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UNIVERSITY OF BIRMINGHAM

Guide for Research and Taught Postgraduate Students

Welcome to Library Services. This guide is divided into 5 main sections:

1. **Library Services**
2. **Your Literature Search**
3. **Computing Facilities**
4. **Contact Details**
5. **Access to Other Academic Libraries**

For further information, please consult our website: www.library.bham.ac.uk

1. *Library Services*

There are 10 individual libraries. Together they provide access to one of the largest research collections in the UK.

On the Edgbaston campus the Main Library houses collections for the Arts and Humanities, Business, Accounting and Finance, Engineering, Historical Studies, Mathematics, Public Policy, Psychology, Sciences and Social Sciences.

The Researchers Room in the Main Library is located in Zone 5D and is for the exclusive use of postgraduate research students and academic staff. It is a quiet study room with two PCs, study desks and two microfiche readers. There is no booking system and it is open during the opening times of the Main Library.

The site libraries each provide collections for specific subjects including:

- Barber Fine Art Library
- Barnes Library for Biosciences, Health Sciences and Medicine
- Education Library

- European Resource Centre (incorporating the Language and Media Resource Centre)
- Harding Law Library located within the School of Law building

On the Selly Oak campus the Orchard Learning Resources Centre (OLRC) provides collections for Education; Humanities; Theology, Psychology and Social Sciences.

In addition to the Edgbaston campus; the Shakespeare Institute in Stratford upon Avon holds a collection, and there is a Dentistry collection located in the Dental Hospital in Birmingham city centre. Further details at:

www.library.bham.ac.uk/about.shtml

Opening Hours

The Main Library is open during term time:

Monday - Thursday	08:30 - 22:30
(unstaffed)	21:00 - 22:30
Friday	08:30 - 19:00
Saturday	10:00 - 18:00
Sunday	10:00 - 18:00

Special Collections

09:00 - 17:00 Monday – Wednesday and Friday
09:00 – 19:00 Thursday

Please see our Web site for details of Vacation opening times and for Site Library opening hours:
www.library.bham.ac.uk/using/openinghours/index.shtml

Your Library card

Your University ID card (UID) is also your Library Card. You need your ID Card to access libraries or IT facilities and for all library transactions.

Borrowing

To borrow items take your card, and the items, to the self-issue machines in Zone GC of the Main Library, and follow the instructions on the screen, or to the general Desk in the Site Libraries.

- Research students can borrow 17 items
- Taught post graduates can borrow 12 items

Loans

Long Loans are issued to research students until either June or November. They are issued to Taught post-graduates for 4 weeks. One Week Loans are issued for one week. Short Loans are issued until 11:00 the following day. Reference Only material can only be consulted in the Library.

Fines are charged on overdue loans so please take care to keep your record up to date.

Renewing Loans

You can renew your loan(s) up to 10 times without returning the item(s), provided that nobody else has placed a reservation. (Excludes 'Short Loan' items)

To renew your loans either:

- Self-renewal option available via the Online Library Catalogue – <http://libcat.bham.ac.uk> and select 'My Account'
- Contact Just Ask! by telephone or email – details provided below.

Reservations and Inter-Site Loan

To reserve a book that is already out on loan, select the 'Reserve' option adjacent to the book details, on the Online Library Catalogue.

If a book is only available in a location that you do not usually visit, ask at the Desk about 'Inter-site loan', whereby we can send the material to your 'home' library.

Correspondence

We will send any correspondence, for example overdue letters, to your university email address. We cannot change this email address so you will need to check your University email.

Distance & Part-Time Learners

www.library.bham.ac.uk/using/offcampus/

For distance and part-time students, we provide the following additional services:

Postal Loans On request we can post out up to 4 items at a time to you (excluding: reference material, theses, short and week loans and periodicals). It costs £7.50 per request (up to 4 items) to cover the postage. (N.B. You will also have to pay for the return postage)

Photocopying Service We can photocopy and post out to you articles from periodicals or individual chapters from books. For reasons of copyright we cannot supply more than one article from a single issue of a periodical or one chapter or 5% of a book. This service costs £2.00 per copy inclusive of photocopying & postage.

