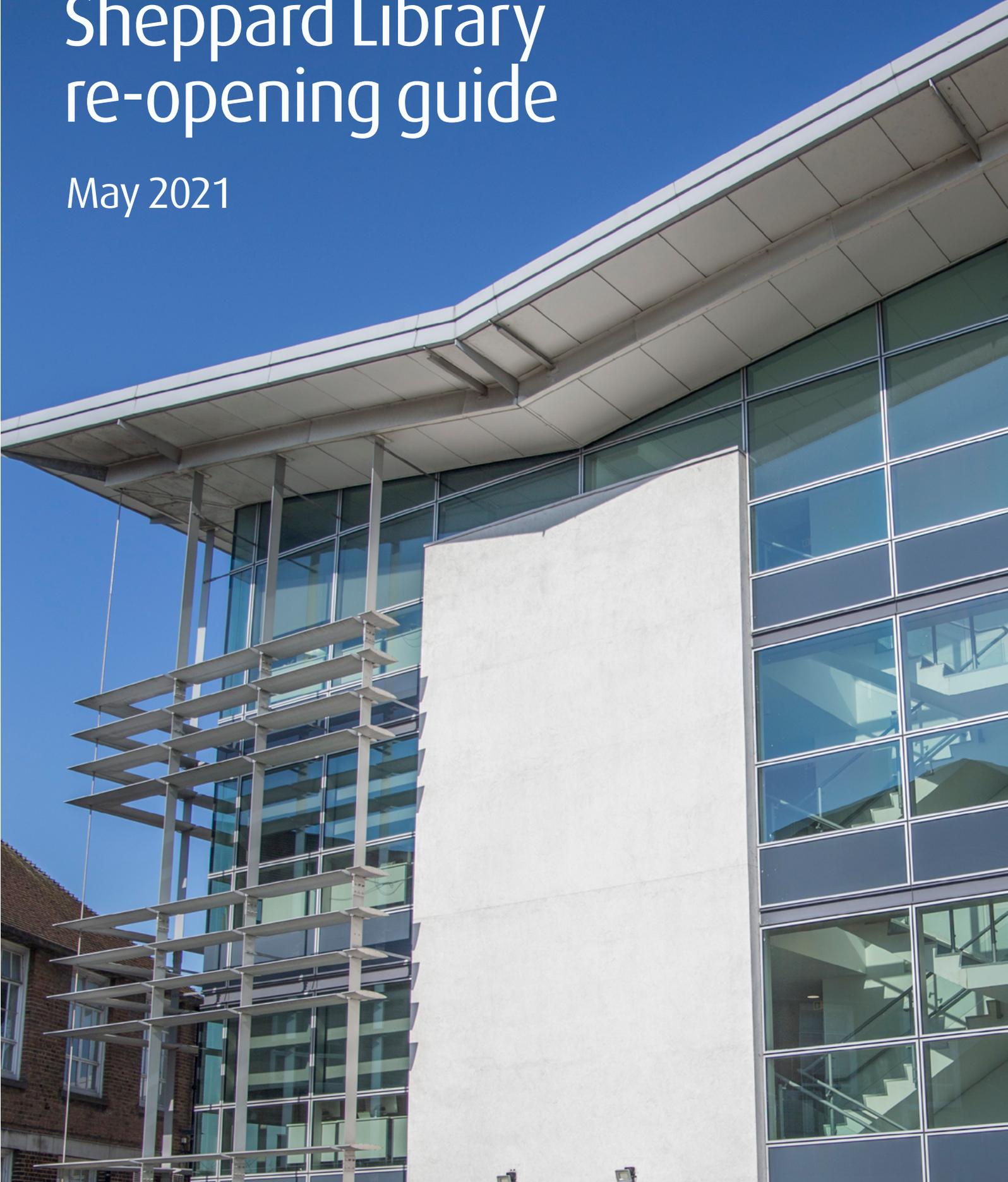


Sheppard Library re-opening guide

May 2021

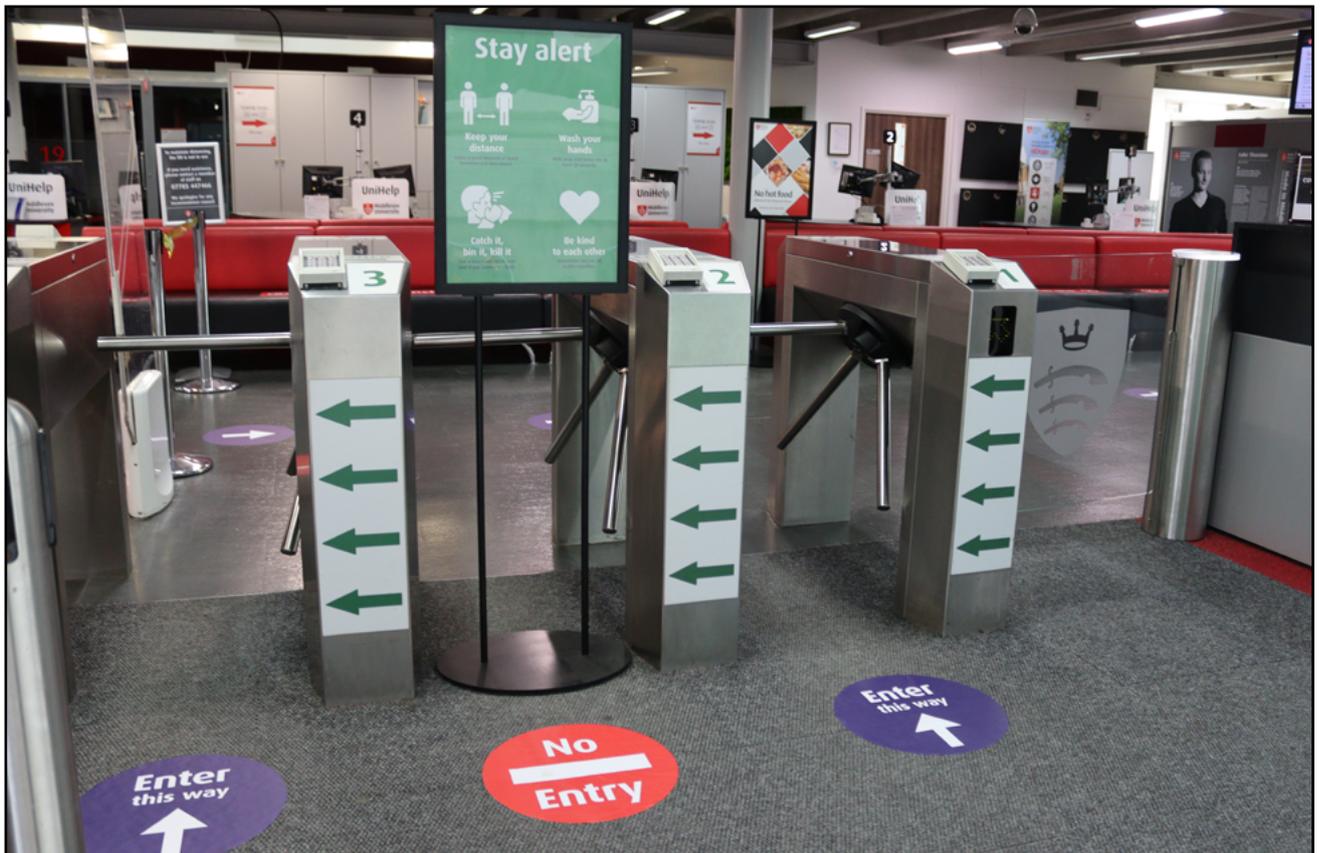


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Welcome back to the Sheppard Library

Now that the Sheppard Library has re-opened, you will notice that things look a little different and this guide will give you an idea of what to expect.



Library Opening Information

Sheppard Library Opening Times

Days	Timings
Monday to Friday	9am to 6pm
Saturday	11am to 6pm
Sunday	Closed

The Library is open for booked study and 'Click and Collect'. You will find more information later in this guide.

There will be a closure at 12.30pm to 1.30pm (2pm to 2.30pm Saturdays) so cleaners can wipe down desk and keyboard surfaces but there will also be wipes and gels around study spaces for your use. Toilets will be available as normal.



Library and Student Support Services

UniHelp

UniHelp Online are still contactable via chat or online query form and also available by phone.

