Contents

Welcome back to the Sheppard Library ........................................... Page 4
Library Opening Information.......................................................... Page 4
Sheppard Library Opening Times .................................................... Page 4
Library and Student Support Services ........................................... Page 4
Safe use of the Library ............................................................... Page 5
Print and Copy ............................................................................ Page 6
Study Spaces ............................................................................... Page 6
Click and Collect ........................................................................ Page 7
Loan Laptops .............................................................................. Page 7
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.

There is also a short video available which outlines some of the information featured in this guide.
Library Opening Information

Sheppard Library Opening Times

<table>
<thead>
<tr>
<th>Days</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>9am to 5pm</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The Library is open for booked study, ‘Click and Collect’ and laptop collection. You will find more information later in this guide.

There will be an hour closure at 12.30 pm 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.

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 will be supplying 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

These are bookable in advance and you can reserve a morning or afternoon slot, currently limited to two bookings per week. On arrival at reception (and please remember your student ID card) you will be required to show your proof of booking to the receptionist. A range of individually numbered spaces are available for you to choose from, such as desks with Windows or Mac computers, laptop study and more.

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’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

Laptop collection days will initially be Tuesdays and Thursdays and by appointment only. We will be monitoring demand and review collection arrangements as necessary. Full details on how to request a loan laptop can be found at https://unihub.mdx.ac.uk/study/it/laptops-for-loan

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

facebook  Instagram  Twitter  Spotify

MDXLibrary