UCL

Library essentials for Staff

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We want you to make the best use of our Library resources and services. This guide will help you get started, but our Librarians can also provide personal introductions to our services.

UCL Libraries

- There are many UCL libraries, most of them in central London and easily accessible by public transport or on foot.
- Most contain subject-specific collections of books and journals. See the '**Subject Locations**' guide to see which library houses the collections for your subject.
- Refer to **www.ucl.ac.uk/library/sites** for a list of UCL's libraries, their opening hours and contact details. Your membership of UCL entitles you to use all UCL libraries. You can also use many libraries beyond UCL, so see **www.ucl.ac.uk/library/ other-libraries** for more details.
- UCL's individual libraries operate many of the same policies with regard to library usage. However, for administrative and historical reasons, some differ slightly from others. If in doubt, always check with staff locally.

Finding books and more

- UCL Explore is available from any computer with a web browser at: **www.ucl.ac.uk/ library/explore** This tells you what books we have and which journals we subscribe to, as well as finding full text journal articles and other types of material.
  For more information on searching, see our guides '**Finding books etc**.' and '**Finding Journals**'.
- For books published before 1982 and theses produced before this you should check our Digitised Card Catalogue at **http://cardcat.ucl.ac.uk/** if you don't find what you are looking for in Explore.

Online resources

Millions of resources are available electronically with your UCL **username and password** and can be found via Explore, but there are some direct routes to access resources:-

- E-journals **www.ucl.ac.uk/library/ electronic-resources/ejournal-faq**

- Databases **www.ucl.ac.uk/library/ electronic-resources/databases**

However, please note that some electronic journals only go back to the late 1990s, although we are regularly acquiring back files.

For much older material, databases such as JSTOR provide access to archives of journals dating back as far as the 17th Century in some cases: **www.jstor.org**

To find answers to common problems or report particular difficulties see: **www.ucl.ac.uk/ library/electronic-resources**

Stores Service

Most hard-copy journals are now housed in our **Store** outside London, but you can request volumes for consultation. Copies of UCL PhD theses are also kept in **Store** although they may be viewed at **http://discovery.ucl.ac.uk/** if they are available in digital format.

For more information on our Stores Service see **www.ucl.ac.uk/library/stores/**

Interlending & Document Supply

If you need material for your research that we don't hold you can apply for it via our Interlending & Document Supply Service: **www.ucl.ac.uk/library/ilds**

This includes the Secure Electronic Delivery service now offered by the British Library.

Borrowing Renewing and Reserving

- Books have different loan periods ranging from 3 hours to 8 weeks
- Most journals are not borrowable
- You will incur fines if books are returned or renewed beyond the due date
- **You can renew books that are on loan to you by:-**
    - Logging into your Library Account with your barcode and PIN at **www.ucl.ac.uk/library/explore**
    - Telephoning the Issue Desk where you took books out. See **www.ucl.ac.uk/library/sites**
    - Asking at an Issue Desk
- **But not if**
    - Somebody else has requested the material in question
    - You already owe fines

See **www.ucl.ac.uk/library/borrowing** for full details

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Getting help

- For full details of help available see our website at **www.ucl.ac.uk/library/help**

- Staff can assist you with enquiries in all UCL Libraries but the largest have dedicated Enquiry Desks that you can visit in person

- You can also send enquiries by e-mail to **library@ucl.ac.uk**

- For guides to Subject Collections see **www.ucl.ac.uk/library/subject-support/guides**

All faculties have Librarians who are responsible for:-

- Training in introductory and advanced research skills – contact them to arrange individual or class-based sessions
- Developing our print and electronic collections and research tools – please send them your recommendations, and reading lists for taught courses
- Liaising with you and your colleagues to ensure that services are meeting your needs

Our Librarians can also arrange a Library induction for new staff. Contact details are available via the Subject Guides.

- Information for your students is available at **www.ucl.ac.uk/library/training/guides**

Photocopying, Printing and Scanning

- Multi-Function Devices (MFDs) which allow staff to photocopy, print and scan are available in most UCL Libraries.
- When you want to use the MFD for the first time, you will need to register your UCL ID. Please note, this process will associate the owner of the ID card with their UCL login account and is a one-time step that will only need repeating if your ID card is replaced.

