

Help sheet for new staff

Finance and facilities

Email MNFinanceandFacilities@rhul.ac.uk for any of the following:

- books for teaching or for personal research (you will need to supply a link for the book you would like to purchase from Amazon or Foyles)
- borrow laptops, tablets, digital voice recorders etc.
- order business cards
- printer problems or requests for toner (phone 4057 or 6153)

For stationery see Jackie in Reception or email J.Brackenbury@rhul.ac.uk (phone 6213)

Information on claiming expenses can be found here:

<https://www.royalholloway.ac.uk/restricted/contensis/finance/expenses.aspx>

Library

Register with the Library (take your College card and proof of status). Management's subject librarian is Helen Rimmer: Helen.Rimmer@rhul.ac.uk phone 4424).

Being part of the University of London, there is access to all the other libraries, and the British Library. Inter library loans can be submitted and collected electronically, but need a voucher number, obtainable from Jackie Brackenbury in Reception.

ULL (Univ London Library/Senate House Library) has many of the missing databases and we pay for them on a group basis. You need to go to Senate House to register, but then you can get their Athens login to access it all remotely.

IT

Contact Julia Charlton julia.charlton@rhul.ac.uk (phone 6153) for any IT-related issues or requests

The College provides staff with a standard desktop PC in their office, and these are replaced on a 4 year cycle. The School may provide a laptop if travel is part of administrative role. Laptops and iPads are available on short-term loan, email MNFinanceandFacilities@rhul.ac.uk or speak to Julia.

Research-active staff will have an online staff profile automatically created on PURE. Information on how to update these can be found here: <http://www.rhul.ac.uk/research/puresupport/pure.aspx>
Teaching-focused staff can request an online staff profile by emailing pure@rhul.ac.uk

Contact Helen Bacci Helen.Bacci@rhul.ac.uk regarding updates to the School's web pages (technical problems with the website can be reported to ITServiceDesk@rhul.ac.uk).