

# Visiting the Kingstec Campus Library

## A Visual Guide

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**This guide will help you prepare for your visit to the library.**

It uses accessible language and is intended to be used by all. If you have any questions before your visit, you can contact the library front desk:

[Kingstec.Library@nsc.ca](mailto:Kingstec.Library@nsc.ca)

(902) 679-7380

## Getting to the Library

The Kingstec Campus Library is located at the Nova Scotia Community College's Kingstec Campus.



The address is 236 Belcher Street, Kentville, Nova Scotia. It is located at the corner of Belcher Street and Mee Road.



The closest Kings Transit bus stop is at the main entrance of campus. There is bench seating available.



## Parking

There is on-site parking. The nearest parking lot to the library is at the corner of Belcher Street and Mee Road.

Nova Scotia Community College (NSCC) staff and students can purchase a parking pass at Student Services.

Free visitor parking is limited.

Two free accessible parking spots are available next to the main entrance.

Additional accessible parking spots are located on the other side of campus. From Belcher Street, enter the back parking lot next to the large white church. The accessible parking spots are beside a gazebo. The nearby entrance is wheelchair accessible with no steps.



## Entering the Library

The easiest way to get to the library is through the campus' main entrance. This entrance is wheelchair accessible with no steps.



When you come through the doors, you will be in the atrium. It is bright and can be loud. You will see the library entrance on the left and the Security desk straight ahead. If you are not an NSCC student or staff member, please check in at Security before visiting the library.



Security staff can help with directions.



## Open hours

If the campus is open, the library is open.

Campus building hours are listed on the [Kingstec Campus page of the NSCC website](#).



## Staffed hours

Library staff are available on weekdays. Staffed hours are posted on the [Hours of operation page of the Library website](#).

Library staff can help answer questions about the library and its services. If you need help, feel free to ask them.



## Places in the Library

### Front desk

When you come in, look to the left and you will see the front desk.

Here you can ask the staff questions and borrow books and other equipment such as laptops or assistive technology.



### Librarian office

Next to the front desk is the Librarian's office. This is where you can find the Campus Librarian.



### Computers

Many computers are available for NSCC students and staff.

You will need your W# and password to log in.



Three of the computers have large print / high contrast keyboards that are available for all to use.



### **Printer / scanner**

There is a colour printer / scanner across from the front desk. This is where NSCC students and staff can print from library computers or personal devices. Next to the printer, you will find a stapler, hole punch, and pencil sharpener.



### **Study Spaces**

The library has a variety of seating, some with arm rests, some without.

## Worktables

There are four large tables with 4-6 chairs for group work.



## Study pods

There are 8 pods with lounge chairs, privacy walls, trays, and power outlets for private relaxation and focus.



## Study desks

There are 10 desks with privacy walls for focused work.



## Adjustable desks

There are 4 adjustable desks available for all to use.



## Soft chairs with trays

There are many chairs with soft seats located around the library. Each seat has a separate tray on wheels.



## Private Study Room

This room is near the printer and has a desk, lamp, and computer. Up to two people can be in this room at one time. This room is available on a first-come, first-served basis. You can close the door. This is the only space in the library for video calls.



## Silent Study Room

This room is at the back of the library and has four study desks. Up to four people can be in this room at one time. You can close the door. This is the only space in the library where talking is not allowed.



## Helpful Information

### Washrooms

The nearest wheelchair-accessible washroom is located outside the library, on the ground floor, near the gym entrance by the Testing Centre. Anyone can use this washroom.



There are other washrooms located on the second floor, off the upper atrium, which is 26 steps up from the library. There is also an elevator to get there from the atrium.



## Noise and lighting

The library has sound-dampening materials in the ceiling and low-pile carpet to help reduce ambient noise. Talking is welcome, but we ask that you talk quietly so others can focus. The library has lots of natural and fluorescent lighting.



## Food and scents

You can enjoy snack food and drinks in the library. Please choose foods that aren't hot, messy, or smelly and drinks with a lid.

We ask that you be scent aware when visiting the library. Scented products can cause health issues for some people.



## Wi-Fi

There are two ways to get [Wi-Fi](#) in the library. NSCC staff and students use the Eduroam service. Guests use the NSCCGuest Wi-Fi network.

## Phones and audio

We ask that you not talk on your phone when you're in the library. We also ask that you use headphones for audio.



# Borrowing a Book

## Bookshelves

There are three rows of shelves with books you can read or borrow.

Each book has a label with a call number (a combination of letters and numbers), and the shelves are organized alphabetically by these call numbers. Signs at the end of each row show the topics and call numbers located in that row.

If you need help finding or reaching a book on the shelves, you can ask the library staff.

You can take any book off the shelf and look at it. When you're finished, you can leave it on the front desk for the staff to put away – you don't need to return it to the shelf.

If you'd like to take the book home, you can check it out.



## Checking out a book

When you are ready to check out a book, go to the front desk. You will need a library card.

Your NSCC student or employee ID card is your library card. You may also use a Community Borrower card.

The staff will take your library card and the book from you for a few moments.

They will scan your library card and then scan the book.

Once the book is checked out to your account, they will return your card and the book to you.



## Returning a book

There is a large brown box marked LIBRARY BOOK RETURN at the end of the front desk.

When you are finished with a book, you can drop it into this box any time the library is open.

