Self-guided Tour

This self-guided tour introduces you to the services, collections and learning spaces within the Library. The tour focuses on Levels 1 & 2 of the Library – the map on the last page shows tour stops.

A bit about the Library before you begin...

**Sustainability:** The Library has many sustainable features including:

- Indoor blinds that open and close automatically in response to temperature changes
- Energy efficient lights that turn on when they sense movement
- Fixtures and fittings made of renewable or recyclable material
- Use of recycled rainwater from a ‘green roof’ above the western end of level 2 to flush the toilets
- The external fins do not move but do assist in light and heat regulation in the building. The fin colours are meant to evoke a forest of eucalypt trunks.
- An Automated Storage & Retrieval System for the collection that has freed up space for people, and allowed the building to be smaller than our collection would otherwise demand.

**Automated Storage and Retrieval System (ASRS):** This key innovation allows the Library’s whole collection to be stored on site and be immediately accessible. Items stored in this system are referred to as the Automated Retrieval Collection (ARC). You can request an item from the ARC online via the Library Catalogue. You can also view the ASRS from two viewing windows outside the western side of the Library if you are curious.

The Library has 5 floors, each featuring colour-coded furniture and signage. There is capacity for 3,000 seats across all 5 levels of the Library. More than 200 computers are available on Levels 1 & 2.

**Wireless access** is available throughout the building: *Macquarie OneNet* (use your OneID), *Macquarie Public* and *Eduroam*.

The Library’s collections are extensive with many resources being available online. Items are located on Levels 1 & 2, and in the ARC.

**Library and Café Opening Hours**
During Semester, the Library and the Café will both be open:
- 8am to 10pm  Monday – Friday
- 10am – 6pm  on Weekends

**Upstairs levels (3, 4 and 5) are open until 1am during session**
Tour Stop 1 *Level 2, just in front of the Lachlan & Elizabeth Macquarie Room.*

If you want to go up to levels 3, 4 or 5, you must do so via the stairs or lift in the Library foyer. Once you enter the Library, there is no access upstairs.

Café: Off the entry foyer is the Library Café. It is open the same hours as the Library.

Returns: There are 5 returns chutes where you can return borrowed items. Two of these chutes are located in the foyer near the lift, and there are more just inside the next glass doors. There is also an after-hours return chute outside the Library on Macquarie Drive.

Card Recharge Machine: This is one of the card recharge machines you use to load money onto your card for printing, copying and scanning. There are other machines on Level 1 and 3.

Directory: These are interactive touchscreens that you can use to find your way around the Library. These directories are located throughout the building.

Lachlan & Elizabeth Macquarie Room: On the other side of the building is the Lachlan & Elizabeth Macquarie Room which is enclosed in glass. Using all the original materials, such as the timber paneling and fireplace, this room is a complete reconstruction of the ground floor Parlour Room from the Macquarie family estate on the Isle of Mull, Scotland.

Exhibition space: To the right of the Macquarie Room is an exhibition space which will be used to showcase the treasures of the Library, amongst other things.

Security: Library Security is located in an office to the left of the Macquarie Room. Lost Property comes here before it is sent to the University Security Office (C1A) just across Macquarie Drive.

Information Desk: At this desk you can:
- Get information about the Library & other services available on Campus.
- Get help with researching assignments.
- Return large or fragile items which don’t fit in the returns chute.

The desk next to the Information Desk is the **Self Help desk** where you can book a PC, Presentation Practice Pod or Quiet Room. You can also use the iPads to find information about the University.
Tour Stop 2 Level 2, just past the security gates, near the borrowing machines (see map). You are now underground with a green grass roof above!

Main Collection: This is the beginning of the Library’s Main Collection. While much of the collection is in the ASRS, up to 500,000 items remain on open shelving. These are items that are newer, or borrowed more frequently. On this level you will find items with call numbers A-J. On Level 1 you will find items with call numbers K-Z.

Borrowing machines: You can use the borrowing machines to borrow items with your Student/Staff ID card. All items must be borrowed before you can take them past the nearby security gates.

Printing and Copying: To the right of the borrowing machines you will find printers and photocopiers. These are located throughout the Library. You must use your student ID card to print and copy. There are Recharge machines on Levels 1, 2 & 3 where you can add money to your card for printing and copying.

Laptop lockers are located in the corner, past the copiers. These lockers can be used to store and charge your laptop. See the nearby service desk to use this facility.
Tour Stop 3  Level 2. Head further into the building, stopping near the next information desk before you reach the sunken courtyard – this is one of two light wells that bring natural light into the lower levels of the Library (see map).

