

## Independent student visits

### Preparation before you visit the Library:

1. [Download our subject guide](#) for you to plan your research
2. Determine your keywords
3. See the “Search Tips” for manipulating key words – i.e. “phrase searching” and word truncation using the asterisk - \* and/or the question mark - ?
4. Familiarise yourself with available library services for your visit

Search [UQ Library Search](#) for **books**

- In **UQ Library Search**, click on the drop down arrow and select **Books**
- Enter your **search terms/keywords**
- To limit your results go to the column to the right of your screen and select appropriate limiters.
  - Select **Physical items** for print books (under **Show only**)
  - Select **Currently available in the library** (under **Show only**)
  - Filter also by **Library Location**: e.g. **Social Sciences and Humanities**
  - Write down **Title** and **Call numbers** on the [Subject Guide](#)

Many of our books are now in electronic (eBook) format and non-UQ students (guests) will not have access to these.

### Once you are in the UQ Library:

#### Finding the books

#### [Library locations and floor plans](#)

- Academic libraries use the Library of Congress call numbering system. This means the call numbers start with a letter(s) and then followed by a number, so record the call number carefully.
- UQ St Lucia campus has seven library branches – it is therefore important that students note the **location** of the books they are looking for. (They should have limited their search by **Library Location**: e.g. **Social Sciences and Humanities**)

## Logging on to library computers

You will be required to log on as a **guest**.

Instructions are:

- Click on **Non UQ Users** – located bottom left hand corner of screen
- At the login screen enter: **libguest** as the username and **libguest** as the password

## Databases / eBooks / journal articles for library guests

There are some electronic resources accessible to everyone within the library.

- click on the link '**for Community**' under **Library services** at the top of the page
- scroll down to: [databases and eBooks that can be accessed from Library computers](#)

(You will not be able to save these articles as a guest.)

## Guest Printing & Photocopying - credit card details are required.

As a Library guest you need to register a print/copy card to use Library printing services.

- Cards are available in our libraries at the printers or at an [AskUs service point](#)
- [Register your print/copy](#) card so it will work with the printers
- [Add print credit online](#) with a credit card. New cards do not contain credit
- Write your name and contact number on the card so it can be returned if misplaced
- Guest printing [information](#)

## Free scanning to a USB is available

- Borrow a photocopy / scan card from the AskUs desk on Level 1. You will need the card to be able to scan to a USB.
- Read the [Scan to email or USB](#) information
- Use a "Print / Scan / Copy" machine. Touch your card to the card reader, insert your USB on the right hand side and follow instructions on the screen to scan pages from books. It is free to do this.
- Return the photocopy/scan card to the AskUs desk after use.

## Using library spaces

- Set mobile phones to silent and keep valuables on you at all times.
- [Food and drink policy](#)