

LIS

Books
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Computers
Multimedia
eResources
AV Equipment
Online Learning
Help and Advice
Skills Development



Learning and Information Services



Library Services for Distance and Open Learning Students

This guide is available in other formats on request.

If you are a student on a designated distance or open learning course, we appreciate that you will not find it easy to visit one of the College libraries on a regular basis. This leaflet outlines the services and resources that the library provides to help you while you are studying from home.

More details of the services listed below and further information are on the library web site at <http://www.ucsm.ac.uk/lis> click on **Information for Specific User Groups**. You will also find the **Resources for your Subject** pages helpful.

Contacting the Library

The contact details and opening hours of the libraries are on the website at www.ucsm.ac.uk/lis. Each site has a dedicated LIS Assistant responsible for off-campus support:

Ambleside	Sylvia Bowling	SJBowling@ucsm.ac.uk	015394 30372
Carlisle	Linda Moses-Allison	LLMoses@ucsm.ac.uk	01228 616218
Lancaster	Karen Tyers	MKTyers@ucsm.ac.uk	01524 384243

Joining the Library

If you have not already received your library card, please contact your home library (the site at which you are registered). We can send you your card by post. Please remember to notify us of any change of address during your course. Your library PIN will be sent to your College email account.

Using Other Libraries

St Martin's is a member of the UK Libraries Plus scheme, which enables students to join and borrow from other UK higher education libraries. You may also find your local public library useful for accessing books and the Internet. Please look at the **Using Other Libraries** web page for details of this and other schemes (go to the LIS home page and click on **Information about LIS**).

NHS employees and health students on placement

Please check the resources and services available in your local NHS libraries. They will enable you to access many other databases and full text journals – you will need to get a separate ATHENS username from the NHS library. (NB Your college ATHENS username and password will not work in NHS libraries)

Subject Guides

A leaflet on **services and resources for your subject** is available from the library and on the web site.

Need more information?

Please look at the LIS web site at www.ucsm.ac.uk/lis or get in touch with your off campus support or subject contact.

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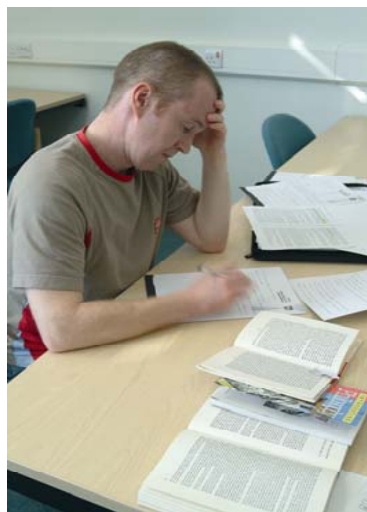
Library Charges

If you incur any charges, such as fines or photocopying costs, please pay promptly. You can check by going to **Your Loans** on the web site. . You can make payments using a switch card in person or by telephone, at any of our service points.

Cheques should be made payable to St Martin's Services Ltd and can be posted to any of our service points. If you owe us more than £20 or if a fine has been unpaid for more than 90 days, you will be prevented from further borrowing.

Literature searching

The LIS (Learning and Information Services) web site gives you access to many databases. These can be searched to find references to and the full text of journal articles. If you need help or advice on literature searching, please get in touch with your subject contact (click on **Contact Us** on the web site).



Information from the Web

The Web Links page on the web site gives you subject-grouped lists of useful web sites. If you want help finding useful information on the web, go through one of the Virtual Training Suite web tutorials. You will find a link to these on the **Web Links** page.

Email notices

The library will send you notices, for example, to remind you when the return date for your books is approaching. These are sent to your College email account. To access this you will need to get your username and password from the College IT helpdesk.

Contacting the IT Helpdesk

Lancaster:	01524 384408	helpdesklan@ucsm.ac.uk
Ambleside:	015394 30317	helpdeskamb@ucsm.ac.uk
Carlisle:	01228 616270	helpdeskcar@ucsm.ac.uk

Forwarding emails

You can set up your account to automatically forward emails to any other email address you use. There is information on how to do this on the library web site, under **Knowledgebase**. Leaflets on the procedure are also available in our libraries

Your ATHENS username

You will need this to access many of the electronic databases and full text journals and books. If you have not been sent yours (check your college email account), please contact your site library.

The Library Catalogue

You can check whether the library holds a book or journal you require by searching the catalogue which you can access from the library website.

Postal Book Loans

The library can send you books by post. Find the book on the catalogue and click on **Request. Login to your account and click on Place Request. Select Postal Loan and click on Confirm.** Or you can print out a book request form from the web site and send it to us. You can borrow 12 books from the Main Collection and 30 books from the Teaching Practice Collection. Main Collection books are issued for 7 days (14 days if they are posted) or 4 weeks, Teaching Practice material for 6 weeks .

You may be able to arrange extended borrowing for 4 week and 6 week loan items by prior arrangement with the library. Please remember to check the return date of the book when you receive it. You will be charged fines on overdue books.

If a book is not held in the College library, we can get it on interlibrary loan (at a cost of £2 per request) but you will have to collect it in person. Your local public library should also offer this service.

Renewing Books

You can renew books by going to **Your Loans** on the library web site or by phoning the SMART automated renewals service (0845 602 6124). You will need your library borrower number (the number under the barcode on your library card) and PIN.

You can also phone, email or fax us and we will renew your items for you. However, if someone else has reserved one of your items, you will have to post the required item back to us. Please make sure it will get back to us before the due date. We advise that you obtain a Certificate of Posting from the Post Office. Please remember to renew books before the due date so you that don't get fined.

Electronic books

netLibrary, accessed from the library web site at <http://www.ucsm.ac.uk/lis/libinfo/resourcesinfo/ebooks/index.php> gives you access to the full text of thousands of books. You will need your ATHENS username to enter this collection.

Journal Articles and Book Chapters

The full text of many journal articles is available on the web. Look up the journal title on the Journals list on the library web site. You will need your ATHENS username to access the articles. We can also send you photocopies of journal articles and book chapters, subject to copyright regulations. Please print out and complete a journal article request form from the web site and post or fax it to us. You will have to pay the photocopy costs (minimum 50p). If we do not hold the journal, we can obtain a copy on interlibrary loan – this costs £2 per request. The article will be posted to you.

