

Guide to the LRCs for visitors



Kingston University London
Information Services

We welcome all visitors.

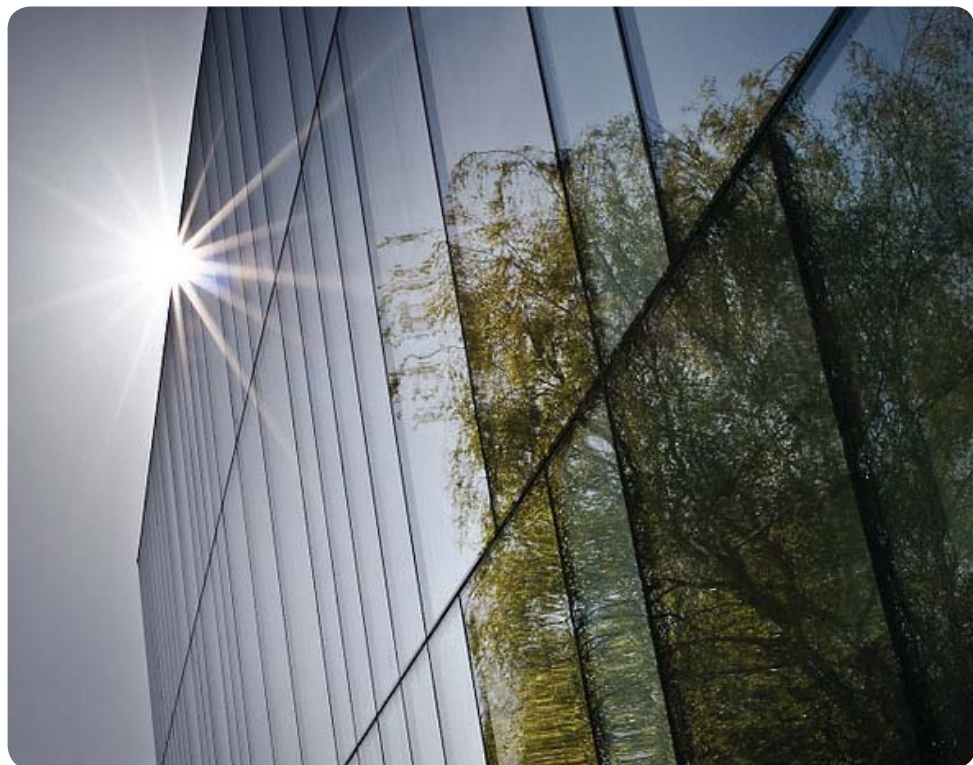
Everyone can come into the LRCs and use print materials on a reference basis. We ask only that you go first to the main help desk and ask for a free Visitor's Day Pass. You will need to provide a form of ID, such as a library card from another institution, your driving licence or your passport.

We have some special arrangements for visitors from St George's, University of London, Roehampton University, and the University of the Third Age. Please ask at the help desk for details.

There are some reciprocal membership schemes for students from other higher education institutions. Please ask about the **Sconul Access Scheme**.

Individuals, companies or organisations, and alumni can also purchase **Special Membership**.

This leaflet outlines the services and facilities available for all visitors.



Opening hours

All the LRCs have long opening hours with Kingston Hill (Nightingale Centre), Knights Park and Penrhyn Road LRCs open seven days a week and until 9pm most week nights during key teaching weeks. Full details of opening hours can be found at www.kingston.ac.uk/information-services

Night opening

Penrhyn Road and Kingston Hill LRCs are open 24 hours during key teaching weeks but only for current and full Kingston University members. **SCONUL Access and Special Members are NOT currently eligible to use the LRCs during night opening.**

Visitors with disabilities

If you have a disability we would be happy to discuss any special requirements with you.

Website

The Library website is www.kingston.ac.uk/information-services Our webpages provide access to the Kingston University catalogue and details of LRC services, including more information on purchasing membership.

