



# Library Services for Distance Learners

An overview of the library services offered to students registered on distance learning programmes.

---

The University of Bradford retains copyright for this material, which may not be reproduced without prior written permission. If you need to view this document in an alternative format or have any comments on the content email: [lib-webadmin@bradford.ac.uk](mailto:lib-webadmin@bradford.ac.uk).

Screenshot(s) from Summon™ reproduced with permission from Proquest®

Screenshot(s) of SFX reproduced with permission from Ex Libris®

SCONUL website screenshots reproduced with permission from SCONUL. All contents of the SCONUL website are: © Copyright 2012 SCONUL and/or its suppliers. All rights reserved.

# Contents

Distance Learning Service Contact Information .....	1
Distance Learning Library Webpage .....	1
Postal Loan Request Service .....	1
Use Summon™ to check if the library holds a particular book .....	1
Postal loan request form .....	2
Loan periods of books .....	2
Book returns .....	2
Library Fines .....	2
Electronic Books (eBooks) .....	2
Article Request Service .....	3
Using Summon to check if the library has access to a particular article .....	3
Article request form .....	4
Payment for article requests .....	4
Requesting articles using the online form .....	5
Cancelling requests .....	5
Receiving articles .....	5
Searching for Articles by Topic .....	5
Databases .....	6
Access to databases .....	6
Arranging to use other libraries .....	6
SCONUL .....	6
Email .....	8
Further Help .....	8

## Distance Learning Service Contact Information

You can use the following email address [distance-services@bradford.ac.uk](mailto:distance-services@bradford.ac.uk) for general library enquiries. It can be your first point of contact.

TEL: 01274 233301

Twitter: @LibraryUoB

## Distance Learning Library Webpage

The library distance learning webpage can be found at <https://www.bradford.ac.uk/library/additional-help/distance-learners/>.

## Postal Loan Request Service

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

## Use Summon™ to check if the library holds a particular book

First, check **Summon or the Catalogue** to ensure that the item is available in the library. Summon is the default search box given at the top of the library homepage <https://www.bradford.ac.uk/library/>.

Summon will find books plus journal articles, magazine articles, newspapers and more. More information about Summon is available at <https://www.brad.ac.uk/library/find-materials/summon/>.

### Summon

Search for books, journal articles, eResources and more

Go

[Help with Summon](#) | [Search catalogue](#) | [Renew books](#)

A link to the **Catalogue** search is beneath the Summon search box. The catalogue lists books but not journal articles. You can search using keywords from the book title or author(s) surname(s) if you know the author(s) or a combination of both.

## Postal loan request form

Use the Postal Loan Request Form available from the Distance Learning webpage to request for books to be sent to you <https://www.bradford.ac.uk/library/additional-help/distance-learners/>.

If we don't have the book you need, please contact the library on [distance-services@bradford.ac.uk](mailto:distance-services@bradford.ac.uk) to discuss other options.

The library will endeavour to post the items you need. On rare occasions some items cannot be posted and we cannot guarantee to be able to send items to all countries.

## Loan periods of books

You will be able to keep all items for 4 weeks initially. After this date you will be sent a library notification informing you that the item has been **automatically renewed provided nobody has reserved it**. Please check the library notification carefully and make sure that the due dates have changed. If an item has been reserved by somebody else the due back date will not change and you must endeavour to send the book back as soon as possible.

## Book returns

You will be required to ensure the safe return of the item(s) to the library by the due back date. We strongly recommend that you use recorded delivery or registered post. Return all items to

Customer Services – Distance Learning Book Return  
JB Priestley Library,  
University of Bradford,  
Bradford, West Yorkshire,  
BD7 1DP, UK.

## Library Fines

Fines are charged for the late returns of **reserved items**. More information about charges can be found on the library webpage relating to Library Fines and Web Payments <https://www.brad.ac.uk/library/using-the-library/my-library/fines-and-fine-payments/>.

## Electronic Books (eBooks)

In some cases the book may be available as an eBook. If an item is available as an eBook a **full-text** link will be given on Summon (or the Library catalogue). Click on the **Full-text link** to access the eBook and log in with your UoB username and password.

Some eBooks will allow you to download the whole or part of the book for a number of days. This will vary depending on the eBook supplier.

# Article Request Service

Before requesting journal articles to be sent please check **Summon** to make sure it isn't available to view online.

