Learning & Information Services

Library Services for Academic Staff
Library Staff Support
How your library team and Liaison Librarian can assist you and your students

Library Searching
Finding resources using Summon & Subject databases

Digitisation Service
Do it the legal way with the Library’s Digitisation Service

Reference Management
Discover how to make references easier to manage

Skills for Learning
Discover the resources and training we have created to help students get the most from their learning.

Subjects and Contacts
Get in touch with the Liaison Librarian responsible for supporting your subject

Getting Resources from Outside the Library
Information about Inter-Library Loans, using SCONUL Access etc.

Stock Recommendations
Find out the right way to go about recommending material to add to the Library for your subject area

Curriculum Planning and Skills Embedding
We can work with you to ensure information literacy, academic skills and appropriate resources are in place for students.

Research Support
Find out how our team can support you with research
On Embedded Information Skills Workshops:

“I think the sessions were both valuable and well-received. It is important to direct the students to the web-based resources that they will need to complete literature reviews and project write-ups. I hope we can do the same again next year.”

Impact on students’ work:

“The effectiveness of the sessions will become clear when they have submitted their first essay too. I’ll let you know whether they have got to grips with finding appropriate information and referencing. Generally we do find that correct referencing in text and listing correctly is something that many students struggle with. Many thanks.”

On Validations:

“Your careful reading of our validation documentation has certainly improved their final outcome.”

On Research Help:

“Thanks for your help! I am now just getting familiar with the environment and starting my research, everything is new for me to learn. I think the information you gave me is helpful for my work at the moment. If I need any other help I will not hesitate to ask you!”

“Thank you so much for this help with my research! I’ll owe you!”

On Reading Lists and Resources:

“Thanks for the info, I will update this reading list for next academic year”

“Ah, great to know we have this vital resource. Very nice! Thank you very much for your kind help!”
providing academic support to enhance learning, teaching and research

our core services to staff and students comprise:

An online catalogue that enables students and staff to find materials, borrow them and manage loans. It also provides direct access to electronic books and other online resources.

A wide range of easy to use online databases that provide access to tens of thousands of Subject Resources, including e-journals, newspapers and other data covering all University disciplines.

On-demand, friendly, supportive help via Help Zones, email, phone and online chat enquiry services regarding all aspects of the Library’s services or resources.

Training for students and staff on the effective and timely use of resources via Induction and Skills for Learning

Support for researchers and academic staff on things like finding and managing information, raising profiles, impact, and providing skills and services help.
one-to-one support

for you

If you would like to be taken through the relevant resources and services available, you can arrange to see your Liaison Librarian at a mutually convenient time and location- email LIS.Liaison@wlv.ac.uk or visit our Meet the Team pages: http://www.wlv.ac.uk/lib/academics/meet_the_team.aspx

We can visit you or you can come visit us at the Library.

We can offer you:

• A short tour of the Library and its resources
• Demonstrations of the key e-resources relevant to your teaching and research
• Advice on accessing and borrowing from other university libraries via SCONUL Access and Inter library loans.
• Guidance on integrating the Library’s Skills for Learning package into your teaching curriculum
• Our professional advice and support in ensuring your students find good quality resources.
• Help with your own research needs

for your students

Your students can get help and guidance from library staff at any time at the library help zones though some students, (SEC) for example, might prefer to arrange to see a member of library staff by appointment.

We can offer your students:

• An introduction/induction to the wide range of services we provide for them
• In-depth embedded workshops on a variety of information and academic skills
• Access to our Skills for Learning support package
• Access to other University libraries through our Inter-library loans system for instance
• Help with their research needs
library searching

Our online catalogue and subject databases will enable you and your students to access a vast range of books, ebooks, journals etc. in all the University subject disciplines. The catalogue, Summon, will allow you to check the availability of resources on your reading lists, find background reading and support your research.

