

# New Hunt's House Library *Getting Started Tour*

 Newcomen Street





# Library Enquiries

Welcome to **New Hunt's House Library!**

Close to London Bridge and The Shard, the building in which the library resides is nested inside Guy's Campus. Once you find the building the library entrance is on the first floor. In order to gain access, you will need your **King's ID card**.


You will then find the **Library Information Point** on your left as you enter.

Staff can be recognised by their purple lanyards or T-shirts.



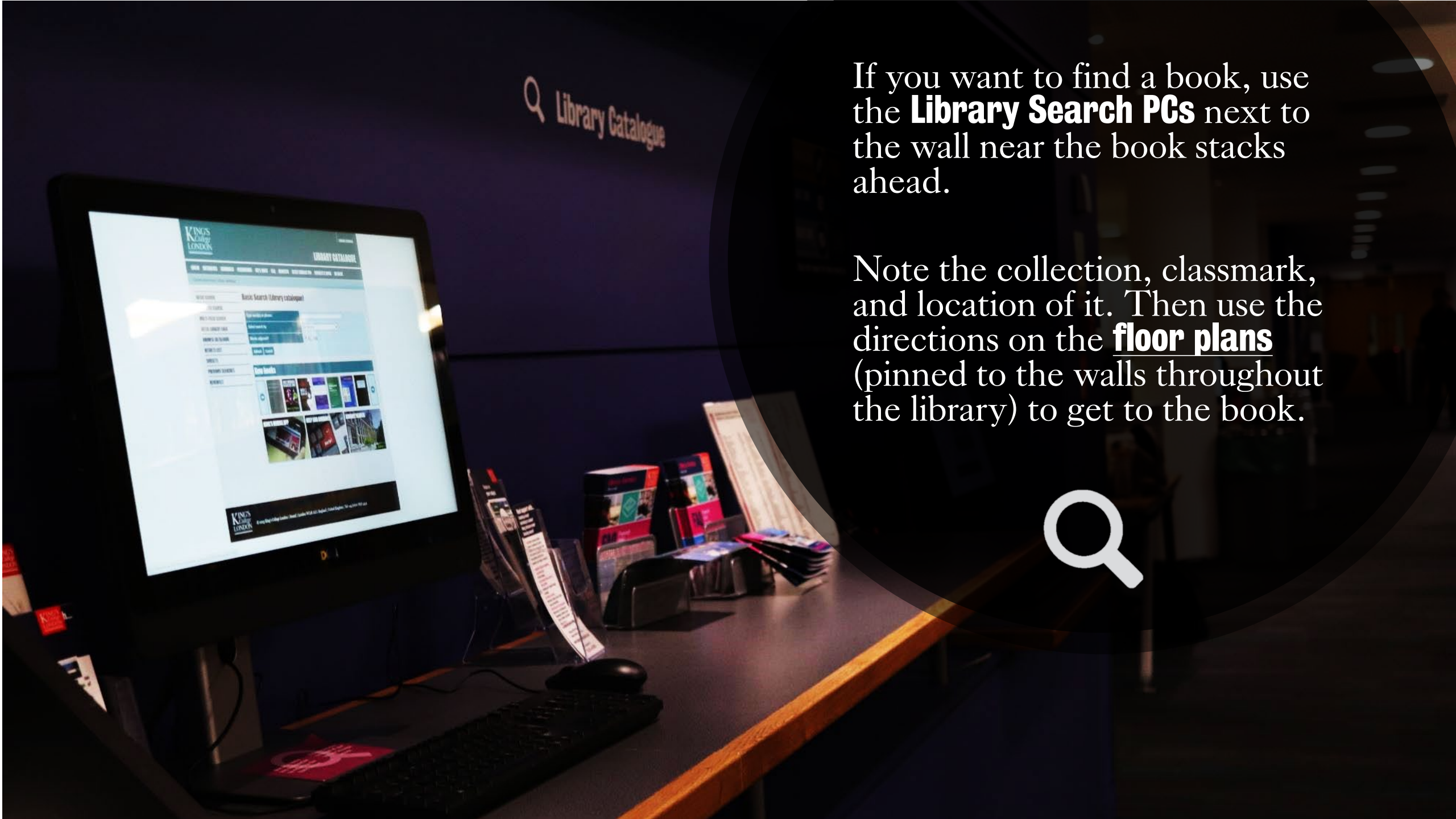
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Spread across **two floors**, the library hosts a variety of study spaces, such as:

- **Computer Rooms**
- **Group Study Rooms**
- **Video Call Pod**
- **Postgraduate Zones**



 Library Catalogue

If you want to find a book, use the **Library Search PCs** next to the wall near the book stacks ahead.