## Using Summon to check if the library has access to a particular article

Go to the library webpage <https://www.bradford.ac.uk/library/>.

Enter the article title into the Summon search box on the library homepage and click **GO**.

### Summon

Search for books, journal articles, eResources and more

Go

[Help with Summon](#) | [Search catalogue](#) | [Renew books](#)

At the next screen log in to Summon. The login option is at the top left hand corner of the screen.

Off-campus? Log in to access full text and more content.

UNIVERSITY OF BRADFORD  
MAKING KNOWLEDGE POPULAR

argument students understand what essay writing

Search

139,833 results sorted by [relevance](#)  Add results beyond your library's collection

**REFINE YOUR SEARCH**

- Any
  - Full Text Online
  - Scholarly & Peer-Review
  - Peer-Review
  - Library Catalogue

**CONTENT TYPE**

- Any

**Argument!** helping students understand what essay writing is about

by [Wingate, Ursula](#)

Journal of English for Academic Purposes, 12/2011

... writing in 20 disciplines that a commonly recognised value of the **essay** is its 'ability to display critical thinking and development of an **argument** within the context...

Journal Article: Full Text Online

Now log in using your University username and password. You will need to enter your University username, for example jbloggs (**without @bradford.ac.uk**) then your University password.

Please enter your UoB username:

Please enter your UoB password:

Login

This will authenticate you as a student at Bradford and enable you to access many library electronic resources off campus.

If your article is in the results list and has a **Full-Text Online** link then you should be able to access it online from Summon. Click on the full-text link to go to the article:



If the SFX screen appears click on the full-text available via... link:



You should now be taken directly to the journal article. You should not need to log in again.

## Article request form

If the journal article is not available to view online through us, you could try to search on Google or Google Scholar for an “Open Access” copy as an increasing number of journal articles are available for free on the web. If the article isn’t available for free electronically you will need to submit an **Article Request Form** so that we can try to obtain a copy for you.

## Payment for article requests

We charge for any items which need to be requested from another library (normally the British Library). Each article request costs £2. The money will be deducted from your **printing/photocopying** account.

Payment into the account can be made by:

- Web Payments, see the following webpage for details  
<https://www.brad.ac.uk/library/using-the-library/my-library/fines-and-fine-payments/>.
- Phone 0300 023 0503, Mon-Fri 10:00-16:00.

If the library holds the item as print, we will scan the article/chapter and email to you. There isn't a charge for this service.

## Requesting articles using the online form

1. Go to the Online Request Forms <https://www.brad.ac.uk/library/find-out-about/inter-library-loans/online-request-forms/>.
2. Choose the form that best suits your request. **Please note** if you want to **borrow a book** that is available in the library DO NOT use this service. Please use the **Postal Request Service** offered specifically for distance learners.
3. Login with your UoB number and Library PIN.
4. Read the copyright declaration at the top.
5. Complete the form.
6. **IMPORTANT: Ensure that you indicate that you are a distance learner by entering the words "distance learner" into the Distance Learning/Other Info. box.**
7. Submit the form.
8. Add money to your printing/copying account to cover the £2 charge per request if applicable.

## Cancelling requests

If you need to cancel the request please contact Customer Services as soon as possible. If the request has already been processed we will not be able to cancel.

## Receiving articles

Items which are available in the library as paper copies will be scanned (in accordance with copyright law) and emailed to you.

Requests for articles which are not in the library will be passed to the **Inter-Library Loans** department (<https://www.brad.ac.uk/library/find-out-about/inter-library-loans/>) who will normally obtain from the British Library.

You will be sent an email message to inform you when your document is available to download. Follow the instructions given in the email. You will need to register with the British Library the first time you use this service. More information is available at <https://www.brad.ac.uk/library/find-out-about/inter-library-loans/sed.pdf>.

## Searching for Articles by Topic

Search **Summon** or subject specific **databases** in order to find journal articles by topic. Search by using **Keywords** (not full sentences).

## Databases

Databases contain references to journal articles, book chapters, book reviews, conference papers etc. Some databases specialise in certain subject areas, others are more general.

Some databases will only give you references, in which case you will need to use the **SFX link** to check if the article is available for you to view in full. In other cases there may be access to the full document as part of the database, seen as “full-text” or PDF.

Sometimes the search within databases will retrieve items which you cannot access in full as databases search beyond the library collections. In such cases you will need to obtain the article through the **Article Request Service**.

