Contact us

Greenwich Library
GSM London
Meridian House
Royal Hill
Greenwich
London
SE10 8RD
☎ +44 (0)20 8516 7818
✉ library@gsm.ac.uk

Greenford Library
GSM London
Horsenden House
891 Greenford Road
Greenford
London
UB6 0HE
☎ +44 (0)20 8515 0295
✉ library@gsm.ac.uk

Opening Hours

Greenwich Library
Monday – Friday 08:30-21:00
Greenford Library
Monday – Friday 08:30-19:00

Greenwich Library is open on selected weekends. Please ask at the desk or check on GSM Learn.

Please note that Library opening hours may vary during the vacation and seasonal and bank holidays.

Study spaces

Space is available for both group and individual study.

Quiet and Group study areas are for collaborative working where discussion about your work can take place. We encourage all students to be aware of those working around them and keep conversations to a considerate level.

Silent study areas are for individual work only and conversations should not be held in these areas.

Collections

Books

Books are arranged on the shelves according to subjects. Each book is labelled with its subject classmark and is filed on the shelves in this order.

eBooks

eBooks can be found via the online catalogue and accessed via DawsonEra or EBSCO using your GSM Athens account. Our eBooks can be accessed 24/7 and either viewed online or downloaded and “borrowed” for offline reading for 24 hours.

Journals

Journals are arranged on the shelves alphabetically by title. In addition, many journals are available electronically. You can access these through Discovery - found via the ‘Library’ tab on GSM Learn.

Databases

GSM subscribes to a number of powerful online databases containing an extensive range of eBooks, full text journal articles and other subject-related information (see overleaf for more information). These can be accessed using your GSM Athens username and password.
Subject Guides
A range of subject guides are available in the Library area of GSM Learn. These are developed by our team of Subject Matter Experts and contain lists of useful resources for students studying on related modules or researching dissertations in these areas.

Using the online catalogue
http://gsom.circahosting.com
Discover the full range of library resources available via the online catalogue
- Locate items
- Check whether items are available
- Renew loans
- Place reservations

Borrowing
All GSM members are entitled to borrow items from the Library.
Please carry your GSM ID card with you at all times when visiting the Library. You will need it whenever you borrow items.
GSM members may borrow books from either the Greenwich Library or Greenford. However, all books must be returned to the same campus from which they are borrowed.

Entitlements:

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<tr>
<th></th>
<th>No of items</th>
<th>Standard Loan</th>
<th>Short Loan</th>
</tr>
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<tbody>
<tr>
<td>FT/PT Students</td>
<td>10 items</td>
<td>3 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Exec students</td>
<td>10 items</td>
<td>10 weeks</td>
<td>1 week</td>
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<tr>
<td>PhD students</td>
<td>15 items</td>
<td>10 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Staff</td>
<td>10 items</td>
<td>3 weeks</td>
<td>1 week</td>
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We also have Reference Only copies which are available for use in the library only.

Please note that you are responsible for all materials borrowed on your card. Do not lend it to anyone else. Please keep your card safe and inform us immediately if you lose it.

Renewals
FT/PT students and staff can renew standard and short loans for further periods of 3 or 1 week unless the items are reserved by another member.
Exec and PhD standard loans cannot be renewed after the initial 10 week period.
You may renew loans, when possible, in person, by phone or online via the online catalogue (max 10 renewals).
Please note that to renew items you will need to present your ID card. You cannot renew your loans if you owe £10 or more in outstanding overdue charges on your account.

Reservations
All GSM students and staff are able to place up to 4 reservations for books at a time using the Online Catalogue. You will be notified by email when your reservation is available and have 1 week to collect the book(s) from the Library Helpdesk. If the books are not collected in this period, your reservation will expire and the books will be returned to circulation.

Please note: students may only reserve books from the campus where they are enrolled (e.g. either Greenwich or Greenford). You will not be able to place a reservation on a book that has an available standard loan copy at your campus. Reference only materials cannot be reserved.

Returns
For the benefit of others please return loans no later than the due date. Books may be returned through our self-service machine or at the Library Help Desk.

Overdue charges
Avoid overdue charges by returning items before the due date!

