

LIBRARY SERVICES FOR DISTANCE LEARNERS

THE SERVICE

The University of Bradford Library offers a number of services to students who are studying on distance learning courses. We hope you find these services of value and would welcome any comments that you may have.

SUMMARY OF SERVICES

- Enquiry service.
- Postal loan service.
- Photocopy request service.
- Electronic resources availability.
- Obtaining items from other libraries.
- Arranging for you to use other libraries.

ENQUIRY SERVICE

If you have questions about any of our services or would like more information, please contact us. Please see the contact list at www.bradford.ac.uk/library/contact for names, phone numbers and emails of all library staff.

Distance learning librarian

In particular you have a dedicated distance learning librarian who can be your first point of contact and field your enquiries. Details are:

Maria Introwicz, Distance Learning Services,
J. B. Priestley Library, Room 1.6, University of Bradford,
Bradford, West Yorkshire, BD7 1DP, UK
(Tel) +44 (0) 1274 233373 (Fax) +44 (0) 1274 233398
distance-services@bradford.ac.uk

POSTAL LOANS

If you are not able to collect an item from the University of Bradford Library it may be possible to post it to you.

First, check the library catalogue to ensure that the item is available in the library. There is a Library Catalogue Quick Search box at the top of the library homepage www.brad.ac.uk/library/

You can search using a few keywords from the book title and/or author(s) surname(s) or a combination of both.

If the book details are on the catalogue you will be able to see how many copies we have. If all items are on loan, DO NOT use the reserve option unless you will be able to collect directly from the library. Instead, use the Postal Loan Request Form, see information below.

If we don't have the book you need in the library, please contact the distance learning librarian distance-services@bradford.ac.uk to discuss the options.

The library will endeavour to post items out to you. However, some items cannot be posted out of the library, and we cannot guarantee to be able to send items to all countries.

Postal loan request form

Order postal loans by completing the form available online:
www.brad.ac.uk/library/distance/postalform.php

You will be able to keep items for **4 weeks** initially. After this you may renew the loan period if no-one else has requested the item (check the date label inside the book to see how long that item can be renewed for. In most cases it will probably be one week).

Renewals

There is an automated telephone renewals service - 01274 233342. You can also renew items online by clicking on *Borrower Info* from the options listed under the Library Catalogue Quick Search box on the library homepage:
www.brad.ac.uk/library/

Log in with your 9 digit barcode number, that is, your UB number plus issue number found on your UB card. You will also need your 4 digit library PIN, which can be found on the first page of E-vision, top right hand corner.

https://evision.brad.ac.uk/urd/sits.urd/run/SIW_LGN).

Returns

You will be required to ensure the safe arrival of the item back to the library before the date it is due back (you will find this on the date label inside the book). We strongly recommend that you use recorded delivery or registered post. Return all items to the distance learning librarian.

PHOTOCOPY REQUEST SERVICE

Before requesting photocopies to be sent to you it is advisable to check the library catalogue as many journals are available to view online. Search the library catalogue for the journal title www.brad.ac.uk/library/

Enter the title of the JOURNAL, not the title of the article.

If the journal is listed on our catalogue, look for any **online full text links** and the dates available. Follow the links to the journal web page. You will then need either your Bradford University username and password or your Athens username and password in order to view the full text, see information about Athens below.

If the journal is not available to view online, or we don't have a subscription to the item at all, then you will need to submit a photocopy request form.

Photocopy request form

All requests for photocopies must be made on our photocopy request form available online from:

www.bradford.ac.uk/library/distance/distphotorequestform.pdf

Payment for photocopies

Each request currently costs £2. There are two ways to pay: by cheque, made payable to the "University of Bradford" or by Distance Learning account (call the Library Counter on 01274 233301 (then select option 1) to set this up. Explain that you wish to open a distance learning account) minimum payment is £5.00 if paying by credit/debit card.

All photocopy requests must be paid for in advance.

Delivery of photocopies

Many items are now available electronically and can be sent to you by email. If possible we will send you a link to an electronic item, however if an item is only available as paper in the library we will post a photocopy to an address of your choosing as indicated on your form.

Interlibrary loans

Requests for articles which are not in stock will be passed to the interlibrary loans department who will normally obtain copies from the British Library; these will be scanned, rather than posted.