The catalogue is available from all LIS web pages - [www.wlv.ac.uk/lib/search/](http://www.wlv.ac.uk/lib/search/)

![Search interface](image)

Tips on searching are here - [www.wlv.ac.uk/lib/resources/finding_resources.aspx](http://www.wlv.ac.uk/lib/resources/finding_resources.aspx)

**Basic Searching**

Enter any information you have into the appropriate fields. You can use any combination of the three fields. Title and author will give the most specific results (author's surname without initials works best). You do not have to enter the whole title; normally just a few of the important words of the title will do. If you want to do a general subject search, just use the **keywords** field.

**Advanced Search**

The advanced search interface gives you many more options to narrow down your search, for example using ISBN or ISSN numbers.

**Refining Results**

Summon searches a huge database of resources, so the list of results can often be long. It is possible to refine the results e.g. by limiting items with full text online items from scholarly publications etc.

**Subject Resources**

Explore our ‘Subject pages’ [http://www.wlv.ac.uk/lib/resources.aspx](http://www.wlv.ac.uk/lib/resources.aspx)

These will take you to subject-specific resources including databases that have been carefully selected by the Liaison Librarian responsible for your subject. There is a wealth of information regarding electronic resources, key databases, top websites and subject guides, to aid your study.
It may be that the University of Wolverhampton does not provide you with access to all of the reading resources you wish to access. You may want to use some of the services below as an alternative.

**Library resources at other Universities via SCONUL Access**

The University of Wolverhampton is a member of *SCONUL Access*, the largest reciprocal borrowing scheme for higher education researchers in the UK and Ireland. Staff, research and postgraduate students, and part time distance learning students are able to borrow items.

Full time undergraduates are able to use these libraries for reference.

[www.sconul.ac.uk/sconul-access](http://www.sconul.ac.uk/sconul-access)

For more information contact *learningcentredirect@wlv.ac.uk*

**Interlibrary Loans**

If a book, journal article, thesis or conference paper isn't in our stock, we can usually get it for you from another library, often the British Library. Staff and research students are entitled to free inter library loans.

Full information on this service is available at this page:

[www.wlv.ac.uk/lib/info/using_the_learning_centre/inter_library_loans.aspx](http://www.wlv.ac.uk/lib/info/using_the_learning_centre/inter_library_loans.aspx)

**How do I make a request?**

Request forms are available at all Learning Centres - hand them in at the Help Desk.

Online request forms for books and journal articles are also available below. You can fill them in online, but will need to print off a copy and send it to your chosen Learning Centre.

Check all details are correct - it's important that you have an accurate note of the bibliographical details of your item. If you don't have some of the details, staff at the Help Desks in the libraries may be able to help you.

You can check the online catalogue and the *Electronic Journals A-Z* list first, to make sure that we don't already have access.
LIS offers a digitisation service whereby academic staff can request that texts be digitised and made available to students via their WOLF module.

www.wlv.ac.uk/lib/info/copyright/digitisation_service.aspx

From this link you can access online Digitisation Request Forms for the scanning of the material covered under the Copyright Licensing Agency (CLA). The CLA rules allow one chapter from a book, or one article from a journal, or 5% - whichever is the greater – to be digitised. Anything above these limits requires permission from the copyright holder or publisher.

To make use of the Digitisation Service, choose either Book or Journal below, then complete and submit the request form.

Please note that requests may take up to 4 weeks to complete.

Book                      Journal

Some items are not covered by our CLA license and will need direct permission from the copyright holder before they can be digitised. Publishers can take many weeks to respond to direct requests and will usually require payment for any permission granted.

Further information on finding and contacting the copyright holder is available on the Copyright web pages
As a member of academic staff, you can request that the Library stocks books to support your courses. These may be new titles and electronic copies of existing print stock, if available.

New requests for journals and databases are considered annually.

Liaison Librarians are responsible for selecting stock and for maintaining the balance and quality of the collection. Where there are conflicting demands and resource limitations, decisions will be informed by measured and predicted use of materials, determined by current and known future academic commitments.

