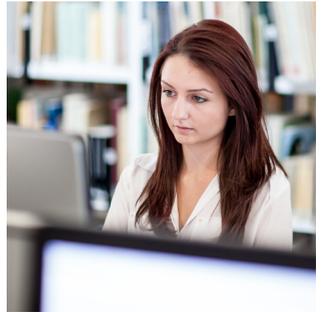
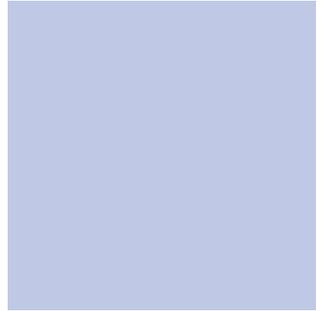


# THE LIBRARY

Supporting your students



## Academic Liaison Librarians

Linked to each Faculty are Academic Liaison Librarians whose primary role is to work with you to ensure that the Library needs of students are identified and met.

You may find it useful to involve your Academic Liaison Librarian in your course planning and also they can provide valuable input to validation and accreditation events. They will attend course meetings to update course teams on new resources and services and to gather feedback to help us plan and improve the service.

Academic Liaison Librarians can also help and advise on all aspects of your own use of the Library and your particular information needs, be it for curriculum design, your own research or keeping up to date with new resources within your subject sphere.

## Digital and Information literacy

We can work with you to help your students develop the information literacy skills they need to be successful independent learners and researchers.

Contact your Academic Liaison Librarian to discuss the various types of programme we can offer specifically tailored to your students' needs, including:

- introductory tours when students first arrive
- hands-on workshops to introduce subject specific electronic resources and teach effective searching skills
- advanced information retrieval and sources for dissertation students
- avoiding plagiarism, understanding referencing and using the PLATO tutorial software

We can explore with you the most effective way of embedding information literacy into your programme/module and your Academic Liaison Librarian will be happy to help you to incorporate an information skills element into your Brookes Virtual modules. Look in RADAR (<https://radar.brookes.ac.uk/radar/access/home.do>) under Digital and Information Literacy for a selection of support materials you may re-use. We also offer a regular programme of drop in training sessions and surgeries for students and staff. See [bit.ly/BrookesLibrary-training](https://bit.ly/BrookesLibrary-training)

Find out who your Academic Liaison Librarian is by checking the Subject directory on the Library website at: [www.brookes.ac.uk/library/subject-help](http://www.brookes.ac.uk/library/subject-help)

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## Library materials to support academic work

### Suggesting items to be added to Library stock

We value your input into the selection of materials for the Library stock but obviously do have to work within the confines of limited budgets. Recommendations should be sent to your Academic Liaison Librarian with details of relative priority for purchase. If you have asked to see items on arrival we will email you once they are added to stock. Please remember that even when funds are available to purchase new or additional copies of books it can take some time for them to arrive on the Library shelves ready for the students to use, so planning ahead is crucial!

### Reading lists

Wherever possible staff should try and gear reading lists to resources already available within the Library. Your Academic Liaison Librarian can help with identifying suitable resources for your reading lists, and will make sure new resources are acquired asap. The Learning Resources Directorate encourages all staff to create and manage their own reading lists online using the Aspire system. Aspire is designed for academic staff and is easy to use. Advantages include instantly updating reading lists from bookmarked resources you have found online anywhere at anytime, one click availability of resources on Moodle and the ability to organise reading lists any way you like including specific notes for students. To be set up and receive training on Aspire please contact your Academic Liaison Librarian.

### Library scanning service

We offer a scanning service - we will scan book chapters and journal articles and deliver them as PDF files to be included in Brookes Virtual courses. This service operates under the terms of the CLA Scanning Licence and can be really useful for ensuring students have easy and reliable access to key readings. For more information about scanning, use this link to the Library web pages [bit.ly/BrookesLibrary-scanning](https://bit.ly/BrookesLibrary-scanning)

Recommendations should be sent to your Academic Liaison Librarian with details of relative priority for purchase.

To start creating/ updating your reading lists on Aspire please contact your Academic Liaison Librarian for a short one to one or group session.

For more information about scanning, look on the Library Web pages: [bit.ly/BrookesLibrary-scanning](https://bit.ly/BrookesLibrary-scanning)

## Short loan collection

We operate a short loan service (4 hour and 24 hour loan). The collection contains books and other materials that are likely to be in heavy demand over a short period of time by your students. For further details of how to add items to Short Loan see the guidelines at: [bit.ly/BrookesLibrary-shortloan](https://bit.ly/BrookesLibrary-shortloan)

## Copyright and licensing information

For copyright guidelines and information about licenses related to teaching, see the Library web pages at: [bit.ly/BrookesLibrary-copyrightinfo](https://bit.ly/BrookesLibrary-copyrightinfo)

## Inter Library Loans

For items not available at Brookes, we offer, at a small charge, an inter library loan service for students. See [www.brookes.ac.uk/library/library-services/borrowing/interlibrary-loans-service](https://www.brookes.ac.uk/library/library-services/borrowing/interlibrary-loans-service)

## Arranging access to other University Libraries

The Library is a member of the SCONUL Access scheme which provides Brookes students with access to 170+ HE libraries in the UK and Ireland, including borrower privileges for part time undergraduates and for postgraduates, researchers and staff. We also have a special arrangement with Oxford University Library Services that enables us to recommend undergraduate students on degree courses in semester 2 of year 2, and in years 3 and/or 4, who are engaged on dissertation work for a readers card for the Bodleian and other dependant libraries. Your students may ask you to complete section B of the recommendation form. We are fortunate to be able to draw on the resources of the Bodleian Group of libraries but are conscious that this privilege needs to be carefully managed.

For further details about SCONUL Access or the Bodleian arrangement see: [www.brookes.ac.uk/library/library-services/borrowing/access-to-other-libraries](https://www.brookes.ac.uk/library/library-services/borrowing/access-to-other-libraries)

For further details of how to add items to Short Loan see the guidelines at: [bit.ly/BrookesLibrary-shortloan](https://bit.ly/BrookesLibrary-shortloan)

For copyright guidelines and information about licenses related to teaching, see the Library web pages at: [bit.ly/BrookesLibrary-copyrightinfo](https://bit.ly/BrookesLibrary-copyrightinfo)

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