To contact UniHelp online or via phone, visit <https://unihub.mdx.ac.uk/support/unihelp>

StudyHub

StudyHub is closed, but we are still supporting you online. See the following links for details as follows:

IT Support: <https://unihub.mdx.ac.uk/support/Unihelp>

Browse FAQs or Submit a query

Librarians: <https://libguides.mdx.ac.uk>

Choose Chat or Ask a librarian

Academic writing and Numeracy - email: AWL@mdx.ac.uk

Safe use of the Library

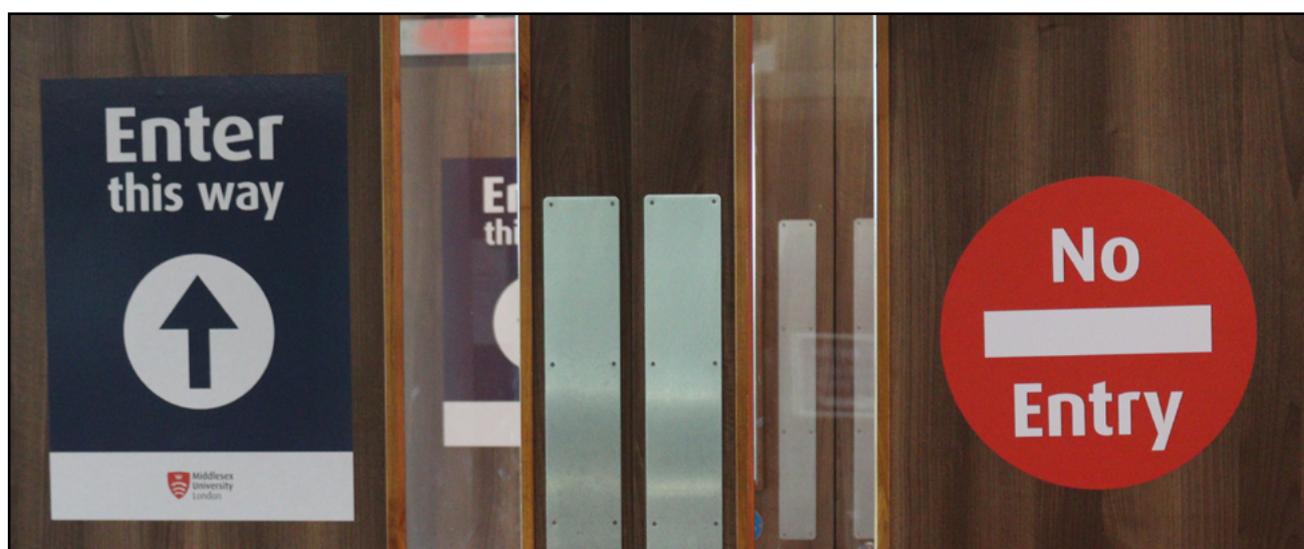
When moving around the Library, please wear a face covering and on the day, if you forget to bring one with you, our reception will have some available. We will take into consideration, students who are unable to wear masks owing to health issues. Special exemption cards are available from reception; these help avoid repeated checking.

In line with University guidelines, like other buildings across Campus, the Library will operate a one-way system and it's important that you follow the entry and exit paths even if it takes you a little more time. This is to help us maintain social distancing and safely manage the environment.



If you have a disability, you do not need to follow the one-way systems or other directional signage and can take the routes most suitable for your needs. The lift will not be in general use; however if you need assistance, you can contact a member of staff.

The University provides students with a 'hygiene key' and these can be used to open doors, use the printers and all without using your hands which will help reduce the risk of virus transmission.



Study spaces

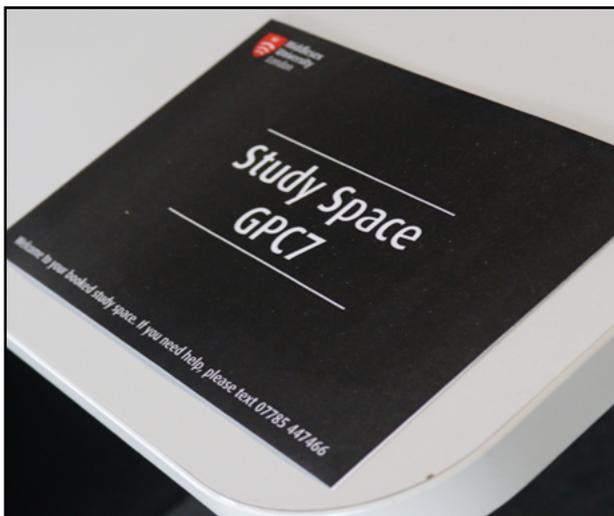
May 2021 Update:

Study spaces are still available to book in the Sheppard Library, however we would ask that you only use these spaces if you really need to or if you are already coming onto campus for teaching. This is to minimise travel to campus. All spaces are bookable two days in advance and you can book up to five slots per week; there are also a limited number of one hour bookable slots available, for short study periods or printing. In March, extra study spaces were made available on the first floor wing, 1.30-5.30pm, Monday to Friday.

