



Where can I get access to a computer?

Students can use Student Computing Centres (SCCs) across the campus including those in Queen's libraries, the Peter Froggatt Centre, the Medical Biology Centre (Lisburn Road) and the Medical Library (RVH).



Where can I store my files?

All students have secure personal storage on OneDrive in the Office 365 Cloud. You can access OneDrive from any device, share your files and synchronise OneDrive with your laptop or home PC. Students also have personal space on the Queen's Q:Drive. Make sure you save your work



How do I pay for printing and photocopying?

You need to transfer money onto your Smart Card. The easiest way is using a credit/debit card in the Smart Card section of Queen's Online <http://qub.ac.uk/qol>



Where can I print my documents?

There are Multi-Functional Devices (MFDs) in all the SCCs where you can print, scan or photocopy. You can also print from your laptop or a computer off-campus by going to: www.qub.ac.uk/webprint/



What about Software?

Word, Excel, PowerPoint, OneDrive and other apps are available to all Queen's University students for free. Access your Office 365 apps at: <https://office365.qub.ac.uk>



What about WiFi?

You can access Queen's WiFi in all University buildings. See <http://go.qub.ac.uk/wireless> for more information or call at the IT Service Desk.

Download the Mobile App to get access to:

- PC Availability
- Map
- Timetable
- Library
- Smart Card
- Search for "Queen's University Belfast". Available on the App Store or get it on Google Play.



Help! I've forgotten my password!

If you are having problems with your account, call at the IT Service Desk in The McClay Library. If you simply need to reset your password, you can do this at the Student Guidance Centre. Don't forget to bring your Smart Card with you.

Remember you must only log in using your own password. NEVER allow someone else to use your Smart Card or to log in using your password—any activity on your account is YOUR responsibility!

We're here to help – just ask!

Advice is available from:

- The McClay Library IT Service Desk
 - Computer Assistants
 - Roving Library Staff
 - Enquiry and Borrower Services Desks
 - Your Subject Librarian
 - Library Chat (via Library home page)
- Or you may find the answer online at www.qub.ac.uk/student

While Covid-19 restrictions apply, access to some facilities will be controlled

visit us online at www.qub.ac.uk/lib and www.qub.ac.uk/student



SCAN HERE



/QUBLibrary



@QUBLibrary



Welcome!

Your Student Smart Card is your Library Card.

You need it to enter and exit some Libraries and to borrow books and other materials.

If you forget your student card, use the University App.

Use your Student Smart Card to scan material and to pay for printing, photocopying and Library fines.



It's your Library – use it well!

- Observe the silent and whisper zones.
- Set mobiles to silent and take conversations to the stairwells.
- Consume only drinks with secure tops.
- Food cannot be consumed in the Library.

Please respect the need of others to work in quiet or silence. If the behaviour of others disturbs your work, inform a member of staff, who will be happy to help.



Where do I find my books?

Arts, Humanities, Social Sciences, Law, Engineering and Physical Sciences	The McClay Library
Medicine, Health and Life Sciences	Biomedical Library (MBC), Medical Library (RVH), The McClay Library

Online materials are available for all subjects

Contact your subject librarian for help in finding books, journals and other resources
<http://libguides.qub.ac.uk>

Working together?

There are a number of group study rooms in all the libraries, that can be booked via Queen's Online

Check your Queen's email regularly for recalls, requests and other messages from us. The University will only communicate with you, via your Queen's email. Use your student number and password you received for enrolment to log in.

How do I find the books I need?

1. Use the Library catalogue at www.qub.ac.uk/lib
2. Check the book is available.
3. Note down the location and the shelfmark.
4. Some of your essential reading may be in the Short Loan Collection.
5. Use Self Service machines or Borrower Services Desks to borrow books.
6. If you can't find what you are looking for – ask for help.

How many books can I borrow and for how long?

Undergraduate:	15 books	Standard Loan:	4 weeks
Taught postgraduate:	25 books	Short Loan Collection:	7 nights, 2 nights or 1 night loans
Research postgraduate:	30 books		

Visit the Library section in Queen's Online to keep track of your Library loans and to renew books: <http://qub.ac.uk/qol>

Fines can be paid through Queen's Online or with your Smart Card at Fines Payment Stations located in the libraries.