We also use validations and reviews to inform the purchasing of resources.

The Library aims to provide access to all reading list materials which appear in the module guides on e:Vision. If your reading list is not included in an e:Vision module guise, the books and journals will not be checked for library stock.

Where requested and when licences can be obtained, digitized copies of book chapters and journal articles will be provided.

We monitor patterns of expenditure to ensure an appropriate balance between the needs of learning and teaching on the one hand and those of research and scholarship on the other.

You can contact your Liaison Librarian directly by email or telephone; see the list of contacts LIS.Liaison@wlv.ac.uk or www.wlv.ac.uk/lib/academics/meet_the_team.aspx.
Reference management software such as RefWorks can save you a great deal of time and effort when you are writing a paper, dissertation or thesis. It lets you store and organise the references you collect while searching online sources. It will automatically format the citations in a word processed document for you and create a reference list at the end of that document. This can be formatted in the referencing style of your choice (e.g. University of Wolverhampton Harvard).

See full guidance to using the software from our web pages at:
www.wlv.ac.uk/lib/skills_for_learning/referencing.aspx

RefWorks is available to all staff and students.

1. To access RefWorks go to http://www.refworks.com/refworks from a University computer
2. Click on Sign Up for an Individual Account
3. Complete the appropriate information and click on Register.

If you are accessing RefWorks from off-campus, you will need to enter the group code: RWUWolverhampton before registering for an individual account.

To help get you started you can view the RefWorks workbook. For RefWorks help and user guides please visit the RefWorks Help page or view the helpful videos

There are also workshops available in RefWorks-

- Referencing With RefWorks

This workshop will introduce you to RefWorks, the University’s online reference management system. You will learn how to import references from the library catalogue, academic databases and Google Scholar as well as format your papers in the correct referencing style.
curriculum planning & skills embedding

We work in partnership with academic staff primarily focusing on resources and opportunities for skills development within the curriculum. We welcome an input at the earliest opportunity so that we can work with the development team leader and module leaders, from the initial planning stage through to the final stage of delivery. Our involvement on course validation panels is to try and help with the following:

**Designing and delivering elements of a programme to promote effective information gathering and academic writing skills**

**Collaborating on formative or summative activities that develop digital literacy capabilities**

**Advising on best practice for designing out plagiarism**

**Source quality learning and teaching materials in a range of media to support a blended learning approach**

**Providing embedded support for student research projects, building in effective literature searching, citation and reference management**

**LIS also provides access to high quality, peer reviewed resources for learning, teaching and research.**
The Skills for Learning programme offers a wide range of skills development opportunities, including help in the areas of Academic Writing, Critical Thinking, Planning Your Dissertation, Preparing for your exams, Presentation Skills, Referencing, Report Writing and Writing a Literature Review.

Skills for Learning includes regular workshops, one to one drop in sessions and appointments with Learning and Skills Librarians, as well as a comprehensive set of online resources and development activities. Online resources include the interactive resource Skills4Study campus as well as study guides and tutorials. For more information on all aspects of Skills for Learning visit the website at http://www.wlv.ac.uk/skills or contact your Liaison Librarian for advice on embedding any aspects of the programme into your teaching.

Referrals

The Skills for Learning referral system allows you to refer a student directly to the team, or to the wealth of online self-development resources. This pinpoints the student’s needs and gives a consistent service.

An online form has been created which lets you identify the areas where a student needs help and communicate this directly to Skills for Learning. The form can be located at: www.wlv.ac.uk/skills

LIS Skills on WOLF

LIS Skills is a student-wide WOLF topic that provides help with the basic academic skills (reading and notetaking, assignment planning, referencing etc.) that students will need to get started at University.

You can also link to individual folders in LIS Skills from your own WOLF topics.

Open Educational Resources (OERs)

All resources created by Skills for Learning, including the study guides, YouTube videos and other materials are created under the Creative Commons License allowing you to use these in your teaching.

