



University
of Glasgow

School of Medicine,
Dentistry & Nursing

Guide

Wolfson Medical School Building (WMSB)
and Library Guide





Introduction from Professor Matthew Walters,
Head of the School of Medicine, Dentistry & Nursing

Message from Medico-Chirurgical Society

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The Wolfson Medical School Building is a valuable resource for students. Recognising the importance of the School Library and its facilities for students, the School has agreed that it should be available both during and outside normal working hours. It is very pleasing to see that it is being so heavily used, during the day and in the evenings. We are delighted that this facility is available to our students and that they make such good use of it.

Access to the WMSB and the School Library out with normal hours is a privilege and not a right.

It is important that students are responsible in their usage of the Wolfson Medical School Building and School Library and respect the regulations and procedures.

Procedures and regulations governing the use of the School Library are listed in this booklet. Please read them carefully and ensure that you follow them fully. It is particularly important that you make sure that you always follow the procedures for entering and leaving the building, including signing in and out. This is necessary for security purposes as well as for Health and Safety reasons.



*Professor Matthew Walters
Head of the School of
Medicine, Dentistry & Nursing*

University of Glasgow Medico- Chirurgical Society

Welcome to Glasgow University, and one of the best resources available to us as students – the Wolfson Medical School Building. This building is home to thousands of books, hundreds of computers and numerous rooms full of clinical resources, not forgetting the School Library, where many of us spend time outside of class.

It's a fantastic learning environment, with everything you need all under one roof and we're privileged to have this available to us 24/7. We hope that whether you have classwork, coursework, or are in the run up to dreaded exams, the WMSB and School Library will always provide a calm place of learning to help you in your education.

In the past, there has sadly been some misuse and disrespect of this facility,

and this nearly led to removal of our access, which would have had a huge impact on our learning.

The WMSB was only made possible due to the generosity of hundreds of donors, and we must all take pride in it and work together to ensure that it is always treated with the respect it deserves. We all have a responsibility to self-police in order to uphold the standards of the Medical School; please be on the look-out and help prevent misuse and damage, as the consequences of such behaviour are detrimental to us all.

Let's work together as a student population and make sure that we preserve the School Library and everything it has to offer, for our own educations and those who will come to Glasgow in the years to come.



1. School Library: Summary of Rules and Regulations

Guests and Visitors

Guests and visitors are not permitted into the WMSB or School Library after normal working hours.

Normal working hours of the Wolfson Medical School Building (WMSB) are Monday-Friday (8.00am-5.00pm).

After Hours - WMSB

School of Medicine, Dentistry & Nursing students and Postgraduates from College of MVLS may use the building 24/7; access to the building **after 5.45pm** and at weekends is by controlled access ONLY.

Students **MUST** swipe into the Wolfson Medical School Building using their Registration Card.

After Hours all students and staff are required to sign the Sign-in sheet (Level 2 at entrance to WMSB) when they enter and when they leave the building.

This is a Health and Safety requirement.

After Hours – School Library

After hours usage of the School Library is a privilege granted to School of Medicine, Dentistry & Nursing students and MVLS postgraduates and may be withdrawn as a result of non-acceptable behaviour.

Theft or damage to library resources or property will raise serious concerns about fitness to practise and could result in prosecution and expulsion from the University of Glasgow.

The School Library is reference only and books may not be withdrawn. All books must be returned to the correct shelves. The Library entrance is covered by 24 hour CCTV.

- The School Library is a study area and noise disruption WILL NOT be tolerated as this is disruptive to students who are studying. You should respond politely to requests to be quiet from other students and staff.

Students should use the Atrium or the cafe for eating and socialising.

Students who are disturbing the study of other students will be asked to be quiet in the first instance; continued disturbance will result in suspension of out of hours access to WMSB.

By using the WMSB facilities, students are accepting that it is their responsibility to ensure they follow the rules and procedures highlighted in this Guide to ensure their own personal safety and a safe and secure working environment for all users. Any person identified as having failed to comply with this Guide will have their out of hours access withdrawn and will face disciplinary action.

2. Wolfson Medical School Building

2.1 Opening hours and access to facilities

Normal working hours

The WMSB is open Monday-Friday 8.00am-5.00pm

Out of hours access

Out of hours access to the Wolfson Medical School Building is available to Undergraduate students from the School of Medicine, Dentistry & Nursing and to Postgraduates from the College of MVLS only.

Entrance after hours to the WMSB allows access to the School Library, Atrium, cafeteria area, lockers and toilets.

Any student who provides entry to guests or lends their Registration card to allow access to the WMSB will be subject to disciplinary action.

MChB students are automatically granted out of hours access to the WMSB. All other School of Medicine, Dentistry & Nursing students and MVLS Postgraduates must register for out of hours access. They can register via the School Library Reception Desk (9.00am-5.00pm Monday-Friday). MVLS Postgraduate students **MUST** ask their Course Director to contact Christine Donnelly, Building Superintendent (Christine.Donnelly@glasgow.ac.uk), to submit a request for out of hours access, before registration can occur.

