

# LIS

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



## Learning and Information Services



## Students on Placement

What you need to know  
When you are on placement, it is important that you make the most of services available to you. Here we have listed several ideas that will make access to material easier for you.

All information contained in this leaflet can be found at:  
**[www.ucsm.ac.uk/lis/usergroups/placement/index.php](http://www.ucsm.ac.uk/lis/usergroups/placement/index.php)**

This guide is available in other formats on request.

## Plan ahead!

- 1) You can **ask for your loans to be extended beyond your placement end date**. However, this only applies to Long Loan items. You will need to complete an **Extended Loans and Postal Loans form** available from the library or on the LIS web site and have it signed by a tutor. Please do this at least 5 days before you wish to borrow or renew books for your placement period. You only need to complete one form for each academic year, as long as you include all your placement dates for the year.

If you are taking books on placement that you borrowed before completing the form, you will need **to renew them at the library desk** before you leave College.

- 2) **Think ahead and borrow your full quota of learning material**. For full and part time undergraduates and postgraduates you can borrow **12 items from the Main Collection** and **30 items from the Teaching Practice collection**. Note the date of return.

However, **if you are a final year student** working on your main dissertation/assignment, then you can borrow up to **15 items** from the main collection. You will need to fill in an extra loan entitlement form, which needs also to be signed by your tutor. These forms are available from any St Martins library.

- 3) If your books haven't been issued for the length of your placement or if you have borrowed 7 Day Loan books, you can **renew them by using our 24 hour SMART telephone renewals service, telephone any LIS service point, fax, email or from the LIS web site (see contact details at the back of this brochure)**. Click on 'My Account' with your library and PIN number. You can renew material as many times as you like as long as no

Charlotte Mason Library,  
Ambleside  
015394 30274  
Fax: 015394 30371  
email: libamb@ucsm.ac.uk

Carlisle Library  
01228 616218  
Fax: 01228 616263  
email: libcar@ucsm.ac.uk

Harold Bridges Library,  
Lancaster  
01524 384243  
Fax: 01524 384588  
email: liblan@ucsm.ac.uk

Tower Hamlets Schools Library Services, London  
020 7364 6428  
Fax: 020 7364 6422  
email: schoolslibraryservices@towerhamlets.gov.uk

Woolwich Polytechnic Learning Resources Centre, London  
0208 310 7000 extension 220  
BHumphrey@woolwichpoly.greenwich.sch.uk

Education Centre Library, Barrow  
01229 491297  
Fax: 01229 491070  
Email: fgh.library@mbht.nhs.uk

Education Centre Library,  
Whitehaven  
01946 523826  
Fax: 01946 693155  
email: LibraryWCH@ncumbria-acute.nhs.uk

## Students on placement in the NHS

You will be able to join the NHS library which serves your placement venue and use the NHS IT facilities. If you are on placement in Morecambe Bay or North Cumbria NHS Trusts, please look at the **Barrow** (University Hospitals of Morecambe Bay NHS Trust) or **Whitehaven** (North Cumbria Acute NHS Trust) pages on the LIS website for more information on which libraries are available to you.

While you are on placement, you will be allowed access to **clinical databases and full text** journals made available through the NHS National Core Content. **You will need to apply for an NHS ATHENS username to access these.** You can register for an ATHENS username and access the e-resources from the National Library for Health web site ([www.library.nhs.uk/](http://www.library.nhs.uk/)). Please ask in your local NHS library if you need further information and advice on using these.

The **P2P** scheme allows all SMC students to join and borrow from NHS libraries in Cumbria and Lancashire. You may find this scheme useful if you want to continue your membership of an NHS library after your placement has finished or to join another NHS library near where you live. This is a pilot scheme running until 31st August 2007.

Don't forget your local public library. You can make use of the **NHS-Public Libraries Partnership** ([www.lnw.org.uk/nhspartnership.asp](http://www.lnw.org.uk/nhspartnership.asp)) which offers access to PCs and electronic resources, printed material and support for your information needs from public libraries in the North West.

- 4) If you are on placement for more than 4 weeks, you can ask for library books to be posted to you. You need to register in advance of your placement. Please complete an **Extended Loans and Postal Loans form** available from the library or on the LIS website, have it signed by a tutor and hand it in at your nearest LIS service point. Please allow five days for your application to be processed. You only need complete one form for each academic year, providing you give us the dates of all your placements for the year.

To ask for a book to be posted to you, look up your book on the library catalogue, click on 'Request' and follow the instructions, choosing 'Postal Loan' as your collection site.

Books will be sent to your term-time address, unless you request otherwise. Books sent by post must be returned if they are requested by another user. Please note you will have to pay the postage yourself if you return a book by post (please ask for a free Certificate of Posting from the post office). However, before you post the book back, please contact the library to check that it is still required.

- 5) **All correspondence to you from LIS is sent to you via your college email account**, so it is very important for you to check this on a regular basis <https://webmail.ucsm.ac.uk/exchange/>. You will be informed of any requests waiting collection, overdue items or items requested by other borrowers that need returning to the library.  
NB. If you already have your own email address, you can forward our college emails from your existing email account. (See the separate handout entitled: **How to re-direct college emails to another email address** or the Knowledgebase article entitled 'Redirecting emails' on the LIS website.

6) You can use our services via the Internet. Lots of our services are now available off campus, for example, **electronic journals and books** which you can access on site or off-site via the LIS web site — click on **eResources**. As well as the full text of books and journal articles, you can also access databases of journal articles which are searchable by keyword to give you references, as well as the full text.

You will require an **Athens username and password** to access the eResources. The library automatically creates Athens usernames for students, which are emailed to college email accounts. Please check your email first. If you are a student and have not received a username by email, please check with your site library.

If you cannot find your article on the web, you can ask for photocopies of **articles from journals** and **extracts from books** in stock in St Martin's Library to be sent to you, within the UK or abroad, subject to copyright legislation. Please fill out a Photocopy Request form (Word document), which is available via the LIS website. Please use a separate form for each request (copyright law requires one signature per copy).

**Post or fax** the forms to the St Martin's site library which stocks the item you require. A charge of 5 pence per sheet (with a minimum charge of 50 pence) will be made to cover the cost of photocopying.

## 7) Using Other Libraries

You may be able to use other libraries while you are on placement but It will be easier if you arrange this before you go on your placement. If you are eligible to join any of the schemes below, please ask for further details about joining at your nearest College LIS service point or check on the LIS web site.

### **The UK Libraries Plus scheme**

([www.uklibrariesplus.ac.uk/students/index.htm](http://www.uklibrariesplus.ac.uk/students/index.htm)) allows students to join and borrow from many academic libraries. It is open to students on a placement of six weeks or more, part-time and distance learning students and full-time postgraduates. Some libraries may also offer computer access.

If you are a Lancaster-based student on placement in Lancashire, you will be able to use member libraries of the **ALLIS** scheme ([www.allis.org.uk/](http://www.allis.org.uk/)) for reference purposes. These include public libraries where there is usually computer access.

If you are registered at the Ambleside or Carlisle site library, you may be entitled to join and borrow from member libraries of the Cumbria **CHELPS** scheme ([www.ucsm.ac.uk/lis/libinfo/otherlibraries/CHELPS/index.php](http://www.ucsm.ac.uk/lis/libinfo/otherlibraries/CHELPS/index.php)).

You may also find it useful to use **a local public library** either for printed information or to access the web and other IT applications.