Staff guide to Library and Learning Services

Support for your teaching, research and more

Library and
Learning Services

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How to Contact Us

Library and Learning Services
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E: support@yorksj.ac.uk

🐦 @YSJLibrary

W: yorksj.ac.uk/library

WELCOME TO FOUNTAINS

Library and Learning Services are based in the Fountains building on the York campus. Here, you can find the Library, open-access computers, IT teaching rooms, and specialist IT suites for Languages and Linguistics. Fountains is also home to Fountains Lecture Theatre (FT002), the Yorkshire Film Archive, and Costa Coffee.

This guide will provide you with information about Library and Learning Services and how we can support you with your teaching and research. 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 booking time with your Academic Liaison Librarian. This will allow you to become familiar with our discovery tools and reading list system, and ensure you can find what you need quickly and efficiently.

Fountains Ground Floor

— The Information Services desk – your first point of contact for all Library queries, as well as to pick up equipment booked through Media Loans and 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 School Library, the Oversize collection (all subjects), 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 CDs 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

We ask that you remember to carry your University ID card at all times (if you have a staff lanyard, this also helps Security to identify you). You may be asked to show your University ID card when entering the Library, particularly during the evening. If you don't have your ID card when asked to show it, we're sorry, but you won't be able to come into the building.

Please be aware that our opening and staffed hours may sometimes vary, particularly out of term and during vacations. Up-to-date information can be found on the website, and through signage and printed materials available in Fountains.

W: yorksj.ac.uk/campus-and-facilities/library/opening-times
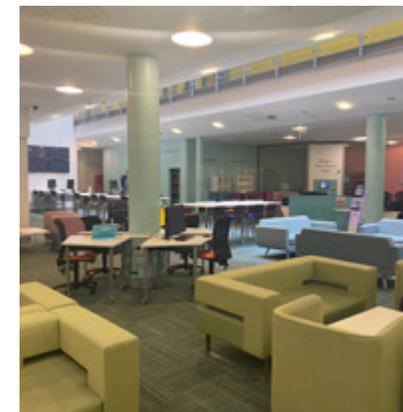
BORROWING ITEMS

When first using the Library, please contact the Information 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 25 items from the Library at any one time. Your University Staff ID card doubles as 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.

Media loans

Staff and students can borrow iPads, recorders, video cameras, and other electronic and audiovisual equipment, by making a booking using the Media Loans system. Equipment can be picked up at the Information Services desk within one hour after your reservation begins, and should also be returned there.

W: yorksj.ac.uk/students/library/
      equipment

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: yorksj.ac.uk/students/library/
      borrowing

RESOURCES

The Library provides 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: yorksj.ac.uk/students/library
- > Search subject resources

E: academicliaisonteam@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: yorksj.ac.uk/students/library
- > Specialist subject resources

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

— New journal subscriptions can only be considered as part of the annual business planning cycle. Requests for subscriptions should be placed before the end of December in order for there to be funding in place for the following academic year

Priority will be given to items on reading lists, as per Reading Resources Guidance. The Library has a digital-first policy and electronic formats will be purchased wherever possible.

For more detail on our approach to purchasing resources please view our Information Resources Management & Access Policy online:

W: yorksj.ac.uk/policies-and-documents/library

- > Resource Management

Reading Resources Guidance

Our forthcoming Reading Resources Guidance is an approach to recommending reading that takes account of students' needs:

— To have access to essential reading

— To develop relevant study skills to find other information

It also considers Open Access resourcing, accessibility and its implications for disabled students, as well as issues of representation.

We recommend using this approach in all programmes, to ensure that the students are fully aware of their resource entitlement and that items are ordered according to the needs of the module and programme. To find out more please contact your Academic Liaison Librarian (see page 19).
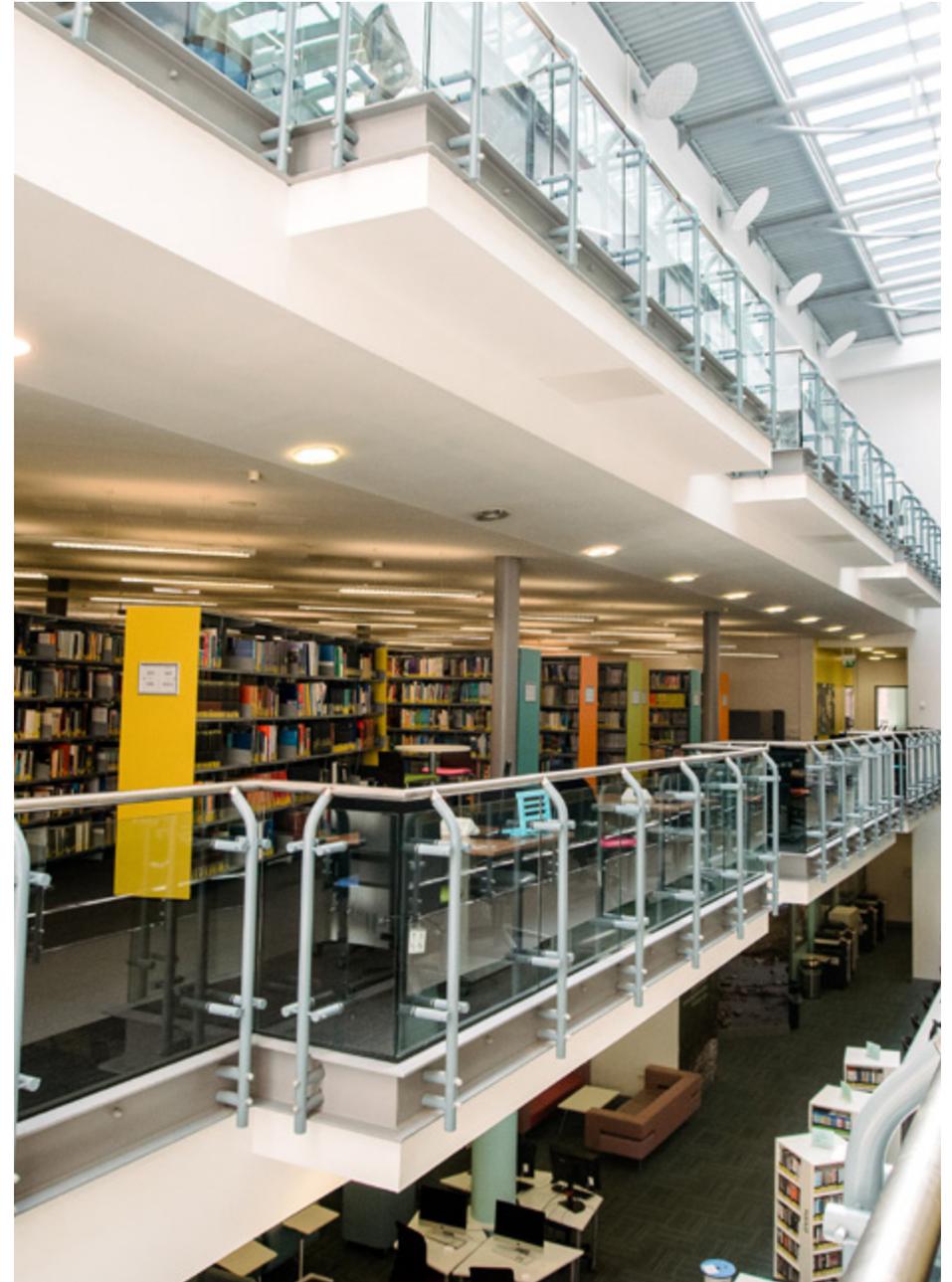
Reading lists

