FIRST-YEAR LISTENING TRANSCRIPT JAN 2023

Welcome to the university library. Now, before I introduce you to some of our staff and show you around, **let me give you a map of the library and a list of all the facilities we offer here**.

As you are quite a large group of students, please make sure you all stay together and **try not to make too much noise**, because people are trying to study.

The Library is currently **open from 8am until midnight**, seven days a week.

In front of you, you can see the reception desk, where Maggie, our newest member of staff, can help you with any special requests you may have, such as **extending the period for borrowing a book by up to seven days**. If you are late giving back a book, you will need to pay a small fee at this desk. Please do not ask to pay in cash, as only contactless payment is possible.

If you wish to book a study space, we have ten rooms available on the first floor. You’ll need to book these in advance on the university app, and please note that **there is high demand, especially in the weeks leading up to the exams.**

Don’t forget to **use our new seating availability chart to see how busy the library is in real time**. We have our Chief librarian, Sally Benson, to thank for this idea!

**Now let me tell you about our computer zones and our room for printing and photocopying, which are situated on the second floor.** The first 100 pages you print or copy at university are free. After that, you must pay 10p per page.

Students who would like to use these library services must register for a personal ID card and pin number at the reception desk. **We welcome guests to the university library, but please note that only students may borrow books and use our printers and photocopying machines.**

And now for some exciting news! **For the first time on campus, we will be holding two special events here in the library.** During these events we will be inviting special guests to speak on topics of interest.

In March, the writer **Ian McEwan will be reading some pages from his latest novel called “Lessons” and signing copies for those who would like to buy a copy – with a student discount**, of course!