Staff guide to Library and Learning Services

Support for your teaching, research and more
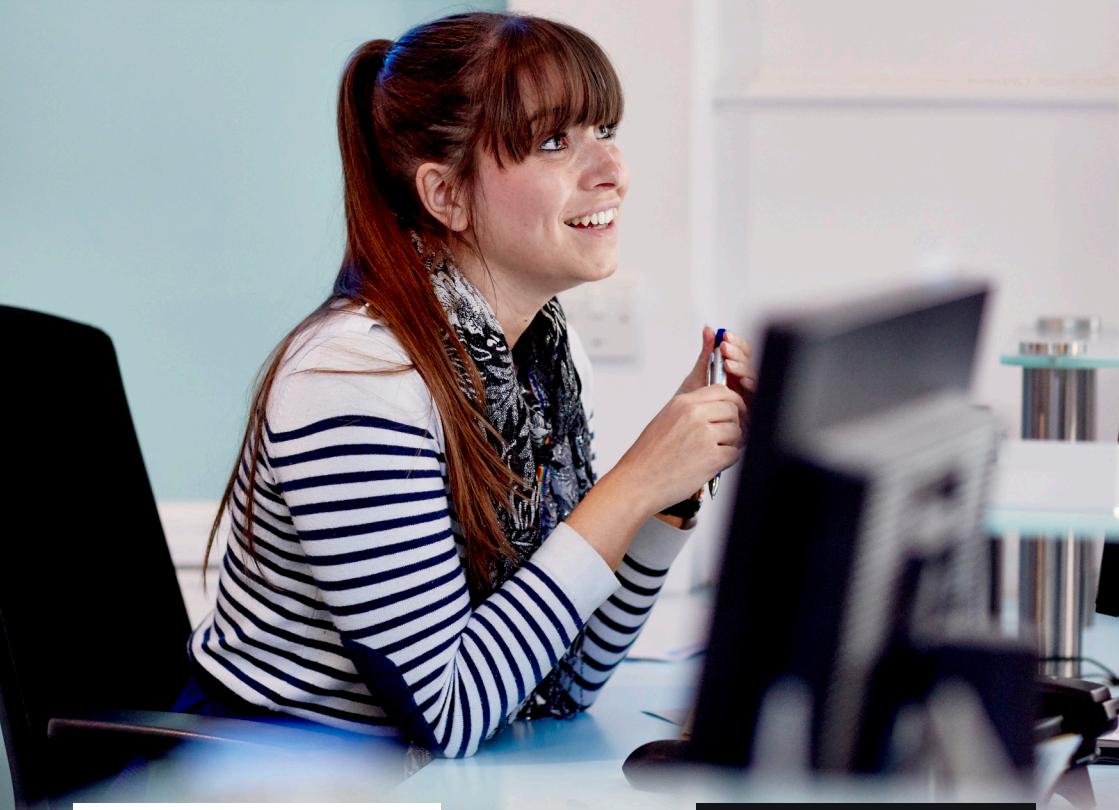
Library and Learning Services

Est. 1841 | YORK ST JOHN UNIVERSITY

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How to Contact Us

Library and Learning Services
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T: +44 (0)1904 876 520

E: library@yorksj.ac.uk

◉ @YSJLibrary

W: www.yorksj.ac.uk/library

Welcome to your Library

Library resources and staff are a key part of a network of services at York St John who are focused on supporting you with your inspiring teaching and your impactful research.

This guide will provide you with information about Library and Learning Services and how we can support you. You may have worked, studied or researched at other universities, either in the UK or elsewhere, and are familiar with how a university library functions. However, all libraries have different collections and ways of accessing resources, and we strongly recommend meeting your Academic Liaison Librarian to make the most our of our resources and the discovery tools to find them.

Fountains
In the Fountains building on our York campus, you will find the Library, open-access space, IT teaching rooms. Fountains is also home to Fountains Lecture Theatre (F.T.002), the Yorkshire Film Archive, the Student Kitchen and Fountains Cafe.

London
In London Campus, you will find the University's satellite library on Floor 3, laptop lockers on Floor 6, and a variety of study spaces.

Fountains Library

Fountains Ground Floor

— The Library Services desk – your first point of contact for all Library queries, as well as to drop off/pick up Print Services orders.

— Study spaces (including quiet study and archives reading room)

— Self-issue points

— Self-service return point

— Print journals and newspapers

Fountains First Floor

In addition to study spaces, the First Floor is home to the Educational Resources area, the Languages Resource area and IT teaching rooms.