There are a range of individually numbered spaces available for you to choose from, such as desks with Windows or Mac computers, laptop study and more. On arrival at reception (and please remember your student ID card) you will be required to show proof of booking to the receptionist.

Gentle reminder: if you cannot attend your study space booking, please be considerate and cancel so your time slot can be given to another student.

To book your space and make your preferred selections visit <https://libguides.mdx.ac.uk/bookings>



Print and Copy

Printers will still be available whilst you are studying in the Library. Not all of them will be in use and you might notice one or two in different areas; this allows us to maintain social distancing. If you wish to print but don't have access to a computer or maybe need some assistance, there are a limited number of computer booking spaces. See the study spaces booking page for further details. If you're on Campus and wish to print, but not necessarily study in the Library, printers are available in College Building. You can find out more at <https://unihub.mdx.ac.uk/study/it/printing-and-photocopying>

Click and Collect

To avoid risk of virus transmission , you won't be allowed to browse the book shelves.

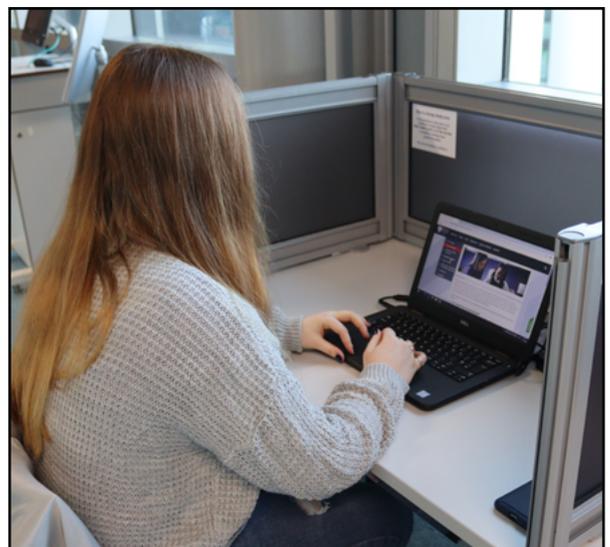
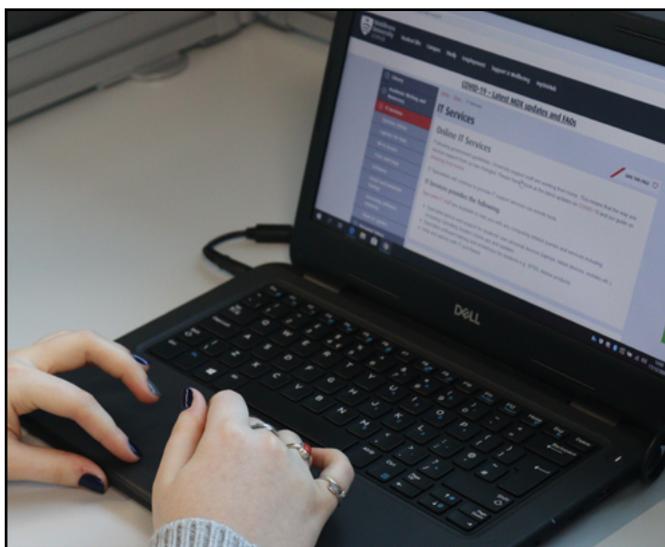
However, books are still available for you to borrow from the Sheppard Library. We will be running a 'Click and Collect' service and full details can be found at <https://libguides.mdx.ac.uk/clickandcollect>

Loan Laptops

If you don't have your own PC, laptop or suitable device to access the University online environment, the University will provide you with a loan laptop to help you with your teaching and learning needs.

Although lockdown restrictions have eased, we continue to safeguard our Community (reducing the risk to COVID19 exposure) and laptops will be sent to your home address. Until further notice, laptops will leave Middlesex University on Tuesdays only and newly issued laptops will be due back on Friday 27 August.

To request a loan laptop for home delivery simply visit: <https://appointment-librarian.mdx.ac.uk/booking/laptops>



It's great to be back open, even if things are slightly different. Guidelines and services are constantly changing, so please keep checking the UniHub webpages for general updates.

Please stay safe and be kind to others whilst using the Library.

Welcome back to Sheppard Library



Follow the Library on social media



MDXLibrary