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: yorksj.ac.uk/staff/learning-and-teaching/reading-lists

Alternatively, please send reading lists to the appropriate Academic Liaison Librarian. If possible, indicate the number of students on the module; this applies whether the reading lists are part of new module validation documents or part of updated module specifications, although we appreciate you may have less information about numbers if the module has not been validated.

Library and Learning Services have heavily invested in the development of relevant resources to support teaching. When creating reading lists, therefore, please consider the use of existing Library resources before requesting new ones. Your Academic Liaison Librarian can help you explore what we have in stock.

Ideally, 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: yorksj.ac.uk/students/library/academic-liaison-librarians

I 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: yorksj.ac.uk/campus-and-facilities/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: yorksj.ac.uk/staff/learning-and-teaching/digital-scanning

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: yorksj.ac.uk/students/digital-resources/courses

The Accessibility Support 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: yorksj.ac.uk/students/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: yorksj.ac.uk/students/ 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 Chloe Beswick (Copyright, Licensing and Research Librarian) or visit the copyright web pages.

E: c.beswick@yorksj.ac.uk

W: yorksj.ac.uk/staff/learning-and-teaching/copyright

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: academicliaisonteam@yorksj.ac.uk

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

STUDY DEVELOPMENT
E: studydevelopment@yorksj.ac.uk

W: yorksj.ac.uk/students/study-skills/

DIGITAL TRAINING
E: digitaltraining@yorksj.ac.uk

W: yorksj.ac.uk/students/digital-resources

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

E: assistivetech@yorksj.ac.uk

W: yorksj.ac.uk/students/digital-resources/assistive-technology/

SUPPORTING YOUR RESEARCH

Research support

Library and Learning Services can offer support and deliver sessions on the following themes:

— Open Research – Open Access and Open Data

— Measuring Research Impact

— RaY and RaYDaR (the University's institutional repository and open data repository)

— Copyright and Intellectual Property

— Literature Searching

— Reference Management

— Publishing advice – where to publish, negotiating contracts, etc.

— Research data management

— ORCID IDs

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

Open Access (OA) publishing

OA has impacted considerably on the publication process, and it is important that you understand how it affects you as a researcher. Contact our Scholarly Communications team for further information to help you develop your understanding of the publishing process and OA.

The University supports the principle of OA and where possible will follow the 'Green' OA route. Further information can be found in the University's OA policy.

E: ray@yorksj.ac.uk

W: yorksj.ac.uk/policies-and-documents/library/open-access-policy

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: 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: yorksj.ac.uk/students/library/ research-support/raydar/

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

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

Inter-library loans

The inter-library loans service provides items for staff which are not held at the University. Inter-library loan 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, and whilst only 20 active requests can be made at any one time, there is no limit to how many requests you can make in total. The only charge for any inter-library loan is if you wish to renew it.

W: yorksj.ac.uk/students/library/inter-library-loans

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.

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

W: yorksj.ac.uk/students/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: bl.uk/help/how-to-get-a-reader-pass

PRINT SERVICES

Printers/copiers are available throughout Fountains. You can also drop off and pick up, larger orders from our Print Services team at the Fountains Information Services desk. The Print Services team can help with:

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

You can print to any of the printer/copier devices situated throughout the University campus, and scan directly to your OneDrive account.

The Print Services team also operate a vending machine on the Ground Floor of Fountains which sells many products including pens, blank disks, batteries, sticky notes, sticky tape, memory sticks, highlighters, glue sticks and notepads. You can also order supplies through Print Services using the OneUni system.

For requests, orders or any other enquiries, please phone or email the team, or ask at the Information Services desk.

T: 01904 876025
E: printservices@yorksj.ac.uk

KEY LIBRARY AND LEARNING SERVICES CONTACTS

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

Est.
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**YORK
ST JOHN
UNIVERSITY**