

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

### 1. Get 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/>

The image shows a screenshot of the Oxford Brookes University Library website. At the top, there is a photograph of a library interior with bookshelves. A callout bubble points to the text: "Check opening times and other information for each of our libraries". Another callout bubble points to a pink box containing the following text: "LIBRARY Wednesday opening hours For other dates click on a site Library link below Harcourt Hill: 09.00 - 17.00 Headington: 09.00 - 22.00 Swindon: 07.00 - 21.00 Wheatley: 09.00 - 17.00". Below the photo, there is a navigation bar with "LibrarySearch" highlighted. A callout bubble points to "Search for resources" and another to "Subject help". Below the navigation bar is a search box with the text "Find books, articles and more..." and a "Go" button. Below the search box is a "QUICK LINKS" section with buttons for "Library services", "Library users", "Teach yourself", "Research", "Dissertations and theses", "Virtual tour Headington Library", "Referencing & plagiarism", "EndNote", "Exam papers", "Interlibrary loans service", "Feedback and comments", "Site A - Z", and "Contact us". Below the quick links are social media icons for Twitter, Instagram, YouTube, and Facebook. To the right of the quick links is a "SUBJECT HELP" section with a callout bubble pointing to the text: "Specialist help from your Academic Liaison Librarian" and "Find useful information about library services".

- 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.
- Pick up a copy of the Headington Library floor plan to help you find your way around.
- Don't be afraid to ask Library staff if you need any help when using the Library – just go to the Help Zone on Level 1 of 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

## Join an introductory Library tour

This is a great way to learn about the library layout and services. Headington Library tours run in Weeks 0, 1 and 2. These last 30 minutes and there's no need to book. Find out tour times and further information from <https://www.brookes.ac.uk/new-students/supporting-you/libraries/>

You can also take a **virtual tour of Headington Library** – follow the link on the Library home page at <https://www.brookes.ac.uk/library/>

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.
- Pick up a subject card from the Library Help Zone on Level 1. This tells you where your books can be found and gives you contact details for your Academic Liaison Librarian.

## 2. Get 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. You will need your student number and password to:

- Log onto one of the Library or other University PCs.
- Access University systems like Moodle.
- 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

For help with IT issues go to the IT Service Desk located in The Forum.

**Wifi** - To get online with your laptop, tablet or other device, sign up for the University's wifi service (Eduroam) by following the wifi link on the IT Services Web pages at <https://www.brookes.ac.uk/it/>

**Google Chromebooks** - You can borrow these internet based laptops for free. Find out more from the IT Services Web pages at <https://www.brookes.ac.uk/it/essentials/pcs/>

**Printing** - is available via the Print Anywhere service – see <https://www.brookes.ac.uk/brookes-print/print-anywhere/>

First you will need to put money into your online print account. Go to the Library home page at <https://www.brookes.ac.uk/library/> and scroll down to see this option:



### 3. Help and support from the 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. Go to the Library home page at <https://www.brookes.ac.uk/library/> and scroll down to see the option **Book a library room**.

#### Finding resources

Use the search options on the Library home page to search for books, articles, journals, databases and other resources.

#### 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.

Students doing Pathways courses can find detailed help with finding books and other resources and referencing your sources, from the Subject Help pages for Pathways programmes. at: <https://www.brookes.ac.uk/library/subject-help/pathways-programmes/>

##### Students on other courses

Check the Subject Help pages of the Library web site at

<https://www.brookes.ac.uk/library/subject-help/>

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 at <https://www.brookes.ac.uk/library/library-services/contact-us/>

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.

### 4. Help with study skills

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.

Check the **study skills resources** section of the Library web site at <https://www.brookes.ac.uk/library/library-services/study-skills-resources/> for details of books and web links on these study topics:

- Managing yourself & your time – preparing for university, organizing your time & dealing with stress.
- Lectures & note-taking
- Group work & presentations
- Writing essays, reports and other assignments – academic writing, critical thinking & constructing arguments.
- Dissertations and independent research – doing a literature search, literature review & undertaking research
- Preparing for exams
- Social research methods
- Digital capabilities for students – digital tools to save you time and improve your work.

## 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.

Find out more from the Upgrade web pages at: <https://www.brookes.ac.uk/students/upgrade/>

## Support services for students

- **International Student Advice Team (ISAT)** <https://www.brookes.ac.uk/students/isat/> provides advice and organises activities for international students.
- **Student Support Co-ordinators for the Business School** – this team supports Pathways students <https://www.brookes.ac.uk/business/student-life/student-support-co-ordinators/>.
- **Wellbeing** service <https://www.brookes.ac.uk/students/wellbeing/>, including:
  - Support for students with dyslexia and specific learning difficulties <https://www.brookes.ac.uk/students/wellbeing/dyslexia-spld/>
  - Support for students with disabilities <https://www.brookes.ac.uk/students/wellbeing/disability/>
  - Support for mature students <https://www.brookes.ac.uk/students/wellbeing/mature-students/>

## 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 and beyond. You can connect to these databases via the Library website:

- **Factiva** – this is an international news database..
- **Box of Broadcasts (BoB)** – is an online archive of UK TV and radio programmes. You can use it to catch up with programmes you've missed and record future programmes.

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

- **Travel** – find out about bus services in Oxford and travel offers including discounts on bus travel from the Brookes travel pages at: <https://www.brookes.ac.uk/travel/>
- **Events** – find out about ISAT's programme of activities for international students <https://www.brookes.ac.uk/students/isat/social/> and other events at Brookes <https://www.brookes.ac.uk/about-brookes/events/>
- **Join a Brookes society or club** - find details on the Brookes Union website at <https://www.brookesunion.org.uk/>
- **ISAT: happening in Oxford** – This page has lots of useful links: <https://www.brookes.ac.uk/students/isat/social/happening-in-oxford/>