Note the collection, classmark, and location of it. Then use the directions on the **floor plans** (pinned to the walls throughout the library) to get to the book.







Once you have found the book, use a **self-service kiosk** in front of the Library Information Point to borrow it (you will also use one when returning the book).





Several **Group Study (GS) Rooms** are also at your disposal.  
Make sure you book them online.







There are multiple **Computer Rooms** equipped with **PCs**. In order to access one, you will need your King's login details.



You can find an available PC using the **PC-free** system. Moreover, you can borrow a laptop from the **laptop cabinet** across from the Library Information Point.





Additionally, there are many other [study places](#) and reading spots throughout the library, especially including a **Video Call Pod** on the second floor.







**Postgraduate Zones**  
are also available on  
the second floor.





## DISCUSS ZONE

**Work Together | Phones allowed | No eating**  
Lidded drinks welcome in all zones



## QUIET ZONE

**Brief Whispering | Phones Free | No eating**  
Lidded drinks welcome in all zones



## SILENT ZONE

**Noise Free | Phones Free | No eating**  
Lidded drinks welcome in all zones



# FIND

# YOUR

# ZONE

There are three different Zones in the library which are colour-coded on the [Floor Plans](#).  
Choose a zone that suits your study needs and be mindful of others studying around you.





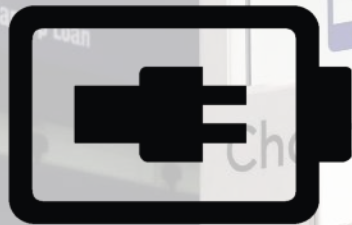
You can find **Printers** around the library – they print, copy or scan to email. You will need to register on a printer the first time use one.

Just send your documents to **Follow Me Printing** and they will be released from any working printer across King's through use of your King's ID card.

You can **top-up online** to add credit to your print account.

Find out more about using printers in the King's IT **Quick guide to using the print, copy, scan machines**





You can make use of the **Chargeboxes**, too!

They'll charge your phone or tablet for 30 minutes for free.

Just make sure to leave your devices on silent.

Free  
charging



Free  
charging



**IT**

**ChargeBox® at King's College Libraries**

A secure, hassle free solution to charging your smartphone & tablet while on the go

In response to parking feedback resulting from a recent trial, King's will be rolling out ChargeBox® units to the King's Library at King's College London, Denmark Hill, Franklin Wilson and the Morgan Library.

**It's as easy as 1, 2, 3. Simply...**

1. PLACE IN
2. CHARGE
3. LOCK

**How to use the ChargeBox?**

Please ensure that you put the phone into silent mode and turn off any alarm before placing it in the locker. It is as simple as plugging it in and then locking after your use.

Please refer to instructions on the ChargeBox to be sure to charge your phone. Charging is 30 minutes at a time and is completely free of charge.

**Is my device supported by ChargeBox?**

ChargeBox supports smartphones and tablets including Apple iPhone, iPad and iPod, Android smartphones and tablets, BlackBerry and Windows smartphones. Android, BlackBerry and Windows smartphones will only charge if they are in silent mode. ChargeBox will only charge devices that are in silent mode.

**For assistance using the ChargeBox please ask a member of Library staff during staffed hours.**

**For further details please phone the IT Service Desk on:**

New Fri 08:00-20:00, Sat-Sun 10:00-18:00

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www.kcl.ac.uk/it

July 2016

Please ensure:

- Your phone is set to silent
- Vibrate is turned off
- All alarms are turned off...

...before leaving your phone in the ChargeBox.