You can submit requests for both of these services from the part-time and Distance Learners gateway at the URL above.

Photocopying

All IS libraries provide photocopying facilities. You add credit to your photocopy account using your University Identity Card, at one of the machines in the library. Cost: 5p for A4; 8p for A3

NB: This is the same as the charge for printing in the computer clusters

In the Main Library and the OLRC the following equipment is also available:

Colour Printer
Binding equipment
Scanner and printer

2. Your Literature Search

The Online Library Catalogue

<http://libcat.bham.ac.uk/>

The Online Library Catalogue provides details of the vast majority of material held in our libraries. However, please note some pre 1972 material is only listed in the Card Catalogue. This has now been converted to electronic format, and can be accessed at:

<http://www.cardcat.bham.ac.uk>

The Library Catalogue basic search allows you to search for keyword, title and/or author There are further options

(classification and number) under advanced search.

The Library Catalogue provides:

- The full publication details
- The shelfmark (classification) that tells you where to look in the library
- Details of the library holding the item
- The number of copies available
- The loan type of each copy
- If a copy is out on loan, when it is due back

In the Main Library the '*Main Library Classmark Location Guide*' leaflet explains whereabouts different classmarks or subjects are shelved. Although copies of this are displayed around the Library, you might like to pick-up and keep a copy, from the Reception Information Desk, at least until you get used to the layout of this library.

The library catalogue also allows you to search a sub-section of what we have available.

The drop-down '**Collections**' option allows you to limit your search to:

- Main (includes everything on the catalogue)
- Music
- Periodicals
- Theses
- OLRC

You will also note that you can limit your search to a particular site library, or a particular year.

The Library Catalogue also includes a feature, which allows you to search for things beyond those held in Birmingham University libraries.

The drop-down '**Source**' option allows you to search:

- **COPAC** (including the British Library) –catalogue of all the UK research libraries.

Tracing Journal Articles

The Library Catalogue provides details of all of the periodicals, or journals, that we stock, but doesn't index the content of individual issues. As journals are a key academic resource you will inevitably want to find articles on your topic. Rather than browsing the shelves, use indexes and abstracts to find out about the articles

published in your field. An index, indexes the contents of selected journals, whilst abstracting services supplement this information with a summary of the article as well. Some indexes/abstracts are only available in a printed format however the majority are available electronically and are often referred to as bibliographic databases.


The eLibrary

www.elibrary.bham.ac.uk

If you know the name of the database you need to use (e.g. Web of Science) – you can link to it from the eLibrary; choose the blue 'Find Resource' tab and do a search.

If you are unsure of the best database for your subject, however, choose the blue 'Find Resource' tab, and then the category tab. Select your subject category, and sub-category if any are given, to display a list of relevant resources. As well as bibliographic databases for tracing periodical articles you will find: full-text newspaper databases, statistical sources, official and legal publications, electronic reference books, and links to high quality academic web sites.

Note: Many of these resources only index content and you will need to check any references to books, articles and papers against our Library Catalogue, to see if we have the full-text available in stock.

Where you see the  button this can be used to check for electronic versions of articles. If an item is not available electronically you can use the 'Holdings in University of Birmingham Online Catalogue' option to search for a printed version.

Electronic Journals. An increasing range of periodical (journal) titles are available electronically. This means that you can access the full text of articles over the Web. Choose the blue 'find journal' tab in the eLibrary

For a detailed overview of information resources in your field consult the relevant '*Information Sources in...*' guide available on our Web site:

www.library.bham.ac.uk/searching/guides/subjectguides.shtml

Username and Passwords

The majority of electronic resources are available wherever you have access to the Internet. However many require you to login, and this will often be using your University username and password.

