

Quick Guide to LSS

Student Edition
2011-2012

www.bradford.ac.uk/lss

Opening hours

J B Priestley Library

(Student Central)

08:30 Mon to 21:00 Fri (24 hours)

08:45–21:00 Sat, Sun

Enquiries Point

09:00–20:00 Mon, Tues, Wed, Fri

10:00–20:00 Thurs

09:00–17:30 Sat

13:00–17:30 Sun

Career Development Services

(Student Central)

09:00–17:00 Mon-Thurs

09:00–16:00 Fri

Counselling (Student Central)

Access by appointment

09:00–17:00 Mon, Tues, Wed, Fri

09:00–19:00 Thurs (term time)

Drop in service

(term time) – no appointment needed

13:00-14:00 Mon-Fri (Uni)

12:15-13:15 Mon, Tues, Fri (College)

13:00-14:00 Thurs (Health Centre)

Disability Service (Student Central)

09:00–18:00 Mon-Thurs

09:00–16:00 Fri

Management & Law Library

(Emm Lane)

08:45–17:30 Mon, Fri

08:45-19:00 Tues, Wed, Thurs

10:00–14:00 Sat

Tip! – Times are subject to review and change during vacation.

See www.bradford.ac.uk/lss/opening

What is Student Central?

The University and Students' Union work in partnership to manage Student Central and the J B Priestley Library as effective and accessible learning environments. Student Central comprises a learning atrium over 2 floors, quiet and group study zones, Students' Union facilities, multi-function club and entertainment area, catering outlets and Careers, Counselling and Disability services – all linking through to the ground floor of the J B Priestley Library

Student card and Library PIN

Use these to:

- get into the J B Priestley Library and other access-controlled areas
- print and photocopy
- borrow, request and renew library items

Your library borrower number is 9 digits (UB number PLUS issue number, both found on your student card). You will be given your library PIN at the same time as your card

Tip! – forgotten your PIN? See e:Vision at <https://evision.brad.ac.uk>

Tip! – lost your card? Get a new one from the Hub (there may be a replacement charge)

What about usernames and passwords?

You need two types!

- **University** – you will receive a username upon registration and will create your own password. Use these to login to University computers and for Blackboard, PebblePad, e:Vision and email (your email username is username@student.bradford.ac.uk)
- **Athens** – needed for some electronic resources. You will receive these in an email from us – www.bradford.ac.uk/library/elecinfo/athens.php

Tip! – forgotten your password or need more info?

See www.bradford.ac.uk/lss/it-services/password/

Can I use email?

Yes! We have a web-based service for email and joint calendaring, with access to other services. You are responsible for your email data and any files you save within these services, as we cannot retrieve lost data. Check your email frequently so you don't miss important messages –

www.bradford.ac.uk/lss/it-services/email/

Where are the computers and study facilities?

We have a number of PC rooms (called cluster rooms) in the J B Priestley Library and across campus. See www.bradford.ac.uk/lss/it-services/clusters.php.

Group study rooms (for 3 to 6 people), can be booked –

www.bradford.ac.uk/library/services/roombookings.php. There are also non-bookable individual study rooms, as well as open work spaces on all floors

Tip! – Find a free PC using your mobile –

www.bradford.ac.uk/lss/mobile/aboutuob/

Tip! – F42, Richmond Building is a 24 hour access (year round) Sun Ray cluster

Can I borrow a laptop?

Yes! UBorrow is a scheme which allows you to borrow a laptop for up to 24 hours. Ask at the IT Help Desk in the J B Priestley Library –

www.bradford.ac.uk/lss/it-services/uborrow/

What if I have my own computer?

- Got a laptop or other portable device? Connect to RoamNet, our free roaming network – www.bradford.ac.uk/lss/it-services/roamnet/
- Problem with your computer? Book an appointment at the PC Clinic – phone 01274 233333

Tip! – Protect your computer –

www.bradford.ac.uk/lss/it-services/software/virus.php

Where can I save my files?

We've given you some disk space to use on our central server. This is called your M:\ drive and should be used to save your academic work as this drive is backed up nightly. You also have access to the SkyDrive (25GB online file storage) which comes with the email package. However, be aware that we do not provide support for this and cannot retrieve any deleted files for you

Tip! – Always keep a backup copy of your work! The Welcome Desk in the library sells storage media – www.bradford.ac.uk/lss/price_list/

How do I print or photocopy?

Printing and photocopying are done on the same multifunction machines

- Credit your account via the pay station in any of the libraries (web payments coming soon)
- Login to the machine with your student card and PIN to either photocopy or select the job you want to print

Printing guides can be found at www.bradford.ac.uk/lss/documentation/#printing

Tip! – Make sure you read the copyright info on the wall above the photocopiers!

Tip! – You can scan to a USB stick (pdf format) from some photocopiers

Please note: printing procedures may vary in some areas in the University

Where do I find information for my studies?

- Printed and electronic books, journals, newspapers, dissertations and theses, DVDs and CDs etc – search via Library Catalogue – <http://bradfinder.brad.ac.uk/>
- Electronic resources in your subject area – <http://catalogue.brad.ac.uk/search/y>
- Blackboard – for lecture notes, past exam papers, course materials etc – <http://blackboard.brad.ac.uk> (if you don't see your module, complete the form at www.bradford.ac.uk/lss/blackboard/form.php)
- Online reading lists – www.bradford.ac.uk/library/elecinfo/readinglists/

Where can I get help to find information for my studies?