Photocopying

Photocopying is self service. You need to purchase a card in the LRC for 50p. This is a blank card which you then charge up on the value loader machines in the LRC using cash. The charge is 5p for A4 black and white and 10p for A3 black and white. A4 and A3 colour copying is available in all LRCs. Colour copies are charged at 40p for A4 and 60p for A3.

Dissertations

We regret that Kingston University dissertations and theses are kept on closed access and are only available to current Kingston University students and staff.

Using computers

Please note we do not currently offer public access PCs.

Wireless internet access

Kingston University provides wireless internet access to visitors **from other academic institutions** through the JANET Roaming service (JRS).

If your organisation also provides JRS you can access the internet wirelessly at Kingston University using the **EDUROAM** facility, which is broadcast from access points across campus. There are documents explaining how to configure your machine for use at Kingston University, before visiting us, on our website.

Prior to using EDUROAM elsewhere **you should ensure that you have used it successfully at your home institution.** All technical issues should be referred to your home IT support team.

Membership schemes

If you are a member of another University you may be able to join Kingston University LRC through the SCONUL Access scheme. Sconul cards can be obtained from your home institution. Your access may be Reference only depending on your course. If you are entitled to borrow from our LRCs you will need to register for a membership card by presenting your SCONUL Access card at the LRC Helpdesk. SCONUL Access members who can borrow and Special Members (individuals and alumni) are able to borrow four items at one time.

Corporate members can borrow up to fifteen items on one company ticket at any one time or nominate four members of staff to borrow up to four items each on separate ID cards.

Many books are issued for four weeks, but those in heavier demand will be issued for seven days. Journals and some reference books may only be consulted in the LRC. There are a small number of items in very heavy demand which are shelved behind the counter (listed as Desk Loan on the catalogue); unfortunately, these are not available to SCONUL Access or Special Members.

Computer access

SCONUL Access members who can borrow may also use Microsoft Office applications and the internet using a guest account. Please ask at the help desks for further information. Although you can access the Kingston University network with a guest password, you will need to use the password and ID for your home institution to access your email and electronic resources. You will not be able to use databases and electronic journals subscribed to by Kingston University because of licensing and security issues. For this reason guest accounts for computers are not available under other access schemes.

Renewing

You can renew your books either by phone on the 24-hour Renewals Hotline (020 8547 7733), online or by using the catalogues or self-service machines in the LRCs. You can renew each item up to 15 times unless they have been reserved by another borrower.

Reserving

If all copies of a book are already on loan, you may reserve the first available copy by clicking the Request button next to the item on the catalogue. If you are unable to find a copy of a book which is listed as available, please ask at the Helpdesk. Please ensure that we have your current email address if you wish to use the reservations service.

Further help

Please ask at the help desks in each of the LRCs if you have any questions whilst using the facilities. SCONUL Access members should address in-depth subject enquiries or information skills training issues to the home institution library as these remain the responsibility of the home university under the terms of the scheme.





Archives and Special Collections at Kingston University

Kingston University's Archives and Special Collections provide a range of resources for staff, students, researchers and the general public. Collections are mainly located at our Penrhyn Road campus and are available to view by appointment.

Our Collections

- **Iris Murdoch Collections** Collections relating to the author Iris Murdoch (1919–1999). Includes her Oxford and London libraries; and archival collections, including research by Peter Conradi, and letters written by Iris Murdoch to friends and contacts.
- **Kingston University Collections** Collections relating to the University and its predecessor bodies
- **Publishing News Collection** Publishing News magazine covered the publishing industry in the UK between 1979 to 2008. This collection contains papers collected by the editors of the magazine.
- **Sheridan Morley Theatre Collection** Items belonging to Sheridan Morley (1941–2007), theatre critic, author and director. Includes over 4,000 books; volumes of press cuttings; research for his biographies; documents relating to productions; theatrical memorabilia; and correspondence with many famous actors.
- **Vane Ivanovic Library and Archive** Over 5,000 books belonging to Vane Ivanovic (1913–1999); diplomat, ship owner and athlete who worked in support of a democratic Yugoslavia. The library is of particular interest to those studying Balkan history.
- **David Jacobs Record Collection** Approximately 1,000 12" vinyl records deposited by David Jacobs from his lifetime of working on radio and television. This collection is housed at the Nightingale Centre.
- **Knights Park Special Collection** The Art & Design Special Collection at Knights Park is made up of rare, antiquarian, special format and artist's books. The collection covers a wide range of subjects relevant to the teaching of art, design and architecture.

