

Library Renovation Overview

As part of the Library's continuous efforts to improve services to the community and to enhance the study environment, the Library is currently undergoing a 10-week renovation project at Levels A and B beginning Monday, 17th November 2014.

The following changes have been made to facilitate the renovation:

1. Closure of Levels A and B

Levels A and B of the library will be **CLOSED** to all library users. Access to the library will be through the external emergency staircase. The entrance and exit to the library will be at **different** levels:

- **Entrance only** – Emergency door at Level C
- **Exit only** – Emergency door at Level D

All bags and items taken out of the library will need to be checked by library staff or student helpers at the exit door at Level D during this interim period.



2. Relocation of the Circulation Desk and Reference Desk and certain parts of the collection

Some library services, and part of the collection, will be temporarily relocated as follows:

- The Circulation Desk will be at Level D, Multimedia Room GD 15
- The Reference Desk & User Education will be at Level D, Room GD 16
- The High-Demand Collection will be available at Level C
- Current issue journals and magazine will be available at Level C
- Daily newspapers will be available at Level D

3. Self-check machine

The self-check machine will not be in use or relocated. All **borrowing** of library items must be done at the Circulation Desk relocated on Level D. **Returning** of library items can also be done at the Circulation Desk. Library books can also be returned at either of the two library book return boxes (*please see no. 4 below*).

4. Library-Book-Return Box/Book Drop

There are two library-book-return boxes where you can return your library books.

One book-drop box is situated near the exit door on Level D inside the Library, while a second book-drop box is located at Block F2, Level A (near TCR).

Library staff will collect library books from both book-drop boxes several times during the day, except on public holidays.

5. Requesting for library items located on Levels A & B

A “**library-item-fetching system**” is being used to assist library users to retrieve library items from levels A & B. Library users can either fill in their request using the [online form](#) or come in person to use the printed “Library-Item-Fetching Form” at the Circulation Desk at Level D of the Library.

The online form is available in Sharepoint at <https://apps.nottingham.edu.my/eforms>

It is also made available from library website at

<http://www.nottingham.edu.my/IS/LibraryServices/Using/index.aspx>

Library Services will notify you through email when the item(s) is/are ready for collection from the Circulation Desk. The collection time is based on the time you make your request. Please refer to Table 1 for the collection times.

Table 1: Requested Book Collection Times

Request time period	Item(s) can be collected from this time onwards	If uncollected, item released back to shelf by ...
Requests made between 8.30 am and 12 pm	1 pm	1 pm the next day
Requests made between 12 pm and 5 pm	5.30 pm	5.30 pm the next day
Requests made after 5pm	1 pm the next day	1 pm the day after

Please note that rules and regulations for borrowing and returning of library items will remain unchanged.

6. Meeting rooms & other learning spaces

To provide more seating capacity, all meeting rooms on Level C will be opened for free seating and no booking will be allowed.

Effectively from 17 November 2014, the opening hours for Learning@The Core and Learning@Vetro will be extended until 12 midnight daily.

7. Early provision of additional study areas

Additional study areas were opened early in different locations and dates before study week started on 15 Dec 2014. This was to increase the study areas/space due to closure of level A & B. Please refer to Table 2 on the availability of the additional study areas.

Table 2: Location, type and availability of additional study areas

Rooms	Type	Availability 24/7 from	Seating Capacity
F1A23	For Quiet Study	1 st to 12 th Dec 2014: available from 6 pm to 7 am; 13 th Dec 2014 onwards: available 24/7	110 seats per room
F1A24	Discussion Allowed		
H1B22	Discussion Allowed	9 th Dec 2014	Average 15-20 seats per room
H1B23	Discussion Allowed		
H1B24	For Quiet Study		
H1B26	For Quiet Room		
F3B04	For Quiet Room	15 th Dec 2014	100 seats per room
F3B08	Discussion Room		

8. Disability Special Requirement

Please contact Student Wellbeing & Learning Support or [Library's Disability Liaison Officer](#) if you have special requirements and are unable to use the emergency staircase to enter the library during this interim period.

9. Enquiry/Feedback

Please do not hesitate to contact [Library Services](#) if you have any further enquiries.