**Settings**

Sounds	OFF
Vibrate	OFF
Alarm	OFF
Wi-Fi	edream



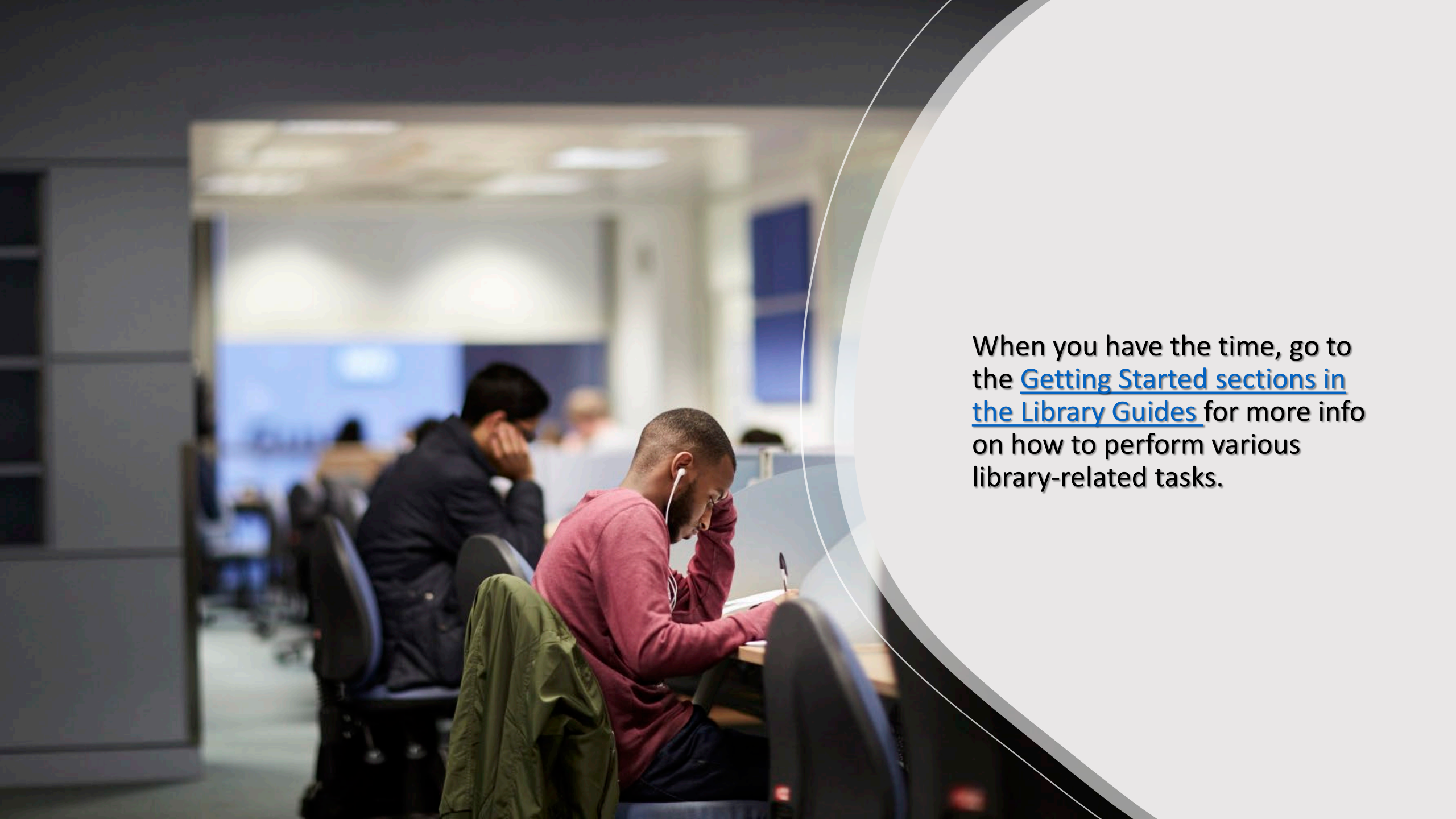


If you have any general IT queries (such as about printing, account support and accessing IT Services), pay a visit to the **TechBar** to the right of the Library Information Point.



As well as the main collections we also have a [\*\*Special Collections Library\*\*](#) (at the Maughan) and [\*\*Archives\*\*](#) (over in the Strand building) that hold a unique, internationally significant and continually expanding range of archival and printed sources.





When you have the time, go to the [Getting Started sections in the Library Guides](#) for more info on how to perform various library-related tasks.