Appointments: We welcome all users to the Archives and Special Collections, however we ask that appointments to visit are made at least 24 hours in advance. The Archives are open from 9am–5pm Monday–Friday. To make an appointment, email archives@kingston.ac.uk

Which LRC?

Kingston University has four campuses each with an LRC containing resources for the subjects taught at that campus. You may use any or all of the LRCs. Search the [Library Catalogue](#) to discover which LRC best matches your needs.

Nightingale Centre (Kingston Hill)

Business, Education, Law, Music, Social Work, Nursing and Midwifery

Kingston University, Kingston Hill, Kingston upon Thames, Surrey KT2 7LB

T: (020) 8417 5384

Knights Park LRC

Architecture, Art, Design, Fashion, Film, Photography, Surveying

Kingston University, Grange Road, Kingston upon Thames, Surrey KT1 2QJ

T: (020) 8417 4057

Penrhyn Road LRC

Science, Technology, Humanities, Media and Film Studies, Social Sciences, Civil Engineering

Kingston University, Penrhyn Road, Kingston upon Thames, Surrey KT1 2EE

T: (020) 8417 2101

Sir Sydney Camm Centre (Roehampton Vale)

Mechanical, Aeronautical and Automotive Engineering

Friars Avenue, London SW5 3DW

T: (020) 8417 4093



Code of Conduct

We have drawn up this Code of Conduct at the request of students to help make the LRCs a safe and welcoming place to work, learn and study.

Consideration for others

Users must at all times behave considerately and show respect towards students and staff working in the LRCs.

Mobile phones

Please switch your phone to silent or vibrate when you enter the LRC. Using a phone can be very disruptive to others and should only be used in the appropriate zone and never in the Silent zone.

Eating

We ask that food is only consumed in designated areas. Meals should ideally be eaten outside the LRCs as the smell and litter can be unpleasant to others.

Drinking

You may drink non-alcoholic beverages anywhere in the LRCs but please dispose of litter in bins provided.

Clean and tidy

Please help us to keep the LRCs clean and tidy by keeping rubbish to a minimum and placing it in the recycling bins provided.

Talking

Please work quietly at all times, even when working in groups. You should observe the silence rule in designated silent study areas.

Carrying ID

You should carry your University ID with you at all times and be prepared to show it on request. Please do not lend your ID to anyone else. Current and valid University ID is essential to gain access for all overnight opening, to enter the Nightingale Centre during the day and to borrow Library stock.

Using PCs

Please only use LRC PCs for coursework and avoid games and social networking sites. Please fully vacate your study place and logout of your PC when taking a break.

Studying

Please ensure that you observe the various LRC zones. Areas are zoned for different types of study and each LRC has group work areas as well as areas for quiet and silent study. There are also Group Study Rooms which you can book online to work in small groups.

Using laptops

We ask that you observe safety regulations by not trailing wires across the floor as this can be a trip hazard. You should not connect your laptop to any other University equipment unless in Group Study rooms.

Looking after your belongings

You should keep your belongings and your valuables with you at all times. Please do not leave them unattended.

Observing copyright legislation

Please read the guidelines and advice on display in the LRCs before making photocopies, printing or scanning. You should at all times comply with the Library Rules and Regulations which are available on the Information Services webpages and displayed within each LRC.