**WORKING TOGETHER**

Staff and students working and studying in the Library need to co-operate in order to maintain an environment conducive to learning and research.

Please respect the Library's policies on eating, drinking and noise and be considerate to fellow users.

See Guide to Promoting a Mutually Respectful University at tees.ac.uk/respectfulcommunity.

The Library regulations can be found at libguides.tees.ac.uk/usingyourlibrary/regulations.

**NEED HELP?**

iZone (ground floor) – get help on general Library, IT and account enquiries.

Library roving support – staff are available to give help with general Library and IT enquiries during all Library opening hours.

Library Help Live – instant help every evening and overnight to 9.00am, 7 days a week at lis.tees.ac.uk.

Learning Hub (ground floor) – specialist staff are available to help with researching and writing assignments.

Succeed@Tees workshops covering a wide range of skills to help you achieve academic success, libguides.tees.ac.uk/workshops.

**LEARNING RESOURCES**

The Library provides access to over 137 million learning resources through the Discovery search engine. This includes over 470,000 ebooks and nearly 40,000 ejournals all available 24/7.

You can access over 200 databases to find the latest research.

To help you find the services, support and learning resources you need we have over 140 LibGuides. LibGuides are a one-stop-shop bringing together all the learning resources relevant to your subject and include details of how to contact your academic librarian – go to libguides.tees.ac.uk.

Using your TUSC and PIN you can:

- **Borrow** items using the self-service machines on the ground floor of the Library.
- **Renew** online via MyAccount.

Manage your Library account from MyAccount at lis.tees.ac.uk/catalogue.

Please refer to libguides.tees.ac.uk/borrowreturnrenew/fines for our policy on fines. Your Library notifications will be sent to your MyMail address.

Return your books using the self-service machines on the ground floor or by post (you should obtain proof of posting).

- **Group working space**
  - Book online at tees.libcal.com/booking/groupspace or at the iZone on the ground floor.
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**GETTING STARTED**

Collect your TUSC from your school – you need your TUSC to borrow books, access buildings, use MyPrint (printing and photocopying) and for cashless catering mytusc.tees.ac.uk.

Your IT User name and password enables you to log on to PCs on campus, access your student email account and access online databases/journals off campus.

Register your security details at mylogin.tees.ac.uk for password recovery and to create or reset your PIN.

You need your PIN to borrow books and laptops, and renew books in the Library.

http://libguides.tees.ac.uk/newstudents

Top up online at mytusc.tees.ac.uk or use MyPrint creditors located in the Library.

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To start your mission scan this circle with the LibQuest app.

LibQuest is an interactive game that uses augmented reality to introduce you to the Library.

To find out more and to download the LibQuest app go to http://libguides.tees.ac.uk/LibQuest.

When you are ready to start your mission scan the Start mission circle using the LibQuest app.