

Where can I get access to a computer?

Students can use any of the student computing areas across the campus including the Libraries, Students' Union, Elmwood Learning and Teaching Centre (Elmwood Avenue), the Medical Biology Centre (Lisburn Road) and the Peter Froggatt Centre (Main Campus).

The PCs have a range of software including Microsoft Office 2007 and Internet Explorer. Use your student number and the password you received for enrolment to login.

Where can I store my files?

All students have personal space on the Queen's network.

When on campus, save your files to the H: drive (look for your student number). This is completely secure, is backed up regularly and can be accessed off-campus.

Can I access the network using my laptop?

Yes. There are wireless hotspots in most buildings across the campus. You will need to install some software first.

You can also connect to the network from the Halls using QUBresnet.

See qub.ac.uk/student for more info.

Where can I print my documents?

Printers are available in all the student computing areas.

How do I pay for printing and photocopying?

You need to transfer money onto your Student Card.

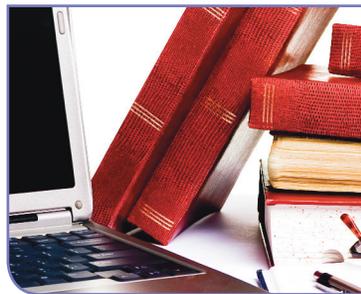
The easiest way is using a credit/debit card.

You can do this in the My Smart Card section of Queen's Online.

You can also use one of the cash upload machines in the printing and photocopying areas.



More information on using the Library and IT services at Queen's is available in **A New Student's Guide to Library and IT Services**. Ask for a copy at the Borrower Services Desk or the IT Helpdesk.



Did you know...?

You can borrow a laptop for use in the Library. Ask at the Borrower Services Desk for more info.

Help! I've forgotten my password!

If you have any problems with your password or account, go to the Student Guidance Centre or the IT Helpdesk in The McClay Library. Don't forget to bring your Student Card with you.



We are here to help – just ask!

Advice is available from:
Roving Library Assistants
Computing Assistants
Enquiry Desks
Your Subject Librarian
The IT Helpdesk (The McClay Library)

Or you may find the answer online at
qub.ac.uk/lib
or qub.ac.uk/student



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.

You can use your Student Smart Card to pay for printing, photocopying and Library fines.

It's your Library- use it well!

Observe the silent and quiet study areas.

Set mobiles to silent and take conversations to the stairwells.

Consume only drinks with secure tops.

Food can only be consumed in designated areas.

There are refreshment areas with vending machines or cafes available in most buildings.

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.

Which Library should I use?

Arts, Humanities, Science, Social Sciences, Law, Engineering	The McClay Library, College Park
Medicine, Health and Life Sciences	Biomedical Library, MBC Medical Library, RVH
All subjects	Electronic Library



How do I find the books I need?

Use the Library catalogue at qub.ac.uk/qcat
 Check the book is available (not on loan).
 Note down the location and the shelfmark.
 Some of our essential reading may be in the Short Loan Collection.
 Use Self Service machines or Borrower Services Desks to borrow books.
 If you can't find what you are looking for - ask for help.

How many books can I borrow?

Undergraduate: 10 books
 Taught postgraduate: 15 books

For how long?

Standard loan: 4 weeks
 Short Loan Collection: 7 Nights, 2 Nights, and Day/Overnight loans

Visit My Account on QCat to keep track of your Library loans and to renew books: qub.ac.uk/qcat

Check your Queen's email regularly for recalls, reservations and other messages from us. Use your student number and the password you received for enrolment to login at <http://owa.qub.ac.uk>



Working together?

There are 21 group study rooms in The McClay Library which you can book through Queen's Online.