You will be informed by email of any overdue items.
<table>
<thead>
<tr>
<th></th>
<th>1-15 days overdue</th>
<th>More than 4 weeks overdue</th>
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<tbody>
<tr>
<td><strong>Standard loan</strong></td>
<td>50p per day (per book)</td>
<td>You will be charged for the replacement of the book(s), plus all accrued fines</td>
</tr>
<tr>
<td><strong>Short loan</strong></td>
<td>£1 per day (per book)</td>
<td>As above</td>
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You will not be able to borrow or place reservations on books if you owe £10 or more in fines or charges to the Library.

**Your GSM PC Login Account**
Your PC Login account provides access to on-campus student PCs, including internet access and personal network file space (U: drive). You can also access desktop applications such as Microsoft Office and specialist applications such as SPSS.

**Saving work**
The U: drive is your personal file space which is backed up by GSM. Do not save work anywhere else as it will automatically be deleted.

**Logging off**
Click on “Log off” in the Start Menu in order to end your session. You must do this to ensure that your work is secure and no one else can use your account.

**Printing & copying**
Printing and copying facilities are available in the Library.

Printing is charged at 5p per page for A4 black & white. Colour printing and A3 printing are also available.

Your account is tied to your Student ID card and will be credited with £10 at the start of your studies. Additional credit can be loaded onto your card from the cash loader.

**Scanning**
Scanning facilities are available in the Library. You will need a USB memory stick to save your work. Please contact staff for details.

**Copyright**
Please observe copyright law. As a rule of thumb you may copy:
- One chapter or up to 10% (whichever is greater) of a book
- One article or up to 10% (whichever is greater) from a single issue of a journal

**Library Area on GSM Learn**
The Library area on GSM Learn is your main point of information about the Library. Visit the Library area on GSM Learn to find guides to our services, details of our

**Athens accounts**
All of our online information resources are accessed using your personal Athens account, which is issued to you by email at the start of your studies.

If the activation link sent by the library at the beginning of the year has expired, email athens@gsmlondon.ac.uk

Your password is unique. If you forget your password, click on “Problem signing in” on the Athens sign in page. You will receive an automatic email in your GSM email account with a link to create a new password.

**Computing facilities**
PCs are available in the Quiet and Silent Study areas of the Library.
Express PC terminals are available in the Library for short tasks such as checking email or printing.

**Wifi**
Wireless internet access is available throughout each campus and the library offers study spaces equipped with power points for use of laptops and other mobile devices.

Please note that the wifi is available for use by current GSM students and staff only.
opening hours, FAQs and tutorials on how to use our online resources

**Databases**

GSU subscribes to a number of databases containing an extensive range of eBooks, full text journal articles and other subject-related information. All of these services can be accessed using your GSU Athens account, except Lynda.com which is available via a separate password and The Economist which is only accessible at both campuses.

![Image of various databases]

**DawsonEra eBooks**
Full text access to a growing collection of eBooks covering all subjects. These can be viewed on screen or “borrowed” for 24 hours and downloaded for offline reading.

**EBSCO Business Source**
Full text access to articles from over 8,800 business journals and magazines as well as company profiles etc. including Harvard Business Review.

**EBSCO Psychology & Behavioural Sciences**
Full text access to scholarly materials in economics, business, and sociology. Including journals like Journal of Behavioural Finance and Journal of Consumer Behaviour.

**The Economist**
Full text access to business, finance, science and technology news, comments and analysis.

**Emerald Management**
Full text access to articles from over 410 business, management, and economics journals.

**FAME**
Detailed financial data for 500,000 UK companies and ownership and descriptive information for an additional 1.5m companies in UK and Ireland.

**FT.com**
Full text access to the UK and international business, finance, economic news, comments and analysis.

**LinkedIn Learning**
An online library of over 3000 high-quality instructional videos on software, tools and skills.

**Mintel**
Expert analysis of market size and trends, market segmentation and consumer behaviour and predictions about the market.

**Nexis**
Business intelligence service including newspapers, wire services, corporate profiles & government documents.

**Law Resources**
GSU law students also have access to Lexis Library and Westlaw UK via the University of Plymouth portal. These provide full text access to primary and secondary legal materials.

**Science Direct**
ScienceDirect College Edition: Social & Behavioural Science Journals Collection provides full-text coverage of over 500 professional and peer-reviewed journals.

For enquiries or assistance please contact library@gsm.london.ac.uk