# Thompson Library, Stoke

An accessible guide

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Finding the Library

The Thompson Library is located on College Road opposite the Film Theatre. It is situated in the Cadman Building. There is a webpage detailing how to find us: [http://www.staffs.ac.uk/about/how-to-find-us](http://www.staffs.ac.uk/about/how-to-find-us) with a Campus map on the right of that page.

Try taking a walk around the library with this guide to familiarise yourself with the different areas.

When to visit

You will need to book a visit to the library (2 hour slots) using this link: [https://libguides.staffs.ac.uk/book-visit](https://libguides.staffs.ac.uk/book-visit)

You will also need to bring your student card when you visit to use the library. No temporary cards can be issued at this time. Wearing a face-covering is encouraged when moving through the Library. This can be removed if you sit at a desk to work.

The Library Customer Service Desk opening hours are on our website: [https://libguides.staffs.ac.uk/opening](https://libguides.staffs.ac.uk/opening). The opening hours may change throughout the year. The current hours from the 17th August 2020 are between 10am and 4pm.

Remember that you can also access many resources online [www.staffs.ac.uk/library](http://www.staffs.ac.uk/library)
**Where to get help**

If you need any help during staffed hours go to the Library Chat on the Library website main page to contact a member of staff who will then come to help you. The Library Chat icon is on the bottom right hand side of the screen on the main Library page:

https://libguides.staffs.ac.uk/library

During staffed hours, if someone is being noisy or disruptive you can let us know by texting your location and details of the problem to 07860018405 or contacting a member of staff through Library Chat if this is disturbing you. The text service is anonymous. Outside of staffed hours Campus Security can be contacted on 01782 294837 (non-emergency) and 01782 294444 (emergency).

From the start of Semester One, the Library Helpdesk will be staffed and you will be able to ask for help there.
Finding your way around the Library
Enter the Cadman Building through a set of automatic doors. Outside staffed hours you may need to hold your student card on the silver card reader on the left to gain entrance. This is the corridor you will see:

When you have walked through the doors you will be in a foyer area. This can sometimes be noisy and busy with bright lights. Take the left turn before the staircase. You will see the sign for the Library and the doors to enter the library. Outside staffed hours, you will need to hold your card against the silver reader on the right of the doorway to gain access.
This area can be challenging as it is very bright and has a shiny patterned floor. On your right is Costa Coffee which can be noisy and smells strongly of coffee at times.
At the end of the corridor, turn right and go down a few steps where there are double doors to enter the Library. If these doors are closed, you will have to hold your student card to the silver card reader on the left of the doors to enter. A one-way system is in operation in the Library which is clearly marked with arrows.
You are now in the main Library.

This is the Library Helpdesk which you will find on your left:
In this area, you can ask for help, pick up click and collect items (held for you for one week), and return or borrow books using the self service machines:
The Library has a variety of computers and seating areas. Areas are colour coded by our ‘traffic light’ system of noise levels.

You can sit at any available computer and login with your student username / password. If you have any problems using the computers or printers, contact staff using the Library Chat on the main Library home page. At the start of Semester One you will also be able to ask staff at the Library Helpdesk for help.

We recommend that you find an area where you feel comfortable. There is a Silent Study room and a Quiet Study space on the ground floor.

Sometimes students will be noisy or disregard the signs. Let us know if someone is being noisy or disruptive by texting your location and details of the problem to 07860018405 (during staffed hours) or tell staff at the Library Customer Service Desk if this is disturbing you. The text service is anonymous. You may prefer to use earplugs to ensure quiet. Also outside of staffed hours Campus Security can be contacted on 01782 294837 (non-emergency) and 01782 294444 (emergency).
As you walk down the corridor, you will see shelves of Core Collection books on your left. You will be able to browse the books in the Core Collection.

There is an open study area on the right, with vending machines and toilets which have disabled access.
There are doors leading to the Quiet Study room in this area. Doors to exit the building are also in this area, that lead out onto the Cadman Courtyard:

Further down the corridor to the left of the ramp is a Silent Study room.
Just to the right of the start of the ramp is the door to the Silent Study area:

This is what the silent study area looks like inside:
Continuing up the ramp, you will come to the base of some stairs. On the right is the Skills Space.

You can make one-to-one appointments to see Academic Skills Tutors here by contacting them by email. The Academic Skills Tutor for your subject area and their email addresses can be found here https://libguides.staffs.ac.uk/appointments

You can also book online appointments using this link.

This is the one of the desks where you would meet an Academic Skills Tutor for an appointment inside the Skills Space:
You will also see the Main Collection ahead - but please note you will only be able to Click and Collect books from the Main Collection:

There are doors on the left leading to a stairway that leads to the first floor. There is also a lift here.
There are men’s toilets on these stairs and female toilets further up the stairs. The toilets contain noisy hand-dryers that can sometimes start suddenly even when you walk past them. All the library toilets contain noisy hand-dryers. Each external toilet door has a lock on it so that only one person can enter the toilet at a time. If it is locked there may be a queue for the toilet.
At the top of the stairs on the left (up two flights) there are double doors leading to a small set of stairs onto the first floor:

These are the stairs on other side of double doors:
On the right is the Art Collection:

As you walk along this corridor you will see more Core Collection books and more study spaces on your right:
On the left of the corridor there are two different doors that both lead to stairs back down to the ground floor. There is also a lift next to these doors.

Further along this corridor are the Alfred Bolton Room (D120), a teaching room for Games Design students, and some more toilets on the left.

At the end of the corridor is a door which it is not possible to exit through.
To exit the first floor and the building go down the stairs to the ground floor.

Leaving the Library
You can exit the Library by leaving through the doors leading onto the Cadman Courtyard (on the right as you come down the stairs from the first floor):

**Facilities**

**Multi function printers**

There are multi function printers situated throughout the library. The machines produce some background noise. They can print, scan and photocopy. Ask at the Library Helpdesk for help or use the Library Chat to contact a member of staff if you cannot find a member of staff.

**Self Issue machines**

The Library has Self Issue machines which can be used to take out books and other items or to return items.

If you have any problems using these services, please contact a member of staff through Library Chat, or ask at the Library Helpdesk which will be open from the beginning of Semester One.
Additional information

Security
Outside of staffed hours Campus Security can be contacted on 01782 294837 (non-emergency) and 01782 294444 (emergency).

Security Checks
You may be asked by a security guard to show your student card. Don’t worry, these are routine checks.

Lighting
Lights all through the library are triggered by movement, so may come on unexpectedly.

And Finally..
If you have any feedback about this guide, or wish to contact us, please email ask@staffs.ac.uk or telephone 01782 29 5770.