Print books on the following subjects can be found on the First Floor:

— Computer Science

— Education

— Languages and Linguistics

— Philosophy

— Psychology

— Social Sciences

— Theology and Religion

Fountains Second Floor

The Second Floor is our silent study floor, and is home to the Law Library, the Rees-Williams Collection of Georgian, Victorian and Edwardian Children's Books, the University Archives, Music Scores, DVDs and specialist IT suites.

Print books on the following subjects can be found on the Second Floor:

— Arts

— Business Management

— Geography

— Health

— History

— Law

— Literature

— Mathematics

— Music

— Science

— Sport

Opening hours

Up-to-date information about our opening times can be found on the website and through signage and printed materials available in each location.

Please remember to carry your University ID card at all times. Between 8.00pm and 8.00am you will be asked to show your University ID card to Security when using the Library. If you don't have your ID card, we're sorry, but you won't be able to come into the building.

W: www.yorksj.ac.uk/library/welcome-to-the-library/opening-times
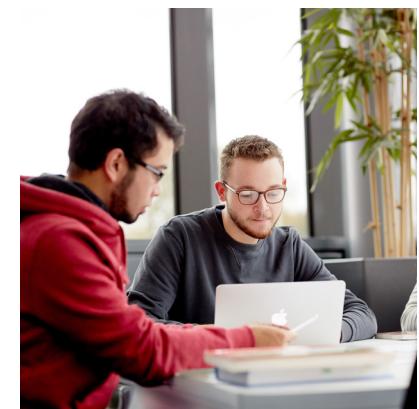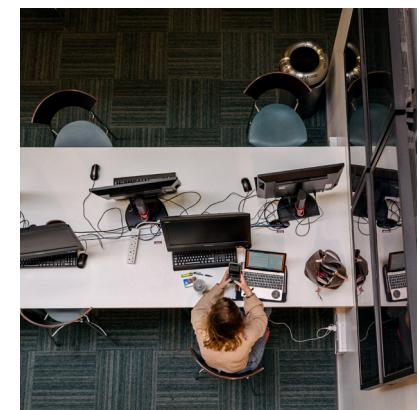
Your digital library

Your digital library is your biggest teaching and research resource, providing access to both electronic and print resources, including books and journals. Our digital-first acquisition policy means that the majority of our resources are available in electronic format only. You can search for books, e-books and the full text of journal articles through our Library Catalogue. In addition to the catalogue, there are a variety of databases and specialist subject resources available via the Library homepage. If you have any questions about Library resources, please contact the Academic Liaison Librarian team.

W: www.yorksj.ac.uk/library
E: academiclibrarians@yorksj.ac.uk

Box of Broadcasts (BoB)

BoB enables all staff and students in subscribing institutions to choose and record any broadcast programme from 60+ TV and radio channels.

The recorded programmes are kept indefinitely and added to a growing media archive (currently at over one million programmes), with all content shared by users across all subscribing institutions. The user-friendly system allows staff and students to record and catch-up on missed programmes on and off- campus (UK only), schedule recordings in advance, edit programmes into clips, create playlists, embed clips into VLEs, search a growing archive of material, and more. Access BoB directly through our specialist subject resources page.

W: www.yorksj.ac.uk/library
→ Search subject resources

Borrowing items

When first using the Library, please contact the Library Services desk to check that they have your details. They will create your Library account and give you your Library PIN.

Staff can borrow up to 35 items from the Library at any one time. Your University ID card is also your Library card. You need your ID card in order to borrow items from the Library. If you need to reserve items or order Interlibrary Loan items you will need your ID card number and Library PIN.

Auto renewals

All books are either Reference Only, or available on 14-day loans. Loaned books auto-renew every 7 days (as long as no-one else has reserved them), up to a maximum of 26 times.

Please ensure you return items when they are due. This ensures that other borrowers can get the items they need and will help you avoid fines.

W: www.yorksj.ac.uk/library/borrowing

Supporting your research

Research support

Library and Learning Services offer support and advice throughout the research cycle:

— Open Research - making your research and data available through Open Access

— Rights Retention - the University's policy to enable you to assert your copyright over your Author Accepted Manuscript.

— RaY and RaYDaR - the University's insitutional and open data repositories

— Copyright and Intellectual Property

— Literature Searching

— Reference Management

— Publishing - where to publish, negotiating contracts, etc.