- Ask at the subject enquiry desks on Floors 1 and 2 in the J B Priestley Library, or at the Management & Law Library
- Go and see your subject librarian in their office, or contact them by phone or email – www.bradford.ac.uk/library/services/subjlib.php

How can I develop my skills?

Come along to our free IT, Library and study skills workshops – www.bradford.ac.uk/lss/lssworkshops/

How do I find a book?

- Use the catalogue to check availability – <http://bradfinder.brad.ac.uk/>
- If the item is in stock, find it on the shelves using the class number
- If it's on loan you can reserve it using your library borrower number and PIN
- If we don't have the item in stock, you can use our Inter-Library service for a modest fee, or one of our library access schemes

Tip! – Use the catalogue on your mobile – <http://catalogue.brad.ac.uk/airpac>

What can I borrow?

- Undergraduates – 8 items + 6 Quick Service items
- Postgraduates – 14 items + 6 Quick Service items

Loan periods vary. Use the self-issue machines in the Library to borrow items.

To collect and self-issue reserved and Quick Service items, go to the Self Service room

Tip! – you can still borrow with fines up to £5

How do I renew my book?

Call our 24-hour renewals service (01274 233342) or login to your record via the catalogue – <http://bradfinder.brad.ac.uk/>. You can't renew if the book has been reserved, or if you have a fine of £5 or more. Pay your fine at the Library Enquiries Point, or use the payment facility on the self issue machine in the Self Service room in the J B Priestley Library (web payments coming soon)

How do I return my book?

Use the book returns machine next to the J B Priestley Library Welcome Desk, or the book drop bin at the Management & Law Library

How do I stay in touch and keep up to date?

- Visit our web site at www.bradford.ac.uk/lss/
- *About UoB* – free software for most Smartphones, and a web based version for all other mobiles. You can access University maps, systems and news, and keep track of your friends – www.bradford.ac.uk/lss/mobile/
- Visit www.braduni.mobi for directions, PC availability, online study materials, staff contact details, service status and more, from your mobile (data charges apply)
- Something not working? Check www.bradford.ac.uk/lss/it-services/status/

What if I'm a distance learner?

Additional Library services are available if you're enrolled on an eligible distance learning course. Find this and other useful information at www.bradford.ac.uk/distance/

What support is there if I am disabled?

We offer a range of advice, information and support to help you in your studies – www.bradford.ac.uk/disability/. For support in the Library see www.bradford.ac.uk/lss/disability/

What if I'm looking for a job?

Register with the Careers Services' Jobs Online database at www.careers.brad.ac.uk to find up-to-date information on part-time / casual work, vacation / summer internships, placements and jobs after graduation

What if I feel I'm struggling to cope?

The Counselling Service offers a confidential space to talk through concerns and find new ways forward – www.bradford.ac.uk/counselling/

What if I need extra help with maths or study skills?

Not quite getting the marks you would like or not sure where to begin with your studies? The LDU (Learner Development Unit) offers extra help, advice and feedback with maths and a range of study skills, including academic writing and reading skills, presentations (group or solo), time management and much more – www.bradford.ac.uk/learner-development/

Health, safety and security information

Your health, safety and security are important. If the fire alarm sounds, leave the building immediately. Make sure you know what to do in the event of accident, theft or emergency whilst you are in our buildings. Please see www.bradford.ac.uk/lss/regulations/health+safety/. J B Priestley Library security can be contacted on 01274 235215 (in case of emergency, call 01274 234499)

Your commitment to us and to other users

We ask you to respect our facilities and the rights of others. Please help to keep our buildings pleasant places to work. Keep noise to a minimum and don't use mobile phones in silent working areas. Please make time to read the full regulations at www.bradford.ac.uk/lss/regulations/. Non-compliance will not be tolerated

Where do I go for help?

- Library Enquiry Desk for general library help and advice
- Subject librarians – www.bradford.ac.uk/library/services/subjlib.php
- IT Help Desk in the J B Priestley Library – www.bradford.ac.uk/lss/it-services/it-help/
- Out-of-hours IT support service, 01274 233333
- Documentation and help sheets – www.bradford.ac.uk/lss/helpsheets/
- Career Development Services for help with employability, advice and information – www.careers.brad.ac.uk/
- Counselling Service offer appointments, Drop In service and online self help material – www.bradford.ac.uk/counselling/
- Disability Service – www.bradford.ac.uk/disability/
- Learner Development Unit for maths and study skills – www.bradford.ac.uk/learner-development/

We welcome feedback –

www.bradford.ac.uk/lss/feedback.php

Information in this publication is correct at time of printing. This information and any updates are available at www.bradford.ac.uk/lss/student/.

Please contact us if you need this in an alternative format – info-admin@bradford.ac.uk

Useful contacts

- J B Priestley Library – 01274 233301, Textphone 01274 233687, library@bradford.ac.uk
- Management & Law Library – 01274 234401, library@bradford.ac.uk
- IT Help Desk (in the J B Priestley Library) – 01274 233301, lsshelp@bradford.ac.uk
- Out-of-hours IT support service – 01274 233333
- Careers – 01274 234991, careers@bradford.ac.uk
- Counselling – 01274 235750, counselling@bradford.ac.uk
- Disability Service – 01274 233739, disabilities@bradford.ac.uk
- LDU (Learner Development Unit) – 01274 236849, learner-development@bradford.ac.uk
- J B Priestley Library Security – 01274 235215 (in case of emergency – 01274 234499)

Tip! – More at www.bradford.ac.uk/lss/contact/