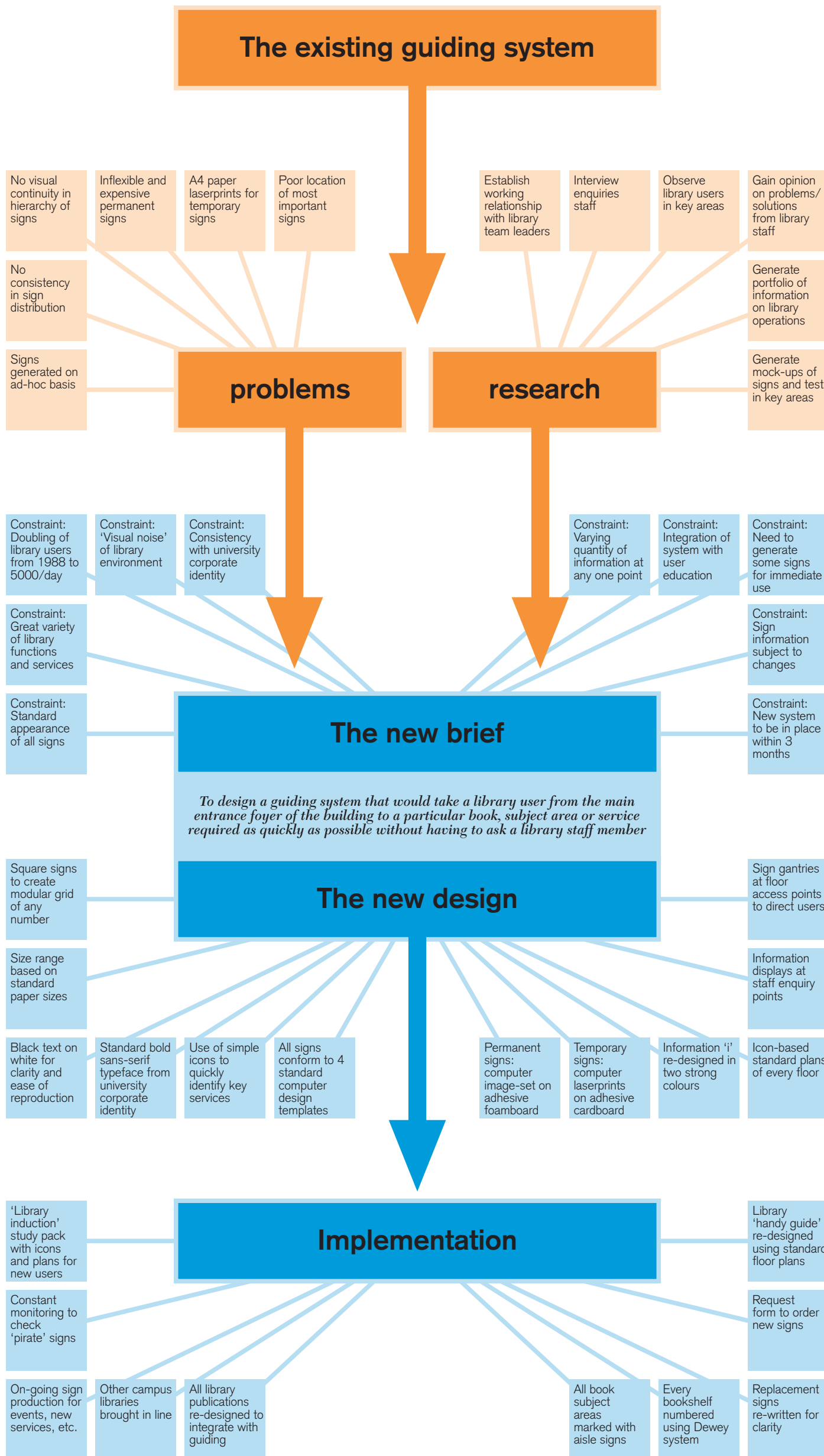




the design process



A brief history

In July 1993, the library at De Montfort University decided to completely overhaul its signage and guiding system, ranging from main service and direction signs to machine instructions and literature. The existing system had evolved on an ad-hoc basis and consisted of large permanent signs and hand-written or laserprinted A4 notices. As a system required to serve around 5000 daily users, it was both inadequate and inconsistent, having no design rationale behind it. The library management approached the Centre for Education Technology and Development (CETD) at De Montfort University to develop, produce and implement a new system; to be installed by the end of September 1993. The CETD and the library are part of the same centre within the university, the Division of Learning Development. Design analysis began with a full-scale evaluation of all the services contained in the library and how they were identified to the 'public', (comprising 17,000 students, 2,000 staff and external users). Previous guiding had been generated by