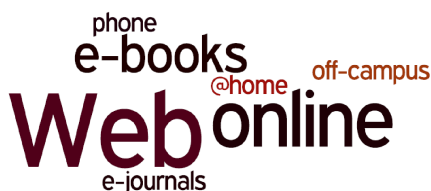


Using the Library

...when you are off-campus



Harcourt Hill is the main Education and Early Childhood library for Oxford Brookes University. Even if you come to Harcourt Hill only occasionally – or never! you can still use lots of the Library’s services. You can also contact Library staff for help by email, phone, live help or on Facebook and Instagram.

Where to start :

The Library Web site – go to www.brookes.ac.uk/library

Help for Education and Early Childhood students :

Choose **Education** or **Early Childhood** from the **Course Resources and Support** box on the Library home page. Our page explains how to use all our online services and how to contact us. Or go directly to

<https://www.brookes.ac.uk/Library/Resources-and-services/Course-resource-help/Education-and-Early-Years-Early-Childhood-Studies>

Finding our resources :

Our books, e-books, journals, articles and reading lists for Education and Early Childhood, both physical and online resources, can be found through **LibrarySearch** on the Library home page. Just choose the tab for the thing you want (*Books, Journals, Databases, or Reading Lists*) or use the default *LibrarySearch* tab to search across books and journals.

Logging in :

To get to any of our e-resources, you’ll need to log in with your Brookes student number and password when prompted.

Coming to the Library :

We’re open 24/7 for Oxford Brookes students, as long as you have a current Brookes student card with Library access enabled. You can come in without a card during our staffed hours: see <https://www.brookes.ac.uk/library/access-and-accessibility/locations-and-opening-hours/harcourt-hill-library>

Borrowing books :

Most of our books are one-week loan, but they will be automatically renewed for you **unless** they are Held (reserved) by someone else (you need to check your **Brookes email** regularly for messages about books you need to return, or check on LibrarySearch in *My Account* at

WWW.BROOKES.AC.UK/LIBRARY

<https://oxfordbrookes.on.worldcat.org/myaccount>). You can also Hold (reserve) books through LibrarySearch (use the green *Place Hold* button next to the book you want) to collect when you come in, or to be sent to Harcourt Hill for you from one of the other Brookes libraries. If you live nearer to our Headington or Swindon sites, you can get books sent to those libraries from Harcourt Hill (again, use the *Place Hold* button on LibrarySearch), and/or return Harcourt Hill books at those sites. Our print journals can't be borrowed, but there are photocopier/printers in the Library and you can use your Brookes Print Anywhere account if you want to photocopy a journal article.

Items not in the Library :

If you need a book or a journal article which the Library doesn't have, we can get it from another library for you via Interlibrary Loan. More details on our Web site :

<https://www.brookes.ac.uk/library/how-to/use-the-interlibrary-loan-service>

- we can email journal articles to you, but if you order a book you will have to come in to the Library to collect it.

Using Other Libraries :

If you live nearer to another university than you do to Brookes, you may be interested in the SCONUL Access scheme. Libraries which are members of this scheme will allow part-time, distance learning and postgraduate students to borrow from them. To apply online and check which libraries you could use, go to SCONUL's Web site:

<https://access.sconul.ac.uk/sconul-access>

Take an online tour!

You can take a virtual tour of Harcourt Hill campus, including the Library, on YouTube:

<https://youtu.be/wliCPe2RL-M>

Contacting Us

Harcourt Hill Library, Oxford Brookes University, Harcourt Hill, Oxford OX2 9AT

Renewing books :	Online via LibrarySearch, or tel: 01865 534700 (Library staffed hours)
General enquiries :	Tel: 01865 534700 or email hllibenquiries@brookes.ac.uk
Facebook :	https://www.facebook.com/harcourtlibrary
Instagram :	https://www.instagram.com/brookeseduclibs/
Library Help :	Use the yellow Chat tab on the Library home page when it's live

Education Librarians

For help finding information or resources, accessing our electronic library, using services from off-campus, or research help :

Your Education Librarians, **Hazel Rothera** and **Charlotte Olehnovics**, are available to help you. First check the guides, tutorials and information on the Library's Education and Early Years Course Resource Help page:

<https://www.brookes.ac.uk/Library/Resources-and-services/Course-resource-help/Education-and-Early-Years-Early-Childhood-Studies/>

Then if you still need to contact us (all these details also available on the Education Web page):

Email :	educationlibrarians@brookes.ac.uk
Facebook:	https://www.facebook.com/harcourtlibrary
Instagram :	https://www.instagram.com/brookeseduclibs/