Main door – procedure for entry and exit

Students gain access to the WMSB out of hours by swiping their Registration card against the card reader at the front door. **ALL** students must **SWIPE IN**.

On entering and leaving the building, all students must also **SIGN THE OUT OF HOURS RECORD SHEET** which is clearly visible inside the front door.

If you are already in the building at 5.00pm and you intend to stay, **you must go downstairs and sign in.** Janitors check the School Library at 5.15pm each week day. Please have your Registration card ready for inspection.

Signing in is an important Health and Safety issue

In an emergency, it is essential to know how many people are in the building. These records are checked daily for discrepancies.

Any student not following procedures will be subject to disciplinary action and will have their access to the Medical School Library removed.

When you leave the building, **please wait outside till the door shuts** to ensure that no-one else gains entry to the building. This takes about 25 seconds and ensures the safety of the building and students still working there. Do not hold the front door open as this will trigger an alarm.

Emergency phone numbers

There are phones for Emergency use only located:

Level 2 – Wall beside WMSB Entrance Reception Desk

Level 3 – School Library Reception Desk (nearest exit)

Level 4 – Wall outside Clinical Skills Rooms 9 and 10

Please report anything suspicious to University Security at the Main Gatehouse

Emergency numbers:

4282 – Security Office, Main Gatehouse

4444 – EMERGENCY number for FIRE, POLICE or AMBULANCE

Students who misuse the WMSB facilities will be interviewed by the Head of the relevant School, and it is likely that their after hours access will be revoked.

2.2 Facilities in the WMSB

Lockers

Lockers are available to MBChB students on each floor of the WMSB.

You need to purchase your own padlock to secure a locker. Please go to the School Library Reception Desk to register use of the locker (prior to placing a padlock on). Lockers do not need to be emptied overnight, however are required to be emptied at the end of Session. An email will be sent to remind students.

Toilets

There are student toilets on Levels 2 and 4 of the building and also on Level 4 in the School Library.

Drinking water

All cold water in the building is drinkable, but it is not recommended to drink cold water out of a mixing tap. There are three water fountains – one in the Atrium, one outside the entrance to the School Library which also dispenses hot water, and the third on Level 4 between the VS suite and Clinical Skills rooms.

Clinical Skills rooms

These can be booked for use by medical students to practice their clinical skills when they are not being used for scheduled teaching. To book them, please email Sam Cameron, Clinical Skills Resource Manager – Sophia. Cameron@glasgow.ac.uk.

Atrium Café

The Atrium Cafe is open from: Monday to Friday
Out of Term: 8.30am – 3.30pm
In Term: 8.30am – 4.00pm.

It is a self-cleaning area with recycling bins – please tidy up your rubbish and stack trays on the trolleys provided.

Notice boards

There is a notice board for Medical School announcements outside the entrance to the School Library, and notice boards for medical student use on Level 3 and Level 4 beside the lifts. Please do not put notices up in the Atrium, on the walls, in the stairways or elsewhere as these will be removed. There are also notice boards in the School Library where students may place notices. These have been allocated to different year groups and topics – please put up notices on the appropriate board and remove it after the event has taken place.

There are BMA notice boards outside and inside the School Library.

Any notice boards not for student use are clearly designated.

Reporting faults in the WMSB/School Library

To report any faults in the building please email: **med-sch-wolfson-porter@glasgow.ac.uk**; please include location and some brief description of the fault.

3. School Library (Walton Foundation Library & Resource Area)

3.1 General points

Reference library

The School Library is not a lending library – the books are for reading only in the Library. There is a security system in place at the door and 24 hour CCTV to ensure that books are not taken out. Any student found to be in breach of this regulation will be referred to the University's Senior Senate Assessor for Discipline which may result in expulsion from the University of Glasgow. Theft or damage to library resources or property will also raise serious concerns about Fitness to Practise and could result in prosecution.

Entry to the Library

The School Library has open access for School of Medicine, Dentistry & Nursing students and MVLS postgraduates Monday-Friday, 9am-5pm. The

Library doors are secured every evening at 5pm. All students registered for out of hours access can gain entry to the Library by swiping their Registration card at the reader on the left of the Library entrance on Level 3.

Exit from the Library

On exit, as you approach the door to the Library you will hear it click and you need only pull it open. If you cannot open the door please walk back into the Library and approach the door again. Please do not force the doors.

The entrance to the School Library is recorded on CCTV 24hrs a day. If you activate the alarm as you leave the School Library, please do one of the following:

- Check that you do not have any School Library books in your bag.
- If you find that you have inadvertently picked up a book, please return it to the correct shelf, putting

an explanatory note on the Alarm Activations sheet, which is on the Reception Desk. If the alarm is activated by a book from another library please also note this on the Alarm Activations sheet.