Reserve: Here you will find copies of essential unit readings recommended by lecturers for your units.
- These items are in high demand and borrowing is limited to three hours
- You can print, copy and borrow your own items in Reserve
- All items borrowed from Reserve must be returned to the Reserve Return Chute.
- Holds are also available for pick up in the Reserve area

Brunner Collection: Further along behind this wall is the Bruner Collection. This is a restricted access research collection of Egyptology resources.

Express Search Computers: Fixed laptops for searching the Library’s collections. These are located throughout the Library.

Specialised equipment: Near the wall is a Microform Reader Printer and PC with special databases. See staff for access.

Collection Point: At this desk you can:
- Get help with research and information for your assignment
- Get help with borrowing
- Collect items you have requested from the Automated Retrieval Collection (ARC) or interlibrary loans
- Borrow a netbook or kit for Presentation Practice Pods

M2.01 Consultation Room: This room is used for research and assignment consultations with Library staff. Also located here are PCs with access to specialised databases such as Bloomberg and Datastream. These are for Postgraduate, HDR and staff use.

Computers: On either side of the consultation room are student computers. There are almost 100 on this level, and over 100 on Level 1. To use the computers, you need to log in with your OneID. You can print from these computers to the campus wide iPrint system.

New Books, Journals and Newspapers: These shelves hold the New Book, New Journal and Newspaper display. These are the most recent print items received by the Library. New Books can be borrowed. New Journals and Newspapers are not for loan but can be used within the Library (Levels 1 and 2).
Tour Stop 4  Level 2. Head towards the back of the building, facing towards the Main Collection and Express search computers (see map).

**Study Space:** You will see a mixture of group and individual study spaces to suit a variety of learning styles.

**Express Search:** Express search computers are located here close to the collection. You can use these computers to search the Library catalogue.

**Print Hub:** To the left, past the other sunken courtyard, is a Print Hub. You can print, copy and scan in this area.

**Quiet Rooms:** Continuing down the corridor past the Print Hub, you will find a series of Quiet Rooms. These rooms are administered by the Disability Support Unit and are for the use of students with disabilities. They can be booked online for general use from 6pm-10pm Mon-Fri and 10am-6pm on weekends.

**Toilets:** On the other side of the building are toilets, including a baby change room and filtered drinking water to fill up your water bottle.

**Lift:** To the right of the toilets is a lift which will take you down to Level 1. There are also two staircases nearby leading to Level 1.

Tour Stop 5  Level 1. Take the nearest staircase down to Level 1. Look for the cream coloured Sorting Shelves & the gorilla amidst the bamboo! (see map).

**Sorting shelves:** These shelves are where recently returned items are sent to be re-shelved. You are welcome to borrow items from these shelves.

**Q1.10 Warawara Room:** This room is a study space for Indigenous students and is administered by Warawara, the Indigenous Studies Department.

**Curriculum and Map Collections:** On the opposite side of the Library are two special collections. One is the Curriculum Collection which contains early childhood and school teaching resources. The Map Collection contains sheet maps and atlases which can be studied but are not for loan. Microform Reader Printers are also available here.

**Print Hub:** Past the Curriculum and Maps collection is another Print Hub. You can print, copy and scan in this area.

**Quiet Rooms:** Continuing down the corridor past the Print Hub, you will find a series of Quiet Rooms similar to those on Level 2. These rooms are administered by the Disability Support Unit and are for the use of students with disabilities. They can be booked online for general use from 6pm-10pm Mon-Fri and 10am-6pm on weekends.
Tour Stop 6 Level 1. Continue towards the Presentation Practice Pods.

Presentation Practice Pods: Presentation Practice Pods are available here for students who are working on group assignments and presentations. Presentation Practice Pods have a variety of facilities:

Interactive whiteboards (x3) – connect your mobile device or laptop to work on group assignments.
TV screens (x15) – for use with multimedia.
The frosted glass walls in the pods can be written using white board markers.

Pods can be booked online for up to 2 hours. When you arrive for your booking you can collect a kit at the Collection Point desk containing cables to use with the technology.

Print Hub: A small Print Hub is available next to the large staircase in this area. You can print from a USB at many of the Print Hubs in the building.

We hope you have enjoyed this self-guided tour.

Please continue to explore the building. Levels 3 & 4 are study spaces with furniture configured for groups and individuals. A Postgraduate study space is on Level 3, and a Higher Degree Research space is located on Level 5.

It’s worth exploring our website www.mq.edu.au/library too. There is a wealth of information there.

If you have any questions, you are welcome to ask Library staff.