— Read and publish deals available to you at YSJU

— Research data managment

— Benefits of ORCID

W: www.yorksj.ac.uk/library/research-support/

Open Scholarship

Open Access (OA) offers free and unrestricted access to research outputs and open data. Anyone can read, download and reuse OA works (subject to licence restrictions). At York St John, our OA policies are designed to support your research and ensure that you retain your rights over your work:

Open Access Policy

Open Data Policy

Rights Retention Policy

Contact our Scholarly Communications team for further information and support on Open Scholarship and the publishing process.

E: ray@yorksj.ac.uk

W: www.yorksj.ac.uk/library/research-support

RaY – Research repository

The University has a research repository known as Research at York St John, or RaY. All research outputs that are produced by staff should be placed in the repository.

W: https://ray.yorksj.ac.uk

The benefits of depositing in the university repository are:

— Helps you to meet our University's Open Access Policy requirements

— Increased citation rates

— Harvested by search engines, such as Google, and other services

— Acts as a window to the university's research and makes research more easily available to the scholarly community

If you need any help with the process of depositing publications, or advice on copyright and Creative Commons Licences, please email the Scholarly Communications team.

E: ray@yorksj.ac.uk

RaYDaR – Data repository

RaYDaR is York St John University's open- data repository service which researchers can use to store, publish and share their research data.

W: https://yorksj.figshare.com

For further information and support (including advice on Data Management Plans):

W: www.yorksj.ac.uk/library/research-support/research-data-management

E: raydar@yorksj.ac.uk

Reference management

Library and Learning Services support a range of reference management systems and tools for staff and students.

If you would like support for yourself or your students in using a reference management system, please contact your Academic Liaison Librarian.

W: www.yorksj.ac.uk/library/referencing/reference-management-tools

Resource Sharing Service

The resource sharing service provides staff with a route to accessing items that are not held at the University. This route provides short term access to resources for individuals. Resource sharing requests can be placed online. When you make a request, the Library will pay for it – there is no charge to you or your School, only 10 active requests can be made at any one time. Please be aware, however, that each inter-library loan request costs the Library £15-£20 and can only be used by the person requesting them. Please only request items essential to your research and teaching.

W: www.yorksj.ac.uk/library/resource-sharing-service/

SCONUL Access

We participate in SCONUL Access, a reciprocal scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme. The scheme covers most of the university libraries in the UK and Ireland. The SCONUL scheme is there to support research and is not intended to replace the core teaching and learning resources provided by Library and Learning Services. Please note that if you are registered at our London campus you cannot use other university libraries in London through SCONUL.

To find out more about SCONUL or to find out about other resources available to support your learning please visit:

W: www.yorksj.ac.uk/library/other-libraries

The British Library

The British Library (BL) has Reading Rooms at St. Pancras in London and at Boston Spa, Wetherby, which is only 20 miles from York. Visitors to the reading rooms can access their extensive collections, including many legal deposit and reference items which are not available for inter-library loan. For further information, visit the BL website.