## Access to databases

In order to find out which databases are the best ones for your subject area use the library subject pages available at <https://www.bradford.ac.uk/library/subject-support/>.

1. Select your subject area.
2. Click on “Find Articles Using Databases”.
3. Click on the title of the database you wish to use.
4. Click on the database title again.
5. Log in with your University username and password.

## Arranging to use other libraries

We can arrange for you to use other UK academic libraries under a scheme called **SCONUL Access**. You can join a number of academic libraries.

## SCONUL

If you wish to join the scheme apply online at <https://www.sconul.ac.uk/sconul-access>.

Make sure that you select **Distance Learning Student** for the kind of user option. Select University of Bradford. Click Find.

The screenshot shows the SCONUL Access application form. The page title is "SCONUL Access". The navigation menu includes "home", "about sconul", "news", "events", "publications", and "sconul access". The left sidebar contains a "SCONUL Access menu" with links to "About Access", "How does the Access scheme work?", "General user guide", "Using computers", "Frequently asked questions", and "SCONUL Vacation Access Scheme". The main content area explains the SCONUL Access scheme and provides instructions for applying. Two red boxes highlight the "STEP #1: tell us what kind of user you are:" dropdown menu, which is set to "Distance Learning Student", and the "STEP #2: Tell us the name of your institution:" dropdown menu, which is set to "University of Bradford". A "Find" button is visible at the bottom right of the form.



Select the University Library you wish to join from the list given:

Bangor University  
 University of Bath  
 Bath Spa University  
 University of Bedfordshire  
 Birkbeck, University of London  
 University of Birmingham  
 Birmingham City University

Select the University Library which you wish to join from the list given.

Click Apply for access:

**Institution Details**

**University of Leeds**

**Libraries:** University of Leeds  
**Library Website:** <http://www.leeds.ac.uk/library/>  
**Website:** <http://www.leeds.ac.uk/>

**Contact Details**

**Contact Name:** Lynne Thompson  
**Post Held:** Assistant Customer Services Manager  
**Contact Phone:** 0113 3435663  
**Contact Email:** l.c.scutchings@leeds.ac.uk; l.thompson@leeds.ac.uk; m.j.o'reilly@leeds.ac.uk  
**Postcode:** LS2 9JT

Apply for access

Click Apply for access.

Enter your details. All fields must be completed, agree to the terms and conditions and click Submit:

**Library Access Application Form**

To be eligible for SCONUL Access you must:

- Be a registered library user at a home university or college which supports your type of user.
- Be considered "in good standing" (i.e. have abided by the library rules, paid library debts etc.)

Please note that by filling in this form and submitting it to your home library, you are applying to join SCONUL Access. This will be your passport to a wealth of Higher Education libraries; **you do not need to make multiple applications** via this form. Personal information supplied by you will be used only for the purposes of administering the scheme, including the transfer of data between home and host library and vice versa.

You are planning to visit:

**University of Leeds**

First name \*

Family Name \*

Email address \*

Library or ID Card number \*

Library user type \*

I agree to be bound by the rules and regulations of all the libraries I apply for and/or use \*

I understand that my personal details can be shared for the purpose of administering the Access Scheme

Submit

Enter your details. All fields must be completed.

Agree

Submit

Agree

© SCONUL 2014 — SCONUL, 94 Euston Street, London, NW1 2HA contact us terms and conditions privacy policy feedback links

**Your application will be sent to the SCONUL representative at Bradford who will check your application and then email you with further instructions.**

The email you receive from the SCONUL representative at Bradford will be your SCONUL membership. Take a copy of the email to any library you wish to join. It is advisable before travelling that you contact the University you wish to join in order to check their opening hours and also ask about any other documentation you need to bring with you.

**The level of access given to you will depend on the University library you are joining.**

If you wish to join multiple University libraries you do not need to apply again. Use the original application email.

## **Email**

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

The University uses Office 365 <https://mail.bradford.ac.uk/>. Log in with your Bradford username and password. An email user guide is available at <https://www.bradford.ac.uk/it-services/help/help-sheets/email-and-calendaring/student-email/>.

## **Further Help**

If you have questions about any of our services please contact us. For names, phone numbers and emails of all library staff please see the contact list at <https://www.bradford.ac.uk/library/about-us/contact-us/>.