



## Student Induction Library Guide.

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 the [myNapier](#) website and click the Library link on the left side of the page.

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

With LibrarySearch <http://librarysearch.napier.ac.uk> it's easy to search most of the Edinburgh Napier Library collections – ebooks, books, 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.

Sign in to LibrarySearch to get full results for your searches. To find an item, add some keywords and click search. When you have your results, look at the options on the right hand side of the page. 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 make it easier for you to find the core reading you need for your course. Not all courses are using online reading lists. If they are, you can find them in your Moodle module or see the [myNapier Reading Lists](#) page. For help finding the best information for your subject, use the [subject guide](#) prepared by your Subject Librarian.

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

Sign in using your University login. That's your matriculation number and password. If you're off campus and not using the Virtual Desktop Service, your username is your university email address e.g. 4XXXXXXX@live.napier.ac.uk and your password. If you have a problem with your password, contact: [ISServiceDesk@napier.ac.uk](mailto:ISServiceDesk@napier.ac.uk).

### Campus libraries.

The libraries at Craiglockhart, Merchiston and Sighthill have collections that support the subjects taught on each campus. Request items from any of our campus libraries using LibrarySearch. Remember to bring your student card with you when you visit the library.

**Craiglockhart:** Business, Law, Marketing, Hospitality and Tourism and 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?

For details of when campus libraries are open, go to the [myNapier Library Opening Hours](#) page.

## How do I borrow and return books?

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

## Automatic renewals.

When you borrow a book from the library, it will automatically renew up to a maximum of 4 months. CDs and DVDs will automatically renew up to a maximum of 4 weeks. For more information see the [myNapier library automatic renewals](#) page.

## Recalled items.

If an item on loan to you is requested, it won't renew automatically and we'll recall it. We'll send you a recall email so check your student email account regularly. We'll 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 click your name in the top right hand corner. You can then see all the items currently on loan to you and their due dates.

## Avoid getting fines.

If you don't return recalled items on time you will be fined. If you have fines, this will affect your ability to borrow or renew items and eventually to graduate. Find more details on the [myNapier library fines and charges](#) page.

## Can't find the book you want?

If all copies of the book you want are on loan to other people, request a copy using LibrarySearch. Check to see if there's an ebook version available or try using different keywords to see if there are other books in this subject area. For other options available to you, see the [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, see the options available on the [myNapier Other Libraries](#) page. If the item you want is not available locally, you can request it using our [Inter-Library Loan](#) service.

## Questions and further help.

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

**Email:** [library@napier.ac.uk](mailto:library@napier.ac.uk)

**Telephone:** 0131 455 3500

**askNapier:** <https://ask.napier.ac.uk/>

**Twitter:** [@EdNapLib](#)

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

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