

## Staff guide to Library services 2011/12

### Guide 2

Welcome to Oxford Brookes University Library. This information guide provides all Brookes staff with basic information about our Library services and how they can work for you.

### Library Opening Hours

For the most up to date information about opening hours visit the web pages at <http://www.brookes.ac.uk/library/ophours.html>

### Library Contact details

#### Headington Library

Oxford Brookes University, Headington Campus, Gipsy Lane, Headington, Oxford, OX3 0BP  
Telephone: General Enquiries: 01865 483156  
24 hour Renewals line: 01865 483133  
Lending Services Enquiries: 01865 483155  
Email: [libraryenquiries@brookes.ac.uk](mailto:libraryenquiries@brookes.ac.uk)

#### Harcourt Hill Library

Oxford Brookes University, Harcourt Hill Campus, Oxford, OX2 9AT  
Telephone: Enquiries: 01865 488222  
24 hour Renewals line: 01865 483133  
Email: [libraryenquiries@brookes.ac.uk](mailto:libraryenquiries@brookes.ac.uk)

#### Wheatley Library

Oxford Brookes University, Wheatley Campus, Wheatley, Oxford, OX33 1HX  
Telephone: Enquiries: 01865 485869  
24 hour Renewals line: 01865 483133  
Email: [libraryenquiries@brookes.ac.uk](mailto:libraryenquiries@brookes.ac.uk)

### How do I join?

Your staff card acts as a Library card. Staff cards can be obtained from your Administrator. Staff who are not paid via the University's payroll should apply directly to Human Resources. At the Headington Library you will need your staff card at all times to enter the Library through the turnstiles.

As a member of Oxford Brookes University Library you have access to our three site libraries:

- Headington - the largest Library covering most academic disciplines;
- Harcourt Hill - specialising in education, theology and human development, communication and sport;
- Wheatley - specialising in business, engineering, computing and mathematical sciences.

### Library Catalogue

As well as providing details of the Library's stock, the Catalogue allows you to check what items you have on loan, to reserve and renew books and to place requests for and to check details of interlibrary loans.

The Catalogue is available via the Library's web pages or over the Internet at <http://catalogue.brookes.ac.uk>

## **Borrowing books**

You may borrow up to 15 books or other items from our lending stock. These can be renewed (if they are not reserved) - either in person, by telephone using the 24 hour renewal line 01865 483133, via the Catalogue or by using the Self-service machines - if not already reserved. After 12 renewals they must be returned, but may be reissued if not reserved. Four items from the Short Loan collection may also be borrowed.

You may reserve up to 15 items at any one time.

When the Library is closed you can return books to the book boxes outside the Library. Fines are charged on all overdue items. We will normally send you a courtesy email the day before to alert you to the return date for your loans. Remember to return or renew promptly to avoid these charges.

Journals and specialised reference materials are available for consultation within the Library.

## **Electronic Information**

Follow the Quick Links from the Library Web pages <http://www.brookes.ac.uk/library> for access to an ever growing range of databases, electronic journals and newspapers, e-books and other Internet resources.

Some resources require usernames and passwords - details of these can be found from your PIP pages under the option Library Electronic Resources.

## **EndNote**

EndNote is the bibliographic reference management software package supported at Brookes. For more information see <http://www.brookes.ac.uk/library/endnote.html>.

## **Photocopying**

There are self-service photocopiers available in the Library. These are operated with rechargeable cards which are available from Faculty Administration. The cost of photocopies made by staff is charged back to Faculties/Directorates.

Subject to copyright, we will photocopy 1 - 20 pages of any journal article in the stock of Oxford Brookes University Library for £2.50 (each extra 10 pages @ £1 up to a 50 page limit). This charge is passed on to your School/Directorate.

## **Interlibrary loans**

We operate an interlibrary loans service to obtain books, journal articles and other documentation from other libraries around the country (or overseas if necessary) for use in connection with your work.

The cost of this service is charged back to Faculties/ Directorates. A standard photocopy request costs £5.80, a standard loan request costs £9.00.

Staff and researchers may place interlibrary loan requests electronically via the Library Catalogue.

More details about interlibrary loan services may be found in Library Quick Guide 7: *Obtaining material from other libraries* or from the Library's web pages at:

<http://www.brookes.ac.uk/library/lending/obtain.html>

## Using other libraries

Members of academic staff and researchers may apply direct for admission to the Bodleian Library for reference purposes. To apply, follow the procedures given at <http://www.bodleian.ox.ac.uk/bodley/services/admissions>. Normally you will complete Form A and you may apply for admission at any time of the year. The Admissions Office is located in the Clarendon Building at the corner of Broad Street and Cattle Street. Please note - as well as providing good ID and proof of your current status you will also need to supply proof of the duration of your status eg. a copy of your contract or a letter from your Faculty.

The SCONUL Access scheme gives external borrowing facilities to staff in 170+ university libraries nation-wide. More details can be obtained from <http://www.access.sconul.ac.uk>

## Help

Lots of information about the Library can be found on the Library's Web pages at <http://www.brookes.ac.uk/library>

For general help, ask at the Enquiry Desks or follow the 'Ask us' option from the Library's Web pages for Frequently Asked Questions and our Electronic Enquiry Service. A range of printed guides and leaflets is available online or from within the Library giving more detail about specific services.

Subject specific help is also available through the Web pages or by contacting your Subject Librarian. Contact details are listed in Library Quick Guide 11: *Who can help me with my subject enquiries?* or can be found via <http://www.brookes.ac.uk/library/subject.html>

We also offer a number of drop in training sessions each term. Details are publicised at <http://www.brookes.ac.uk/library/training.html>

## Copyright advice

Guidelines are available from the Library Web pages at <http://www.brookes.ac.uk/library/copyright/copyright.html> or by contacting Katie Hambrook, Audio Visual Librarian. Katie is based in the Audio Visual Unit, Headington Library. Telephone 01865 483146 or email [khambrook@brookes.ac.uk](mailto:khambrook@brookes.ac.uk)

## Supporting students

Our Subject Librarians work closely with academic staff to ensure that the Library and information needs of students are identified and met. See Quick guide 2: *Supporting students* to find out more about the range of support activities we can offer.

## Feedback

We are continually looking for ways to improve our services within the resources available to us and welcome your suggestions and input into this process. You can discuss your ideas with your Subject Librarian, the Director of Learning Resources and University Librarian – Helen Workman, or the Head of Library Services – Jan Haines. Every two years we run a Library satisfaction survey which helps inform future service planning and delivery.