For Off-campus access to resources (including Halls of Residence) we recommend that you access the eJournals and databases via the eLibrary to avoid any IP authentication problems. If you access resources directly you may be able to search them but are unlikely to be able to access any full text

3 IT & Computing Services

A number of labs, or 'clusters', are available for you to use on a 'drop-in' basis, that is you do not have to book. Notification of scheduled teaching sessions is displayed to enable you to find out when the rooms are free for you to use. The following general facilities are provided:

Main Library cluster, The Learning Centre, Barnes Library Cluster, Mason Lounge, Brandos (registered users only), OLRC Clusters.

Further details at:
www.clusters.bham.ac.uk/clusters.shtml

Access to IT Facilities on Campus

You need your UID card and the campus network username and password provided in your registration pack.

Research Computing Facilities

The Birmingham Environment for Academic Research (BEAR) offers high performance computing facilities for researchers see www.bear.bham.ac.uk

Software

Microsoft Office is the standard office package on campus. Email is accessed via the 'Webmail' service and all members of the University are provided with a University of Birmingham email address. Other specialist packages available include: SPSS, FrontPage and Endnote. Further details for each cluster can be found through the website above.

Self-paced Learning

The 'Impetus' package is available for learning / improving IT skills. You can access Impetus, as well as other online courses, from the WebCT login page by clicking the WebCT login link at <http://www.weblearn.bham.ac.uk> and choosing the 'Course List' button. When you have registered you will need to login to WebCT to access the *Impetus* course, using your University username and password.

Software Sales Counter

<http://www.site-software.bham.ac.uk/>
You can purchase copies of licensed software packages for your personal use, from the sales team located in Room UG21 on the ground floor of the Learning Centre, or through the eHelpdesk enquiry tracking system, details on the above website.

4. Contact Details & Further Help

Just Ask!

<http://www.library.bham.ac.uk/help/ask.shtml> Tel: 0121 414 5828

Just Ask! Is an instant messaging service where you can talk to a librarian in real time and share web pages. If Just Ask! is off line you can send us your question 24/7 using the Just Ask email form.

IT Enquiries

Help Desk 0121 414 7171
<http://www.helpdesk.bham.ac.uk/>
(Choose 'Log a call' from the left column to contact the helpdesk electronically).

Information Desks

The Information Desks are available for support and assistance with the information resources for your subject area. You can find these at the Reception and Information Desk in the foyer of the Main Library, and in the site libraries.

Information clinics

If you need further help in researching a subject for an assignment you can book a session with a subject specialist in Library Services. You will be given help and advice on how to research your subject, which sources to use, help with electronic sources etc. Details are available from <http://www.library.bham.ac.uk/searching/subj>

[ectsupport/](#) or the Reception and Information Desk in the Main Library.

Research Skills Training

Most academic support librarians will provide Information Skills training for your School. In addition to this, they run an Open Programme of training for research students, covering IT, such as word and excel, software packages such as NVIVO and Endnote, through to information skills for specific subjects. All of these are free, and details and bookings are through the Training website:

<http://www.skills.bham.ac.uk>

Research Students: SCONUL Research Extra

Research staff and students can apply for a 'SCONUL Access' card in order to borrow from other UK HE libraries participating in this scheme.

A list of participating libraries and an application form are available from:

<http://www.access.sconul.ac.uk/>

This form needs to be returned to the University of Birmingham Library for authorisation.

5. Access to Other Academic Libraries

If we do not hold material that you need to consult you have the following options:

Inter-library Loan

If you place a request using this service we will seek to obtain a copy or photocopy from another library. You need to complete a request form, available from your Library, and pay the charge for this service, currently £7:50 per item. (Please note: Your School may fund some research requests)

All Library Services documents are available in other formats, please contact Library Services on 0121 414 5828 or www.library.bham.ac.uk/help/ask.shtml for information

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