Library Services

A guide to our services and resources 2012/13

leo@chi.ac.uk
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Introduction

This guide offers a general overview of the resources offered by the Library Services including online and external information resources.

Information can also be found under the Library tab in Portia.

For further information or help with any aspect of library use, please contact your subject librarian or the SIZ desk by telephone on (01243) 816222 or by email at help@chi.ac.uk
This section of the guide lets you know more about our collection.

**Library catalogue**

When you are looking for resources on a topic or a specific item, you should use the library catalogue to see:

- If the item is currently in stock
- Where it is located
- What its loan type is
- Additional functions (request, renew etc)

**Access**

There are several dedicated PCs to access the library catalogue at Bishop Otter and Bognor Regis libraries. Note: You can also search the library catalogue from any computer on campus or elsewhere, provided it has an Internet connection, by typing http://prism.talis.com/chi-ac
Simple search/Search our library
The ‘Search our library’ option allows you to type in whatever information you have about a book ie: author, keyword, title.

1. Type in the details of the item you require.
   *(Tip: Using the author’s surname and a keyword from the title is often the quickest way to find a book.)*
2. Click the search button.
   Entries matching your search will display.
3. Click on the book title you require to see more details about the copies held.
   *(Tip: if the location of the book is not your own site library you may be able to request it.)*

The library location number and letters are shown.
*(Tip: make sure you note the numbers and the letters as this will save you time when looking for the book on the library shelves.)*

You can also see if the book is available to be loaned and for what length of time.
Request/reserve a book
If you find that the item you require is either on loan or off campus you can request the item providing the loan type is either ‘standard’ or ‘intermediate’ (to reserve ‘short’ loans please contact a subject librarian).

You can reserve 2 items at any one time.

Find the book you wish to reserve on the library catalogue, and click on the ‘Login to request this item’ link which appears below the title on the screen.

You will then be prompted to type in your library card number. Once you have logged in you will need to choose the site where you would like to collect your request. Then click ‘Reserve’.

Important: when you have finished making your request please make sure you click on the ‘Logout’ button at the top of the screen.

You will be informed by e-mail as soon as your requested item is available to collect.

Find more by:
After you have clicked on a related title you will notice on the right hand side that there is a ‘Find more by’ option. This will provide links to other items with the same author, subject headings, or in the same series (if available).

Refine your search
When you have returned to the list of titles displayed from your search you will notice on the left hand side that you are able to refine the search by:
• Location
• Collection
• Subject
• Year published
• Author
• Format

Your items will appear ordered by relevance. You can also sort your results by date published, or alphabetically by author or title (top right).

More search options/Advanced Search
At any time, you are able to do a fresh advanced search: below the search box click on ‘more search options’ which will direct you to the ‘advanced search’ tab. This allows you to limit your search by year, format, location or language.

My Account
Clicking the ‘My Account’ button allows you to check your personallibrary record. From here you can:
• Renew your all your loans up to 10 times (as long as they are not overdue and they are not reserved).
• Check which items you have on loan, any charges you may have incurred, which items you have reserved, and the status of your inter-library loan requests.

Important: when you have finished checking your account, make sure you click on the ‘Logout’ button at the top of the screen.
Shelf locations

Our library stock is arranged according to the Dewey Decimal System. The Dewey number you require will be given with the book information on the Library catalogue. The table shows the simplest separations of topics using Dewey’s system.

<table>
<thead>
<tr>
<th>Number</th>
<th>Subject area</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 099</td>
<td>General works</td>
</tr>
<tr>
<td>100 - 199</td>
<td>Philosophy and Psychology</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Religion and Theology</td>
</tr>
<tr>
<td>300 - 399</td>
<td>Social sciences</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Language</td>
</tr>
<tr>
<td>500 - 599</td>
<td>Science and Mathematics</td>
</tr>
<tr>
<td>600 - 699</td>
<td>Physiology, Therapy and Management</td>
</tr>
<tr>
<td>700 - 799</td>
<td>Arts, Music, Media, Dance and Sport</td>
</tr>
<tr>
<td>800 - 899</td>
<td>Literature</td>
</tr>
<tr>
<td>900 - 999</td>
<td>History</td>
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Note that whole numbers are used for general information on a topic.

For example a textbook about religion would be located at 200, more specifically 220 relates to The Bible, and 226 to the Gospels finally 226.3 is for the Gospel of Mark.

When you find useful titles, go and browse the shelves at the same number as you may find other useful items that perhaps did not come up during your catalogue search.
General library information
The library catalogue has details of all the books, DVDs, CDs, journals etc. held at Bishop Otter and Bognor libraries.

Library Card: Your campus card acts as your library card and you will need to use it to borrow items.

Home access: The library catalogue is also available by going to the University website at: www.chi.ac.uk
On the left of the webpage, you’ll see ‘Student Life’ from there click ‘Life on Campus’ and then ‘Library’ and then ‘Library Catalogue’.

Loan limit
You can take out 15 items at a time, plus 15 classroom resource loans from BRC Library.

Loan lengths
Red tape: For library reference only
Yellow tape: Short loan for 2 days
Green tape: Intermediate loan for 1 week
No tape: Standard loan for 4 weeks

Fines
• A fine of 50p per day is charged on all overdue short loans (i.e. the 2 day loans with yellow tape)
• There are no other overdue fines, however you may get a recall notice if any of your loans have been reserved by other users.