library staff, so the new designer saw the need to communicate effectively between departments. This was achieved by highlighting key staff in the library and building a working relationship from which a portfolio of information could be generated about library functions and problem areas. It was also important to liaise with library staff and users at all levels.

The designer ~Paul Linnell



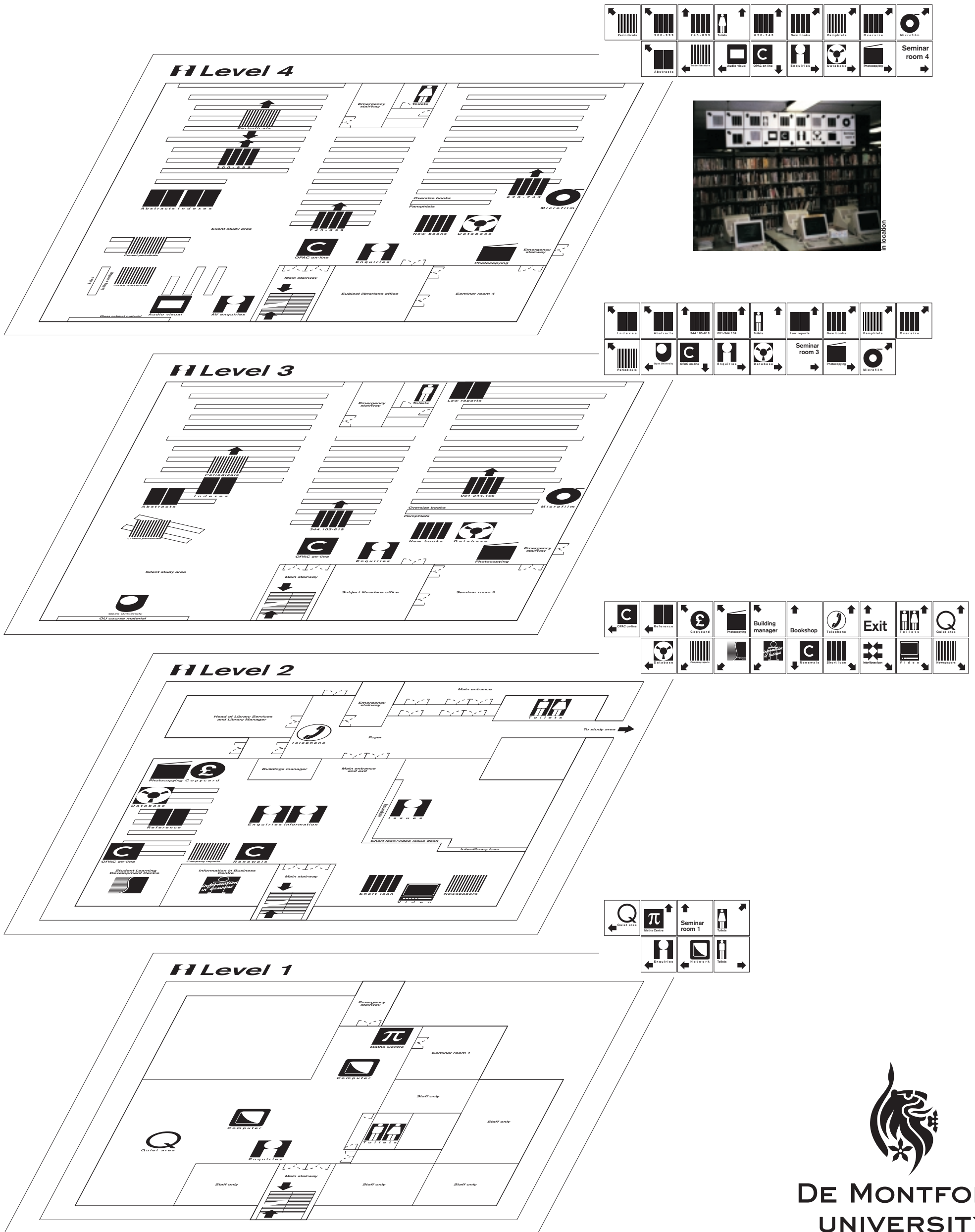
The analysis, design and implementation of the new library guiding system was carried out by Paul Linnell, a Senior Graphic Design Technician in the CETD. As well as applying his own design skills to the project, he saw the importance of working closely with library staff so that the new system was as functional as possible, catering for the daily needs of staff and users, and not just another 'design job'. Paul is a graduate in Industrial Design (1986) from Sheffield Hallam University and has been working for the CETD since 1989. His role has been to design teaching and learning materials, general education graphics and assisting staff in producing their own materials.





