Accessing Your Account

To renew your books online, access the “My Account” area at the top of the screen. This allows you to check your due dates and renew books from your home library online. As with E-books, you can login to your library account with your usual network details. External users can log in using their Library ID and PIN number.

(Please note that if you have borrowed a book from another UHI site on Inter-site loan you will have to contact your home library to arrange a renewal instead).

In your account, you can also check your reading history. Selecting this option will list all of the books and other items you have borrowed since you have started your studies. This is really useful when you can’t remember the name of a particular book for your bibliography. Your reading history is completely secure, librarians and other staff cannot access it.

Overdue items

If you keep a book beyond its due date, you will receive a notification asking you to return it to the library. Depending on local library rules, this may involve a late fee, so it’s important that you renew your items in your online account or contact the library before they become overdue.

Your Librarian

Your librarian is a great source of help and assistance. Along with advice about the catalogue, they can arrange inter-site loans and help you access E-books that will be vital during your studies and assignments. Please speak to them if you are having any difficulties.

The University of the Highlands and Islands is committed to enhancing your student experience. If you would like to give us any feedback on any aspect of your time with us, simply press the red button. You will find the link by clicking on ‘Current Students’ on the UHI Home Page http://www.uhi.ac.uk.

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Getting Help

Your course tutor is a great source of help and assistance.

If you are studying in one of the UHI Colleges or Learning Centres then the College Librarian or Learning Centre Manager will be happy to assist you. If you are studying from home then you can

UHI Servicedesk

UHI provides a Servicedesk for all students. You should think of Servicedesk as your first port of call for any technical queries you may have. Our friendly and highly skilled staff are there if you need help. Servicedesk is open from 0800 - 1700 Monday to Friday. You can email servicedesk@uhi.ac.uk, call 150 from an internal phone or call 01463 279150 from an outside line. Please remember to provide your student ID and a summary of your enquiry and a contact number if necessary.

July 2017
Library Catalogue

The library catalogue allows you to search the library collections of the UHI partner libraries and also access e-books, journals and other useful resources. You can access it via the UHI website, by clicking: Current Students > Library > Library Catalogue.

The default search in the catalogue is by Keyword, but you can also choose to search by author or title if you have that information on your reading lists. Examples of Keyword searches:

- Play and childhood
- Higher human biology
- Scottish politics

Boolean operators (AND, OR, NOT) can also be used to focus your search. For example “History NOT War” will remove results about war from your search list. Further suggestions are available on the search tips page in the catalogue or at https://libcat.uhi.ac.uk/help

The standard search checks the entire UHI collection, but you can use the dropdown menu next to the search box to limit your search to a particular library collection.

Enter your keyword term and click Search. The results list will list the most relevant items at the top of the page.

It’s important to remember that each search result only lists the first three copies of each book. Select “Click to view additional copies” to display the complete list of available copies.

Along with the title, author and publisher, each result lists the following information:

- **Location:** The UHI sites that have a copy of this book.
- **Shelfmark:** The number indicating the area of the library where you will find the book. Shelfmarks (known as Dewey numbers) run from 000-999. The major categories are:
  - 000 – General works, Computer Science and Information
  - 100 – Philosophy and psychology
  - 200 – Religion
  - 300 – Social sciences
  - 400 – Language
  - 500 – Pure Science
  - 600 – Technology
  - 700 – Arts & recreation
  - 800 – Literature
  - 900 – History & geography
- **Suffix:** The three letters after each number are useful in helping you find the book in a large collection. They are normally the first three letters of the author’s name (in this case “SMI”). They are shelved in alphabetical order, meaning 372.21 SMI will be before 372.21 WOO on the shelves. Please ask your librarian if you need help finding a book.
- **Status:** If the book is on the shelves the status will say “Available”. When a date appears instead, this means the book is currently out on loan to another student and will be due back on this day.
- **Details:** This indicates how long a book can be borrowed for. The standard loan is 28 days, but popular books and those considered core or recommended reading are often limited to 7 or 14 days at a time. Books can be renewed as long as the copy is available from the HHSL staff. Once you’ve found your book on the shelves, take it to the issue desk to borrow it. Your student card is also your library card and you must have it with you to borrow any items.

This symbol denotes a standard print book, as seen in the example at the top of the middle column of this leaflet.

**Book**

There are now over 60,000 E-books available via the catalogue. Whenever you see this symbol, it means you can access the electronic version of the book and read it online. Firstly, click the title of the book to open the full record.

The link to access the E-book is at the foot of the following screen, as shown below.

You will then be able to login using your standard network username and password.

E-books can be accessed on and off campus as long as you have an internet connection. You do not have to be in the library to use them.

The options available while reading it depend on the E-book supplier, but the majority of them allow you to print sections of the book or particular chapters. Please ask your librarian if you are having difficulty as they will be happy to help.