You will be sent an email message (to your Bradford email) to inform you when your document is available. Click on the link while your computer is connected to the internet to download the test document first (as recommended by the British Library) and then click to download the real document. Further information is available at www.brad.ac.uk/library/interloans/forms/sed.pdf

Note: you are only allowed to access the document from the secure server once. So do not click on the link if you do not intend to open the document.

ALSO:

- **You must open the article with 14 days of the email being sent.**
- **You can only print the item TWICE. The second time is allowed in case you have problems with your printer at the first attempt.**
- **You can download the document to your PC but it will only remain accessible for the remainder of the 14 days from the date of the email**
- **If you want a permanent copy, it is recommended that you print it the first time you open it.**


ELECTRONIC SOURCES

If you have access to the Internet you will be able to:

- Search databases.
- Access articles from electronic journals.

DATABASES

Databases contain references to things like journal articles, book chapters, book reviews, conference papers etc. Some databases specialise in certain subject areas, others are more general. The journals, books etc. that they include will vary from database to database. None will be comprehensive therefore in order to do a complete search of the literature you may need to search more than one database.

The database will sometimes only have the reference to the document in other cases there may be a link to the full paper for you to read, sometimes seen as an  link.

Note: You will only get access to the full article if the University has paid for access to the journal. Therefore sometimes your search will retrieve items which you cannot access. In such cases you will need to obtain the article through the interlibrary loan service.

Access to databases and journals

The databases can be accessed by going to the Electronic Resources and Databases website at <http://catalogue.brad.ac.uk/search/y>

Under the option “**Finding e-Resources by Subject**” select your department or subject of interest. You will then be given a list of E-Resources. Some of the E-Resources are databases, others may be electronic journal packages, others simply reliable websites. They have been selected for inclusion by the subject librarian who specialises in that area.

In order to access the journal articles which we have subscribed to you may need your ATHENS username and password.

ATHENS PASSWORDS

You will be required to use your ATHENS username and password in order to access many of the journals that we subscribe to. Details of your ATHENS username and password are sent to you by email. Your Athens username is your Bradford username with a prefix of "bra". However your Athens password is different to your Bradford password.

My Athens

You can change your Athens password on the My Athens webpage <http://auth.athensams.net/my>

Login with your current Athens username and password, then go into My Account to change your password, it may be a good idea to change your Athens password and make it the same as your Bradford password so it is easier to remember.

The My Athens webpage lists most of the resources you have access to. It doesn't however indicate which of the databases would be the best ones for you to try. In order to find that out you need to look at the category lists on the library webpage at <http://catalogue.brad.ac.uk/search/y>

Forgotten your Athens password?

If you have deleted the email mistakenly, you can request another, please see information on this webpage on how to do this:

www.bradford.ac.uk/library/electinfo/athens.php

If you have any questions about ATHENS passwords, or about using any of the databases or electronic journals, please contact the distance learning librarian.

ARRANGING FOR YOU TO USE OTHER LIBRARIES

We can arrange for you to access, and borrow materials, from UK academic libraries that are nearer to you. Under a scheme called **Sconul Access** you can join an unlimited number of academic libraries in the scheme.

Find your nearest library and check the catalogues of participating libraries from the Sconul Access web site www.access.sconul.ac.uk/members/

Sconul Application form

If you wish to join the scheme you need to download the application form and send it or email it to us, see www.bradford.ac.uk/library/services/visiting.php

You should receive a Sconul card within a few weeks. Take the card (and all the other required documentation, e.g. Proof of home address and photo if needed)

to the local library. Before travelling it is advisable to check with the local library as to what documentation they require and when they are open.

EMAIL

Please check your University of Bradford email regularly as this is the main method by which we will contact you.

You can log on to your email from the University's internal homepage www.bradford.ac.uk/internal Click on the link "**Email for Students**" which is on the right hand side of the screen within the "Quick Links" section. Follow the guidance on this webpage which will help you with any questions you may have about the Bradford email.

The University uses Outlook Live. Click on the Outlook Live link to log on.

If you have any further questions about your email you can contact the Library and IT help desk, details are available at www.brad.ac.uk/lss/it-services/it-help/index.php

FURTHER HELP

Distance Learning Library Services webpage:

www.brad.ac.uk/library/distance/index.php

LSS Distance Learning Support:

www.brad.ac.uk/distance/

Library and IT help:

www.brad.ac.uk/lss/it-services/it-help/index.php