A comprehensive and regularly updated list of OERs and other resources available for use is available online at http://mahara.org/user/skillswlv. It includes direct links to resources with a brief description of their formats. Advice on how to embed these resources into your teaching can be provided.

Embedded Academic Skills in your Module

Your Liaison Librarian is your key point of contact in Learning and Information Services and will be able to discuss learning and teaching support and skills development for your students with you.
We deliver a programme of skills workshops within those offered by the Doctoral College - Research Skills Development Workshops. These include help with things like Reference management, citation indexing etc.

We are also developing a 'skills for researchers' package to offer support for researchers developing specific resources to underpin the development of researcher skills with resources on topics such as finding research, Open Access publishing, measuring publication impact, keeping up to date etc. These include workshops, guides and online help and are available to all researchers. Information about these is available from our Research web pages at:

www.wlv.ac.uk/lib/research

In addition to providing workshops within the Doctoral College programme, and 'skills for researchers', Liaison Librarians also offer Faculty specific workshops, advertised to these groups. These sessions tend to be subject specific, where researchers are pointed to their resources and are given a chance to explore their own research requirements in more depth.

Please feel free to contact your Liaison Librarian to arrange a one to one consultation and get help with any of the aspects of research mentioned above.

Contact your Liaison librarian: LIS.Liaison@wlv.ac.uk

http://www.wlv.ac.uk/lib/academics/meet_the_team.aspx
subjects

Architecture
Biomedical Science & Physiology
Business
Chemistry
Community Health
Computing
Construction & Civil Engineering
Dance
Design & Applied Arts
Digital Media
Drama
Education
Engineering
Environmental Science
Fine Art and Photography
Forensic & Molecular Science

History/War Studies
Humanities
Law
Leisure
Maths
Midwifery
Music
Nursing
Pharmacy
Psychology
Public Health & Wellbeing
Social Sciences
Social Work & Social Care
Sport
Visual Communications

Contact your Liaison librarian: LIS.Liaison@wlv.ac.uk

http://www.wlv.ac.uk/lib/academics/meet_the_team.aspx
subject support contacts

Architecture - Mark Williams: Telephone (01902) 323642 e-mail markwilliams@wlv.ac.uk
Biomedical Science & Physiology - Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
Business- Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
Chemistry- Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
Community Health - Liz Howell: Telephone (01902) 323646 e-mail Liz.Howell@wlv.ac.uk
Computing - Mark Williams: Telephone (01902) 323642 e-mail markwilliams@wlv.ac.uk
Construction & Civil Engineering - Mark Williams: Telephone (01902) 323642 e-mail markwilliams@wlv.ac.uk
Creative Arts & Design - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Dance - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Digital Media - Martin Taylor: Telephone (01902) 322309 e-mail Martin.R.Taylor@wlv.ac.uk
Drama - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Education - Sue Davidson: Telephone (01902) 323559 e-mail S.A.Davidson@wlv.ac.uk
Engineering - Mark Williams: Telephone (01902) 323642 e-mail markwilliams@wlv.ac.uk
Environmental Science - Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
Fine Art and Photography - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Forensic & Molecular Science - Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
History/War Studies - Martin Taylor: Telephone (01902) 322309 e-mail Martin.R.Taylor@wlv.ac.uk
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Music - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Nursing - Liz Howell: Telephone (01902) 323646 e-mail Liz.Howell@wlv.ac.uk
Pharmacy- Joan Blackhurst: Telephone (01902) 323673 e-mail J.Blackhurst@wlv.ac.uk
Psychology - Liz Howell: Telephone (01902) 323646 e-mail Liz.Howell@wlv.ac.uk
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Social Work - Liz Howell: Telephone (01902) 323646 e-mail Liz.Howell@wlv.ac.uk
Sport - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk
Visual Communications - Tom Hicks: Telephone (01902) 322377 e-mail T.J.Hicks@wlv.ac.uk