

## Where to find more information

- The Education Centre library desk
- The SMC LIS web site at [www.ucsm.ac.uk/lis](http://www.ucsm.ac.uk/lis)
- The printed SMC Information Services guide
- SMC library leaflets (there are links to these on the LIS web site)

## For specific enquiries, please contact:

Enquiry	☺	☎	✉
SMC library information	SMC Library at Carlisle	01228-616218	LibCar @ucsm.ac.uk
NHS library information	Library , Education Centre, WCH	01946-523826	LibraryWCH@ncumbria-acute.nhs.uk
PCs and IT Blackboard	Carlisle IT Help Desk	01228-616270	HelpDeskCar @ucsm.ac.uk
IT training	Chris Durdy	01524-384496	CMDurdy@ucsm.ac.uk
Electronic resources and databases	Margaret Harper Trudy Purkiss	01228-616219 01228-616209	MHarper@ucsm.ac.uk TLPurkiss@ucsm.ac.uk
ATHENS usernames	SMC Library at Carlisle	01228-616218	LibCar @ucsm.ac.uk

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# LIS

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



## Learning and Information Services



## Studying at Whitehaven

### A guide to information services for St Martin's College students

If you are based at the St Martin's College Whitehaven site, you can join and borrow from the NHS Education Centre Library in West Cumberland Hospital. You can also use the services and resources provided by St Martin's College Learning and Information Services. This leaflet outlines what is available to you. The information is also available on the LIS web site at <http://www.ucsm.ac.uk/lis/usergroups/placement/index.php>

The St Martin's College LIS web site is at [www.ucsm.ac.uk/lis](http://www.ucsm.ac.uk/lis)

This guide is available in other formats on request.

### **Education Centre Library**

Please ask at the library desk about joining. You will need your SMC library card.

### **St Martin's College Library**

You are automatically a member of SMC library. If you have not received your library card, please contact the library at Carlisle (LibCar@ucsm.ac.uk). You can use the libraries at Ambleside, Carlisle and Lancaster in person.

### **Your ATHENS username**

You will need this to access the e-books, e-journals and databases from non-networked PCs, such as your home PC. You should have been sent your ATHENS username in an e-mail to your College e-mail account when your course first started. If you have checked your e-mail and not found it, please e-mail the library at Carlisle (LibCar@ucsm.ac.uk) and they will send your ATHENS details to you.

### **Books**

You can borrow 8 books from the Education Centre library. You can also borrow from the SMC libraries. You can check the SMC library catalogue on the LIS web site at [www.ucsm.ac.uk/lis](http://www.ucsm.ac.uk/lis). If you want to borrow a book from an SMC library, please ask at the Education Centre library desk. Please note the return date as you will incur fines if the books are not renewed or returned in time.

### **E-Books**

Some books are available in electronic form. Look up the book on the SMC library catalogue. If it is available as an e-book, you will see a link saying *Click here to access the e-book*. If you want to search the library's e-books collection, go to the SMC library catalogue search page, and click on ***ebook collection***.

### **Journals**

You can use the journals in the Education Centre library. The journal you want may be available electronically — please see the

E-Journals section below. If you cannot find the journal you want in print or electronic form, please ask at the Education Centre desk and they can try and obtain it from another source.

### **E-Journals**

You can access the electronic full text of many journals from the SMC LIS website — click on Journals on the left-hand menu. Look up the journal title. If it is available electronically, you will find a link to a database through which you can access it.

### **Finding journal articles**

If you need to find journal articles for your course work, you can search various databases for references to and the full text of articles. Go to the SMC LIS web site and click on eResources on the left-hand menu.

### **Using the PCs**

The PCs in the SMC IT room in the Education Centre are on the SMC network. You will need your personal network username and password to log on to them. Please look at the leaflet *Username and Password for New Students* for details of how to find these out, or contact the IT Help Desk at Carlisle (details on the back page). You can print to the printer in the IT room. You will need to provide your own paper.

### **E-Mail**

It is important you check your College e-mail regularly as you will be sent important messages from College and the library.

You can access your e-mail by going to the SMC web site at [www.ucsm.ac.uk](http://www.ucsm.ac.uk) and clicking on the St Martin's webmail icon on the left-hand side. Enter your username and password. You can access your e-mail from home but you need to prefix your username with ucsm\, eg. *ucsm\jsmith*

You can set up your College e-mail account so that e-mails are automatically re-directed to another account. Please see the leaflet *How to re-direct College e-mails* or look in the E-mail section in the **Knowledgebase** on the SMC LIS website.