

# WARSASH LIBRARY SERVICES

## INTRODUCING THE LIBRARY

Warsash Library contains the books and journals required for Merchant Navy professionals and students on short courses, together with a wide range of maritime-related subjects. In addition, there is a comprehensive range of online services available via the library portal.

Students at Warsash also have access to the Mountbatten Library on the University's East Park Terrace campus. Membership of both libraries is automatic for registered staff and students of the University. Your campus card, or library card for students on short courses, will act as your ticket to use the library.

## FINDING YOUR WAY AROUND

### Find it

Searching the library catalogue, available via the library website, is key to checking what books, journals, newspapers, DVDs and other materials are available. Enter a title/author or subject terms into the search field to see the location and shelf number details.

Printed journals, magazines and newspapers are kept in the same general subject areas as books. The best way to discover what articles they contain is to log into the portal and search the online databases, many of which provide full-text coverage.

### Borrow it

You can borrow a maximum of 15 items. Some books have a loan period of three weeks, but the more popular titles are limited to one week, and have a green-coloured label on the spine (just above the shelf number details). Reference copies are kept for use within the library. These are identified by a yellow label on the spine.



### Keeping items in date

Your loans will automatically renew for up to 16 weeks if they have not been requested by another library user. After 16 weeks, items should be returned to the library, but they can be re-issued if they have still not been requested by another library user. Having overdue items may result in being stopped from borrowing until all overdue items are returned. You will be notified via your University email if items are requested and need returning. It is important to check your email regularly as this is the main method of communication by the library.

### Keep a check

To view and keep track of your loans you need to be logged into the library portal using your University login and password. Then select **Apps – Library Loans**.

## WARSASH LIBRARY

Warsash Maritime Academy, Newtown Road,  
Warsash, Southampton, SO31 9ZL

**Warsash Library: 023 8201 4269**  
**[www.solent.ac.uk/contact-the-library](http://www.solent.ac.uk/contact-the-library)**

<http://portal.solent.ac.uk/library/services-for/warsash-students/warsash-library.aspx>

**Library website:** [www.solent.ac.uk/library](http://www.solent.ac.uk/library)



## MORE LOANS INFO

### Reserve items

If the library catalogue shows that all available copies are on loan, you can reserve a copy by signing into the library catalogue using your University login and placing the request. You will be notified by email when the item is available and it will be held for seven days for you to collect from the Warsash Library. However, if you find that the item you require is showing as available and held in the Mountbatten Library, you can ask library staff to request the item(s), which will be sent across to Warsash for you.

## BEYOND BOOKS

Many reports – for example from the Marine Accident Investigation Branch – are freely available online; check the library catalogue for their links. Admiralty Charts covering the waters around the British Isles can be found in the large map drawers on the ground floor.

### Oral reports

The library holds oral reports submitted by students who have taken their Officer of the Watch STCW 11/1 (00W), Chief Mates STCW 11/2, or Mates & Masters STCW 11/2 oral examinations. A copy of all reports will be accessible from the Warsash Library desk. All oral reports are for reference use only.

### Into the portal

The library subscribes to online database resources that can be accessed to find journal articles, newspaper articles and ebooks for your subject areas; check the Warsash Maritime Subject Guide via the drop-down listing on Solent Online Learning (SOL).

### Sight and sound

BoB National is a radio and TV programme recording system operated by the BUFVC. The service gives access to all the major channels, with a searchable archive of over 800,000 programmes, some dating back to 2008. You can record up to five items a day, with selections possible up to a month after broadcast.

### Username and password

To login and access databases and online resources you will need your University username and password (see right). This will also allow you to access resources off-campus. A wireless network is available for mobile device users throughout the library and there is a laptop loans service at the loans desk.

### Printing and photocopying

Black and white and colour printers are available within the library which have photocopying and scanning functions. First use: you will need to register your campus card with the machine; subsequent use: you will swipe your campus card to activate the machine. Students will need credit on their account, available via <https://myprint.solent.ac.uk>

### Self-help

You can find support with your learning using Succeed@Solent, available through Solent Online Learning (SOL) on the portal. <http://learn.solent.ac.uk/>

If you experience any problems accessing information or services, ask at the loans desk. If you have difficulties finding information for subject research or would like guidance on using electronic resources, contact Celia Forrester via email at [celia.forrester@solent.ac.uk](mailto:celia.forrester@solent.ac.uk) or by telephone on 023 8201 3684

## THE WORK ENVIRONMENT

Please be considerate to other library users by working silently and individually in the library. Do not bring food or drink into the library except for water. Switch mobile phones to silent before entering; text messaging is permitted but calls may not be made or received.

### HOW TO WORK OUT YOUR USERNAME

Your unique username (or user ID) is constructed in the following way:

- the seventh digit from the right-hand side of your student number
- the first four letters of your family name
- the first letter of your first name
- the last two digits of your student number.

#### Example

**Name:** Jane Trueman

**Student no:** Q01234567

**Date of birth:** 12 September 1984

**Username:** 1truej67

**Password:** 120984

**Email:** 1truej6f@solent.ac.uk

Your password is initially your date of birth in the format DDMMYY – you are then advised to change it.

Your University email address is your **username@solent.ac.uk**

### TERM-TIME OPENING HOURS

Monday	9am–9pm
Tuesday	9am–9pm
Wednesday	9am–9pm
Thursday	9am–9pm
Friday	9am–4.30pm
Saturday	1pm–5pm
Sunday	1pm–5pm

**See the Warsash Library notice board or portal site for further information about opening hours.**