- If the alarm is set off by other objects (e.g. keys or mobile phones), please go to the Reception Desk where staff will confirm what is causing the problem. When the Desk is unstaffed, please record on the Alarm Activations sheet at the end of the reception desk what you think has set the alarm off. Students with access to a locker are advised to keep this type of item in their locker.
- If you set the alarm off, the door to the School Library will lock for a short period of time. Please wait until you hear the lock release before attempting to open the door and leave.

3.2 Student conduct in the School Library

Studying in the School Library

The Library is a study area and users should be quiet at all times. If you wish to discuss your studies, please book one of the project rooms. The Atrium and WMSB cafe area are available for socialising.

Food and drink

Drinks in closed containers and confectionery are allowed in Green and Amber areas of the Library. Please do not bring any food into the Library. Please ensure drinks are kept away from electronic equipment.

Mobile phones

Mobile phones may not be used in the Library as this is disruptive to other users. Please go into the Atrium or corridors to use your phone.

Waste and Recycling Bins

You are expected to use the appropriate bins for general waste and recycling. Please do not leave rubbish lying on the carrels as this spoils the study environment for other users.

Study Desks/Study Areas

Please do not leave your belongings when you expect to be away for more than 20 minutes.

If an area is identified as having books or personal belongings left on it for longer than this, School Library Staff will remove the items for a short period and if not collected, will be securely destroyed.

Personal Belongings

Please do not leave any important personal belongings lying about in clear view as there have been instances of theft in WMSB. The Medical School accepts **no responsibility** for loss of personal belongings.

Lost property

Lost property found within the School Library will be retained for one week within the School Library Office, thereafter items will be disposed of.

3.3 Facilities in the School Library

Fire exits

There are 6 Fire Exits located in the School Library, 2 on each level:

- 1 exits to Stairwell 1
- 1 exits to Stairwell 4

In the case of an Emergency or a Fire Drill:

Please leave via the nearest available fire exit (or as instructed by a Fire Warden) and descend stairwell to ground floor and exit the building.

Assembly area is at the front of the building.

If you discover a fire, please immediately evacuate the building, setting off a fire alarm on your way out. Fire alarms are situated at the entrance to the stairways in the School Library.

Please note that the Fire Exits on Stairwell 1 and at the ground level of Stairwell 4 are ALARMED and for EMERGENCY USE ONLY. DO NOT use them for any reason other than an emergency.

Toilets

These can be found on the 2nd level of the Library (Level 4).

Computers

There are 146 computers spread over the 3 floors.

All are set up with standard university open access systems and are updated with software to include packages such as Microsoft Office, SPSS, endnote.

- Students must use the computers in accordance with the University of Glasgow's 'Regulations and Code of Conduct for the use of IT facilities'.

www.gla.ac.uk/services/it/regulationscommitteesandpolicies/aup/codeofconduct/

To report a computer fault
email: med-sch-library@glasgow.ac.uk

Please include the number of the computer which is displayed on a sign beside each computer.

Printers/Scanners/Copiers

Printers are located on all levels nearest the entrance to the lift (all with scanning, printing and copying facilities). Students are notified of the printing costs, each time they select print. A colour printer is located on Level 3.

CAL packages

There are Computer Aided Learning packages, relevant to each year of the MBChB programme, which can be accessed through the College of MVLS shortcut on the desktop. These are available on the computers in the Library.

Books

The School Library is a Reference Library. Books can only be studied in the Library and cannot be removed. The Library holds approximately 6000 books, with multiple copies of the core texts.

All books are held on Level 3. To search the online library catalogue go to – www.glasgow.ac.uk/services/library.

In addition there are two quick search stations on Level 3 which can be used to access the catalogue only.

Posters throughout the Library display the QR code for Glasgow University Library's mobile catalogue site.

Please only take as many books as you need and return them to the correct shelf when you have finished with them.

Journals

The School Library does NOT hold paper copies of journals, as these are mostly available online.

Some external sources send the School Library copies of their Journal; these are displayed on Level 3.

Headphones

Headphones are available during working hours from the School Library Reception Desk.

You may take a book and study it on any of the floors, but please return the books to the correct shelves when you have finished with them.

Project Rooms

There are 6 Project Rooms within the School Library, 2 on each floor.

To book a room, please visit in person the School Library Reception Desk during office hours 9.00am-5.00pm (Monday-Friday) OR by emailing **med-sch-library@glasgow.ac.uk** (all rooms are subject to availability).

Please note:

It is the responsibility of the user to ensure the room is cleared and kept tidy at ALL times.

Teaching and Administrative Staff have priority use of these rooms from 9.00am-5.00pm Monday – Friday.

During term time the school library reserves the right to use the rooms at any time for teaching or examination purposes.





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www.glasgow.ac.uk/schools/medicine/mus



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