To register your card please follow the procedure below:

1) Swipe your ID card on the MFD reader
2) Enter your UCL user ID (or UCL username) in the format of: 'cceaxxx' or similar when prompted then **Done**
3) Enter your UCL Password and press **Done**
- To release print jobs sent to '**print-UCL**', activate the photocopy function, or scan (to UCL email only) you now only need to swipe your UCL ID card.
- Please be aware of copyright restrictions when making copies for your own use or for distribution to your students. See **www.ucl.ac.uk/library/copyright/using-copyright-materials-own-work** for further details.

Contacting you

• UCL expects you to use and regularly check your UCL email account. The Library will communicate with you (e.g. about overdue books) via this route wherever possible.
• It is your responsibility to check for messages.
• Please tell us if you change your address as we do not automatically know about such changes.

Teaching & Learning Services

The team supports ReadingLists@UCL, the Course Readings Service, and also provides advice on copyright. For more on copyright in teaching, or student and staff IPR, please refer to: **www.ucl.ac.uk/library/copyright**

ReadingLists@UCL

Online reading lists provide students with a single point of access to all their course readings. An online reading list will provide direct links to:

• full-text available through UCL's electronic collections (e-journals, e-books, TV and radio programmes)
• digital course readings made using the Course Readings Service (below)
• any web-based resources

UCL teaching staff maintain their own reading lists but for more details please refer to: **www.ucl.ac.uk/library/teaching-support/reading-lists** or email **readinglists@ucl.ac.uk**

Course Readings Service

This service gives taught course students access to readings that are in high demand. A digitised reading is provided where possible and made available via online reading lists. Occasionally readings are made available in paper format for short loan 'Teaching Collections' in some libraries. Readings are created using UCL's Copyright Licensing Agency (CLA) licence and are therefore copyright compliant.

Please contact the TLS to discuss your course requirements as early as possible. For full details on submitting readings please refer to: **www.ucl.ac.uk/library/teaching-support/readings**

TLS is based in UCL Senate House Hub. Details of all services are on our webpages: **www.ucl.ac.uk/library/teaching-support**. Email: **library-tlss@ucl.ac.uk**

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Support for research

Contact your Librarian for help with:

- Scoping a research project
- Literature searching
- Systematic reviews or large research projects
- Keeping up to date with alerts about new research in your field.
- Reference management.
- Publishing
- Using the UCL Research Publications Service to keep your publications data up-to-date.
- Assessing the impact of research
- Obtaining materials not held at UCL

Research Data Management

What are Research Data?

Research data are the original sources or material that you have created or collated to conduct your research project. The response to your research question is based on the analysis of these research data.

Good practices in managing your data help you to comply with legal, ethical, institutional and funders' requirements; anticipate problems, minimize risks & save time; ensure the long-term preservation of your data.

Our website dedicated to Research Data Management at **www.ucl.ac.uk/research-data-management** helps researchers and research students plan ahead for data management.

It gathers essential information on funders' research data policies, Data Management Plans and support available at UCL whatever your discipline and types of data you're working with. You will also find several how-to guides dealing with topics such as long-term preservation, Intellectual Property Right, sensitive & personal data, ethical constraints to sharing data, formats and DOIs.

Open Access

Open Access means making research publications freely available online. At UCL, researchers can make their work open access in UCL Discovery, UCL's institutional repository at **http://discovery.ucl.ac.uk** You can find all types of UCL research here including articles, working papers, conference proceedings, reports, book chapters and theses.

All research students entering their thesis for a UCL award must deposit an electronic copy in UCL Discovery using RPS (UCL's Research Publications Service). See **www.ucl.ac.uk/library/e-theses/deposit** for details

For more information, and details of UCL's Open Access services, visit our website at: **www.ucl.ac.uk/library/open-access/**

Our contact details are at **www.ucl.ac.uk/library/open-access/contact-us**

Finally…for our full Regulations see: **www.ucl.ac.uk/library/about/strategies-policies/regs**

Notes

UCL Library Services, Gower St., London WC1E 6BT
Tel: **020 7679 7792**
E-mail: **library@ucl.ac.uk**
Web: **www.ucl.ac.uk/library**

Contact