on my borrowed items?

Sign in to LibrarySearch and enter your University login, then select My Library Card. You will see all the items currently on loan to you and their due dates.

Avoid getting fines

You will be charged if you don't return recalled items on time. If you have fines, this will affect your ability to borrow or renew items and eventually to graduate. Find more details at:

<http://my.napier.ac.uk/Library/getting-started/Pages/Our-charges-and-fines.aspx>

Can't find the book you want?

If all the copies of the book you want are on loan to other people, you can make a request using LibrarySearch. Check if there is an ebook version available or try searching for keywords to see what other books the library has in this subject area. For other options available to you, see our [Can't find the book you want?](#) page on myNapier.

Books from other libraries

If the book or other item you want is not available at Edinburgh Napier University, check other local Edinburgh libraries. See the helpsheet at: <http://my.napier.ac.uk/Library/study-and-research/Pages/Other-libraries.aspx> If the item you want is not available locally, ask us about [Inter-Library Loan](#).

Self-guided audio tours

Come in to a Library or IT suite, use our free wifi and take a self-guided audio tour. Using headphones, listen to staff guiding you around the building and talking about the resources and services available to you. Each tour lasts about 10 minutes and PDF transcripts are also available. For details of all our tours, see the myNapier [Audio Tours](#) page.

Questions and further help

The library is here to help you find what you need for your study and research.

In person: Ask at any Help Desk.

Telephone and email support is available 24 hours a day, 365 days a year.

Email: library@napier.ac.uk

Telephone: 0131 455 3500

You can also find library information and help on Moodle. Go to <http://moodle.napier.ac.uk> and click on the 'Library' link.

AskNapier: <https://ask.napier.ac.uk/>

Twitter: @ednaplib