the guiding system

A complete overview of the library showing all services based on isometric versions of the library standard plans. These are displayed on each floor and in key library publications. Signs show the gantry layout on entering each floor of the library, which directs users to all main services



in location



a guided tour by eye

The design brief at work

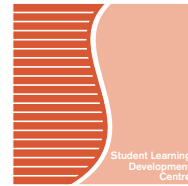
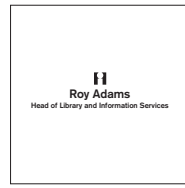
A path is followed from the library entrance to a particular book and then out of the library via the issues desk. The same pattern could be used to describe any service or resource held in the library.



The blue arrows describe this path.



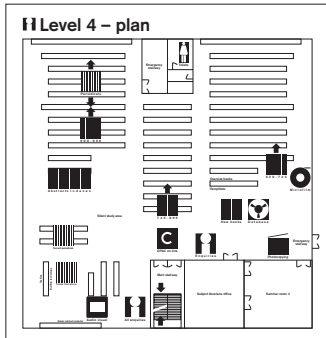
The orange arrows show a selection of options at any point on the route.



Welcome to De Montfort University Library	Opening times Opening times for the current term/vacation are displayed outside the main entrance of the Library	Students and staff must display their Library card All others must provide some identification The Librarian has the right to refuse entry	Library shutdown Bell 1: 20 minutes before closing Bell 2: 10 minutes before closing Close	Noise policy Noise in the Library prohibits the activities of its users i.e. study and research Please observe our policy: Level 1 - quiet discussion and background noise Level 2 - background noise only Level 3 - silent study area Level 4 - silent study area
Please do not smoke, or bring food and drink into this building Thank you	The use of mobile phones in the library is prohibited Use is restricted to the entrance foyer on level 2 only	 Please ring the bell and wait for a staff member	Pacemaker The security system used in this building may affect your pacemaker Please ring the bell for assistance	Sorry Level 1 is closed



Microfilm cabinets Please return your film to the cabinets after use Periodicals Newspapers	Express service This photocopier is only available for 10 copies or less If you have more to copy please use one of the other machines in the library	There is a colour photocopier and a coin-operated photocopier on Level 4	Copycards can be purchased from the dispenser on Level 2 This is located with the photocopiers behind the reference section
	Do not use acetates in this photocopier	Please put your used copycards in the bin	



Consult the library electronic catalogue for the exact classification number, shelf location and availability for loan of your title, or peruse under the general subject heading.



far end 305.552	this end 302.34
this end 307.76	far end 305.552



Issues Normal loans 21 days or 7 days Short loans 10.00am - 5.00pm 5.00pm - 10.00am Video (available) 10.00am - 5.00pm 5.00pm - 8.45pm Video (cash) 7 days	Fines 21 day loans 10p/day 7 day loans or recalled items 25p/day Short loans 25p/30min	New users Please make sure that you have completed an enrolment form	Address changes It is the responsibility of each library user to notify the library of a change of address
Sorry We cannot provide change for the copycard machines	On sale here clips - 30p chains - 50p for your SU or library card	Final year students If clearing near your exam board you may need a clearance slip Please check with the issues desk	Caught Last year, the Library successfully caught and punished students attempting to gain material through the security wall. Acts of theft and vandalism have resulted in suspension from the University. Do not think about remaining material without the correct issue procedures. Do not let sleeping giant fellow students of vital material, you are putting your own education at great risk. It is not worth it - the Library takes action in every case.