Renewals
All loans may be renewed up to 10 times if they have not been reserved by another borrower. Renewals may be made:
• In person at the self-service machines or at the SIZ desk with either the book(s) or your campus card.
• Over the telephone (01243) 816000 with your borrower number (on your campus card) or the book barcode(s).
• By you over the Internet through the ‘My Account’ link in the library catalogue if the book(s) are not already overdue or reserved.

Self-service machines
Self-service machines can be found at both campus libraries. These enable you to loan, return and renew items. Ask a member of staff if you require any assistance.
You will need to use Portia in order to access most of these.

**Portia**
Portia is the University portal which is only available to students and staff. It is important that you register on the University computer network and access Portia as it contains a great deal of information on your courses through Moodle and our Library services (under the ‘Library’ tab). It also provides access to your University email account. Once you have registered on the network, you will be able to access Portia from almost any computer (including off-campus computers) with Internet facilities.

**Library Services home page**
The library has a growing collection of online resources in addition to the physical resources you will see in the buildings.

The Library Services home page can be found by clicking the ‘Library’ tab.
Click ‘Subject Resources’ for subject related Moodle pages

Click ‘Electronic Resources’ for all our e-books and e-journals

Email: leo@chi.ac.uk
**Electronic resources**
The links on the home page guide you to our electronic resources, which allow you to search the content of 1000s of academic journals and over 270,000 e-books.

**Moodle**
To join your subject library Moodle page, click ‘Subject Resources’, select your subject and then join the course.

The Moodle library pages will differ according to subject, but core content will always include:
- Subject librarian contact details
- Links to the most relevant e-resources in your field & a link to electronic resource list
- Library catalogue link
- Current subject news

**Library news blog**
There is a Library news blog. The link is under the Library tab in Portia. This will contain the latest library information such as new books and services in your subject area.
As well as providing you with access to physical and online resources, we can also suggest access routes to stock that we do not own.

We offer inter-library loans at a hugely discounted rate to our students. Part-time and postgraduate students are also provided with SCONUL access to other participating universities in the country and we can suggest and recommend related organisations and services for anything else not already covered with these options.

**Inter-library loans**

If neither campus libraries stock an item you want, then the inter-library loans network can be used. This enables the delivery of documents from the British Library.

**How do I request an item?**

By filling in clearly, and signing, a library request card which can be obtained from the library enquiry or SIZ desk. Give as much detail as you have and, if possible, a photocopy of your reference. If the reference has come from an electronic database it will help to provide a download of the online search details — this may save time in obtaining your request.

**Does it cost me anything?**

Each inter-library loan request will cost you £2. This is an administrative charge and covers the cost of any photocopies, which are yours to keep.
How many items can I request?
At present we limit the number of requests an undergraduate student can make to 10 requests per academic year. Taught Masters degree students have a limit of 15.

However, if you want more than 10 requests you may purchase extra inter-library loans at a charge of £3.00 per item.

**STUDENTS, PLEASE NOTE:** you will need to have your subject librarian’s signature on all request forms.

How long does it take?
This depends on the availability of the item. Photocopies from journals in stock in the British Library take about five working days.

If an item is not in stock at the British Library, you will be asked if you want us to try other libraries. Please note this service will cost £5.00. This fee is just for the search service and may not result in us obtaining the item - the fee is non-refundable, even if we cannot supply the item. This service can also result in long delays as we rely on responses from other libraries, not all of whom are willing to loan items, especially if they are valuable, rare or in heavy demand by their own users.

Some items will be sent to us for use in our library only.

Can I request theses?
The best way to access British theses is to search for them on the EThOS website (see link on our electronic resources page). If the thesis has already been digitized through EThOS you can register on the site and order a free e-copy.

However, if the thesis has not already been digitized there will be at least a month's delay and there could be a significant charge depending on the holding University’s membership of EThOS.
**SCONUL access**

If you are part-time or a research student and do not live locally you can make use of other libraries to supplement your research through SCONUL access (which can be found at [http://www.access.sconul.ac.uk/](http://www.access.sconul.ac.uk/))

This is a nation-wide scheme that allows you to use other academic libraries in the scheme.

In and around the West Sussex area the following libraries are in the scheme:
- University of Brighton
- University of Portsmouth
- University of Southampton
- and Southampton Solent University
- University of Surrey
- University of Sussex

A full list of participating libraries is available from the SCONUL website [www.access.sconul.ac.uk](http://www.access.sconul.ac.uk)

**Part time students** should be able to **borrow books** from any of these libraries (at the discretion of the individual libraries) and use their journal collections. Borrowing facilities will differ from each library so check what restrictions there might be.

**Full time students** may be granted **reference access** to participating university libraries.

You will need to be issued with a SCONUL card at the SIZ desk if you wish to use this service.

If you expect you will need special help at the library you are visiting, you should first **contact your subject librarian** or if you feel more comfortable doing so phone for advice and if necessary, book an appointment before visiting.

**Ask us**

For further information or help with any aspect of library use, please contact your subject librarian or email leo@chi.ac.uk
If you would like to view this publication in another format (e.g. large print version) please contact the SIZ Desk.