

Oxford Brookes University Library

Staff guide

Welcome to Oxford Brookes University Library!
All Brookes staff are welcome to use our 3 libraries, and this guide provides basic information about our service and how it can work for you.

Library Opening Hours

These are clearly given at <https://www.brookes.ac.uk/library/>

Headington Library (John Henry Brookes Building)

The largest library covering most academic disciplines and supporting all subjects taught on this campus

Address: Headington Campus, Headington, Oxford, OX3 0BP

Tel: 01865 534700

Email: libraryenquiries@brookes.ac.uk

Harcourt Hill Library

Education

Address: Harcourt Hill Campus, Oxford, OX2 9AT

Tel: 01865 435700

Email: hllibenquiries@brookes.ac.uk

Swindon Library

Health and social work

Address: Joel Joffe Building, Delta 900 Office Park, Swindon, SN5 7XQ

Tel: 01865 534700

Email: healthcarelibrarians@brookes.ac.uk

How do I join?

Your staff card serves as a Library card. Staff cards are available from IT Service Desks from the first day of working.

Borrowing books

You may borrow up to 30 books at any one time. They will be automatically renewed, if not reserved, for up to 6 months. They must then be returned, but may be reissued if not reserved.

You may reserve up to 15 items at any one time. Fines are charged on all overdue items.

Library web pages and finding resources

The Library homepage <https://www.brookes.ac.uk/library> is the starting point for a wealth of information about the Library and its services.

Information for teaching staff can be found on the webpage <https://www.brookes.ac.uk/library/resources-and-services/for-teaching-staff/>

For subject specific resources, choose the Course Resource Help - <https://www.brookes.ac.uk/library/resources-and-services/course-resource-help>

EndNote

EndNote is the bibliographic reference management software package supported at Brookes. For further information and help please <http://www.brookes.ac.uk/library/how-to/use-endnote/>

Printing, copying, scanning and copyright

The Library offers printing, photocopying and scanning services, together with copyright guidelines. Please see <https://www.brookes.ac.uk/library/resources-and-services/for-teaching-staff/>

Interlibrary loans

Books, journal articles and other documentation can be obtained from other libraries in the UK, and abroad, for use in connection with your

work. The cost of this service is charged back to Faculties. Full details, and an online request form at <https://www.brookes.ac.uk/library/how-to/use-the-interlibrary-loan-service/>

Using other libraries

Full details of access to other libraries, including the Bodleian and also libraries beyond Oxford at <https://www.brookes.ac.uk/library/access-and-accessibility/access-to-other-libraries>

Bodleian Library: Members of academic staff and researchers may apply direct for admission to the Bodleian Library for reference purposes. Please follow procedures at <http://www.bodleian.ox.ac.uk/using/getting-a-reader-card>. Normally you will complete Form A and you may apply for admission at any time of the year. The Admissions Office is in the Weston Library in Broad Street, opposite the Sheldonian Theatre. NB - as well as providing good ID and proof of your current status (at Brookes) you will also need to supply proof of the duration of your status eg. a copy of your contract or letter from your Faculty.

Help

Library staff are very pleased to help you to find resources – please come to the Help Zone at any of the campus libraries. Alternatively, email libraryenquiries@brookes.ac.uk, use Library Help (chat service) or telephone.

Supporting students

Our Academic Liaison Librarians work closely with academic staff to ensure that the Library and information needs of students are identified and met. They would be very pleased to meet you and work with you – see Course Resource Help - <https://www.brookes.ac.uk/library/resources-and-services/course-resource-help/>