W: www.bl.uk/help/how-to-get-a-reader-pass
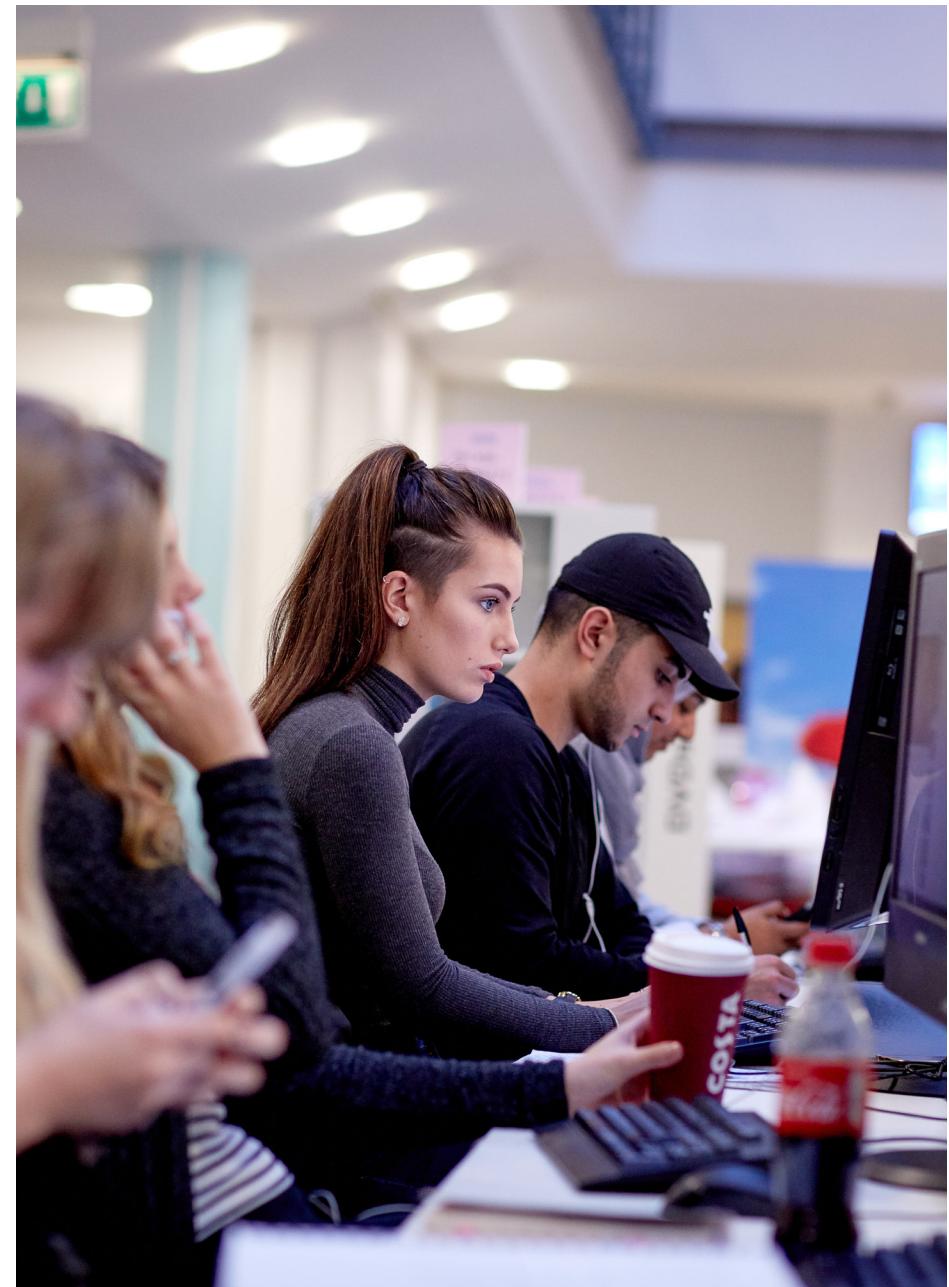
Supporting your teaching

Requesting resources to support teaching

It is important that you contact your Academic Liaison Librarian when planning a new module or programme or when considering changes to a module or programme. Obtaining materials to support teaching can take time and the Library needs your help in ensuring that we have sufficient time to make resources available to your students.

You can request resources to support your teaching at any time of the year However you should consider the following:

— Book purchases take on average 4-6 weeks to arrive on the shelves

— Ebook purchases take on average 10 days to be linked to the Library Catalogue

— Journals and other subscriptions can be considered but as these require an ongoing annual financial commitment, a business case to ensure return on investment will be required. The business case should usually be captured as part of (re) validation processes or the annual planning round.

Priority will be given to items on reading lists. The Library has a digital-first policy and electronic formats will be purchased wherever publishers have made them available. Please note that publishers are changing fee structures and access models to online content, including e-books. Library and Learning Services seeks to purchase online content that is affordable and offers accessible content to students. Not all books are available as e-books, where this is the case your Academic Liaison Librarian will provide advice and guidance.

Please speak to your Academic Liaison about resources such as journals, databases and audiovisual content. We have had a large programme of investment in resources which can be used to support your teaching and research.

Reading lists

We have an online reading list system, Your Reading Lists, which is available to staff and students. These reading lists are linked to from Moodle. It is also possible to embed different sections of your reading list into Moodle.

Staff can use Your Reading Lists themselves to create and edit reading lists for their modules. If you wish to do this please contact your Academic Liaison Librarian.

W: www.yorksj.ac.uk/library/teaching-support-from-the-library/reading-lists

Library and Learning Services have heavily invested in the development of relevant resources to support teaching as well as support for Open Access publishing. When creating reading lists, therefore, please prioritise the use of existing Library and Open Access resources before requesting new ones. Your Academic Liaison Librarian can help you explore what you have access to.

