Welcome to Oxford Brookes University Library: a guide for new international students

1. Getting to know the library
You can find out a lot of information about the library through the library website at https://www.brookes.ac.uk/library/ 

**Headington Library** in the JHB building is the main library at Brookes and covers all subject areas. During Semesters 1 & 2 the library is open 24 hours a day for most of the week. NB opening times in vacations and Pathways Semester 3 will be different. You can check the University’s semester dates here.

This leaflet - [Headington Library floor plans](#) will help you find your way around. You can also pick up a copy from the Help Zone on Level 1 of the Library. Don't be afraid to ask Library staff if you need any help when using the Library.

Other Brookes libraries:
- [Wheatley Library](#) – covers technology: engineering and computing
- [Harcourt Hill Library](#) – covers education, philosophy, media and communication studies
- [Swindon Library](#) – covers health and social work

**Introductory Library tours**
These are a great way to learn about the library layout and services.
- You may have a library tour organised specifically for your course as part of the induction programme - check the information you are given by your Department.
- If not, or if you enrol late, you can join one of the general library tours offered in Week 0 and at the beginning of semester. These last 30 minutes and there's no need to book – just check the Library home page for details of the times.
- You can also [Take a virtual tour of Headington Library](#)

---

**WWW.BROOKES.AC.UK/LIBRARY**
Places to study
The Library offers different study ‘zones’: silent, quiet and group areas. There are air-conditioned silent study rooms on Levels 2, 3 and 4 in Zones B & E). If you want to do group work or chat, head to The Platform (Level 3) or The Forum (Ground Floor). You can also book one of our Student Presentation Rooms online.

Finding resources
For help finding books and other resources, check the Subject Help pages for Pathways programmes, where you’ll find guides on:
- Finding books and e-books in Brookes Library
- Finding journal articles on a topic through LibrarySearch and databases

Things to do in your first weeks:
- Go on a library tour
- View the virtual tour
- Explore the Library website
- Pick up a library floor plan and find where the books for your subject are shelved.

2. Getting online
Once you have enrolled, you will be given your student card with your student number on it and a randomly-generated portal password which you can change to something more memorable by logging into PIP. You will need your student number and password to:
- Log onto one of the Library or other University PCs.
- Access University systems like Moodle and PIP.
- Access your Brookes Google Mail account with your student number @brookes.ac.uk.
  NB you should check this account at least once a day.
- Check your loans and hold requests in your library account

To get online in the Library, log onto one of the Library PCs with your student number and portal password. For help with IT issues go to the IT Service Desk located in The Forum.

To get online with your laptop, tablet or other device, sign up for the University’s Wi-Fi service Eduroam via the IT Services Web pages.

Did you know you can borrow Google Chromebooks (internet based laptops) for free? Find out more.

Printing is available via the Print Anywhere service. First you will need to put money into your online print account. Go to the Library home page and scroll down to see this option:

Things to do in your first weeks:
- Change your portal password
- Log in to your Brookes Google mail account
- Sign up for the Eduroam Wi-Fi service
- Add money to your print account.
3. Help and support from the Library

Subject Help
Every subject has its very own Academic Liaison Librarian, who you will soon get to know!

Pathways students
If you are a student doing University English, International Foundation or a Pre-Master’s course, you are welcome to contact Joanna Cooksey, the Academic Liaison Librarian for Pathways programmes, if you would like to make a 1-to-1 appointment for further help.

For help finding and referencing books, journal articles, reports, statistics and many resources, check the Library Subject Help pages for Pathways programmes.

Students on other courses
Check the Subject Help pages of the Library web site. Each Subject Help page will list key resources and guides, plus contact details for the relevant Academic Liaison Librarian.

We recommend contacting your Academic Liaison Librarian via email if you want to make an appointment for 1-to-1 help. This is so that you can arrange a time which suits you both.

Other help from the Library
If you’re in the Library and have a query, you can
- Ask for help in person at the Help Zone on Level 1 of the Headington Library, or
- Contact the Library via email or Live Chat.

Follow Brookes Library on Twitter to keep up with all the latest news.

Things to do in your first semester:
- Check the Library Subject Help pages for your subject area
- Find out the name of your Academic Liaison Librarian and contact them if you need help with finding sources/referencing for an assignment.
- Look for any subject-specific guides you could download

4. Help and support from the University
There are many services available at Brookes to support you throughout your course, it’s just a question of knowing where to go. Don’t be afraid to ask for help if you need it.

Pathways students
Pathways courses are designed to help you develop your study and academic English language skills. If you have questions about an assignment for a Pathways module, check the relevant Moodle course and your module handbook first of all and then speak to your Pathways tutors if you need further help.

The Library Subject Help pages for Pathways programmes include a section on Study skills resources. There you’ll find details of books and web links on study topics such as:
- Time management tips
- Dealing with stress
- Lectures & notetaking
- Group work & presentations
- Academic writing - writing academic essays, critical thinking and constructing arguments
- Exam preparation & technique.

Other international students
If you are an international student but not doing a Pathways course, Academic English support is available through Upgrade. They provide tutorials, a range of non-credit bearing undergraduate modules, workshops, writing consultations and self-study resources to help you develop your academic
English communication skills. You can also use the Upgrade study advice service for help with planning and writing essays, assignments and dissertations.

Support services for students
- International Student Advice Team (ISAT). As part of Student Central, ISAT provides advice and organises activities for international students.
- Student Support Co-ordinators for the Business School this team supports Pathways students.
- Support for students with dyslexia and specific learning difficulties
- Support for students with disabilities
- Support for mature students
- Wellbeing service

Self-development
Student development events and workshops at Brookes

5. Making the most of your time at Oxford Brookes

As a Brookes student you have free access to a wide range of library e-resources for your studies. You may also want to explore these resources in your free time:

- Factiva – this is an international news database so you can use it to keep with news and events in the UK and/or your home country. You can connect to Factiva via the News & Current Affairs section of the Library website.
- Box of Broadcasts gives you access to thousands of recorded radio and TV programmes from an online archive. It allows users to record programmes which will then be stored on the database. You can use it to catch up with UK television and radio programmes you’ve missed and record future programmes.

Make sure you take time off to explore Oxford and the UK. Some of the benefits you can enjoy as a Brookes student are listed below:

Travel offers
- Check these Travel offers including discounts on bus travel.
- Find out more about bus services in Oxford

Take advantage of organised trips and events
- ISAT organises a programme of activities for international students.
- Lectures, exhibitions and events at Oxford Brookes University.

Join a Brookes society or club
Brookes Union: Societies and clubs

Get to know Oxford
- Oxford on the Internet – useful links
- ISAT: Happening in Oxford