The Library should receive reading lists by 15 July for a Semester 1 module, and by 30 November for a Semester 2 module. This gives the Library time to ensure all resources are in place for the start of the module. If you are unable to meet these deadlines for a particular module, then please let your Academic Liaison Librarian know.

W: www.yorksj.ac.uk/library/academic-liaison-librarians

AMplify

I AMplify is a project to actively address how diversity and inclusion does (and does not) manifest itself in our library collections, and subsequently in our reading lists and curricula.I Amplify provides practical and financial support to improve representation in your reading lists.

W: www.yorksj.ac.uk/library/welcome-to-the-library/i-amplify-project

Scanning service

Library and Learning Services runs a scanning service to provide digitised copies of permitted journal articles and book chapters. Scanned articles and chapters can then be linked to your online reading lists.

W: www.yorksj.ac.uk/library/copyright/digital-scanning-service

Accessibility

Making teaching materials accessible to everyone is important and is a legal requirement for any documents that are uploaded to a website (including VLEs). If you would like to learn about making documents accessible, Digital Training run regular workshops on making Word documents, PowerPoint presentations and PDFs accessible in a few easy steps.

W: www.yorksj.ac.uk/library/digital-training-and-support

The Library Accessibility Service is here to support you, as a staff member, as well as your students, with making your learning, teaching and research resources accessible to you and others with visual, physical or learning disabilities.

W: www.yorksj.ac.uk/library/supporting-accessibility

Referencing

There are five referencing styles in use at York St John University. They are Harvard, APA, MLA, MHRA and OSCOLA. The style your students use will depend on the course they are studying. The University has a Referencing Policy that provides clear guidance for students and staff on the approaches to referencing used by York St John University. This policy is available to view from the Policies and Documents web page.

W: www.yorksj.ac.uk/library/referencing

Copyright

Copyright is an important consideration when you are teaching or studying at university. Copying, analysing, imitating, and reproducing the works of others is important in learning and research.

York St John University wishes to ensure that all copying for its teaching, learning and research activities is undertaken legally. To help you do this, we provide advice and guidance. For further help and advice please email Megan Kilvington (Copyright, Licensing and Research Librarian) or visit the copyright web pages.

E: m.kilvington@yorksj.ac.uk

W: www.yorksj.ac.uk/library/copyright/copyright-for-staff

Academic Services

Delivered through embedded workshops and 1:1s, online and face-to-face, with factsheets, videos and self-help resources, Academic Services support and develop:

— Digital Capabilities:
  — building confidence in using technology in their professional and academic learning

— Academic Capabilities:
  — including reflective writing, written assignments, numeracy and presentation skills

— Evidence-Based Practice:
  — literature searching, referencing and reference management

In addition, these digital and academic skills can be enhanced by our Digital Training Assistive Technology specialist who can train students and staff on Assistive Technologies.

To discuss how we can support you and your students please contact:

ACADEMIC LIAISON LIBRARIANS
E: academiclibrarians@yorksj.ac.uk

W: www.yorksj.ac.uk/library/academic-liaison-librarians

STUDY DEVELOPMENT
E: studydevelopment@yorksj.ac.uk

W: www.yorksj.ac.uk/library/library-study-and-digital-skills/study-development-tutorials

DIGITAL TRAINING
E: digitaltraining@yorksj.ac.uk

W: www.yorksj.ac.uk/library/digital-training-and-support

Digital Training also offer an introduction to all of York St John's IT systems for staff.

E: assistivetech@yorksj.ac.uk

W: www.yorksj.ac.uk/library/digital-training-and-support/assistive-technology

Print Services

To order printing from Print Services, please fill out our order form:

W: tinyurl.com/YSJPrint

Printing facilities are available on York, Haxby and London campuses. As a staff member of York St John University you can send small amounts of printing to any of the printer/photocopier devices situated throughout the University campuses. Our Print Services team on York Campus provide a full printing service including:

— Printing (including large posters)
— Photocopying
— Stationery
— Document and dissertation binding
— Laminating

— Scanning

If you require stationery this should be ordered through Print Services using the OneUni system. This is the most cost effective route for the University, so please do not order stationery via any other means.

For further help and guidance please visit our web pages:

W: www.yorksj.ac.uk/staff/print-services/

Key library and learning services contacts

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W: www.yorksj.ac.uk/library/academic-liaison-librarians

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This booklet can be provided in other formats; let us know of your requirements.

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**YORK
ST JOHN
UNIVERSITY**