WHAT TO EXPECT
from your Library
2020/21
An investment in knowledge always pays the best interest.

Attributed to Benjamin Franklin (c.1706 - 1790)
If you haven’t used a library like ours before, and especially if it’s your first time studying at degree level, this guide is for you. Compared to school or college, at university you are expected to take more responsibility for your own learning and be more discerning, critical and analytical in your approach to study. It’s a transition that doesn’t happen overnight, but there are plenty of people here at BGU, including in the Library, to help you.

On the following pages you’ll learn what you can expect from the University Library: how to make the most of resources and services, the many ways you can seek help from the library team, and how the Library can help you to achieve your academic goals. By the time you reach the last page we hope you’ll feel more informed and confident and have a clear understanding of just how many avenues of support there are available to you.

Good luck with your studies - we look forward to meeting you soon!

Emma Sansby BA (Hons) MA MCLIP
Head of Library Services

P.S. For lots more information about the Library see libguides.bishopg.ac.uk

The Library has been at the heart of campus life since 1886, providing a welcoming, supportive space to think, learn and research. Libraries have changed a lot in that time, most recently as a result of the digital revolution, but we’d like to think that it’s still possible to lose yourself amongst the rows of books in our library, and be struck by the volume of knowledge that surrounds you at every turn.

Did you know? In the Middle Ages books were so rare and valuable that they were chained to pieces of furniture. You can see evidence of this in the Wren Library at Lincoln Cathedral.
The Library is a brilliant place to study and the facilities are excellent.”

Caroline

We are professional and hardworking and we love what we do. We have a wide variety of skills, qualifications and experience and some of us are accredited members of the Library and Information Association. Most importantly though, we’re here to help you.

“To proactively support and respond to the learning, teaching and research needs of the University and to help its members achieve their academic goals through the provision of high quality library services and facilities.”

Our Mission Statement

Our purpose is to...

• Offer a wide variety of print and electronic resources to support your studies, and the search tools to discover them
• Provide expert help and advice about all things library-related
• Maintain access to library study spaces and related equipment
• Help to promote and develop information literacy across the University
• Lead on copyright compliance across the University
• Support reading list provision across the University
• Administer the University’s research repository, BG Research Online
Just as your subject knowledge improves as you progress through your course, your use of the Library - and your information skills - change and develop over time. It’s a bit like learning to swim...

Initially it’s about being curious - dipping your toe in the water and doggy-paddling around at the shallow end. You’ll focus on finding your way around and understanding the basics. You’ll mostly stick to books or the internet and won’t use journals much. You’ll probably use the Library just to access books or use the computers.

Next it’s about gaining confidence and mastering the crawl. You’ll be expected to use WorldCat and other databases to search for journal articles and other resources. You’ll feel more comfortable about assignment research and will develop critical thinking skills. Your use of the Library will be on the increase.

Ultimately it’s about becoming accomplished and confident and perfecting your dive. You’ll identify, locate and use a wider variety of resources and might focus on a dissertation or in-depth research project. It’s natural to need a bit more support at this point. You’ll be using the Library a lot.

If you’re on a 3-year course, the stages above loosely mirror your progression from year to year. If you’re on a 2-year course, you experience the different stages in a slightly more condensed way.

Resources are arranged on the library shelves by subject and then by author, so books about history are shelved together, books about drama are shelved together, and so on.

The order in which subjects are arranged is determined by our library classification system, Dewey Decimal Classification (or just ‘Dewey’). You may already be familiar with Dewey from school, college, or your local public library.

Each book has a Dewey shelfmark displayed on its spine to indicate where in the Library it belongs. Shelfmarks are always at least three numbers long, sometimes followed by a decimal point and then up to five more numbers. For example, shelfmarks for books on mathematics range from 510 to 519. 510 is general mathematics, 512 is algebra, 513 is arithmetic, and so on. Numbers after a decimal point denote a subdivision of the subject, for example 516 is general geometry, but 516.2 is Euclidean geometry. It’s important to read the numbers after the point as a decimal, so 516.209 is located before 516.3 on the shelf.

Within each shelfmark books are arranged in author order. If you see three letters at the end of a shelfmark these refer to the first three letters of the author’s surname. So the full shelfmark for a book on Euclidian geometry written by Jill Armstrong would be ‘519.2 ARM’.

Shelfmarks starting with numbers between 000 and 613 are located on the ground floor of the Library and shelfmarks starting with numbers between 614 and 999 are located on the first floor.
Have you noticed how students on University Challenge say things like “Hi, I’m Sam from Lincoln and I’m reading theology”? It’s an old-fashioned term but emphasises how central reading is to university life.

Most courses expect you to do lots of reading. But how do you know what to read? The answer is **reading lists**. Compiled by your module tutors, reading lists are designed to supplement what you learn in class, build up your knowledge, and develop subject expertise. There is usually one per module, containing a mixture of books, articles, websites and other materials. Each item is usually allocated an importance tag like ‘essential’, ‘core’, ‘recommended’ or ‘further’, to help you assess their relative importance.

Reading lists are available online via a system called **My Reading**, which is administered by the Library. Look for links to My Reading on Blackboard and LibGuides, where you’ll also find links to related video tutorials.

Initially you’ll focus on reading lists and little else, but as time passes you’ll be expected (or might wish) to do wider reading. For inspiration check the back pages of the books on your reading lists as they often contain further reading. You might also choose to read around a topic to understand its wider context and enhance your knowledge. For example, if you were studying Gothic literature you might be interested to learn more about Gothic architecture or the Goth subculture.

Finally, finding time to read just for the sheer **pleasure** of it can be tricky, but taking time out to read something you really enjoy, like a graphic novel or a magazine, is a great way to relax.
Whether it’s your first week at BGU or your last, help and advice is always available.

Library orientation sessions provide a basic introduction to our resources, services and facilities. One will be scheduled for you during your first few weeks at BGU.

Learn about the Library at any time and at your own pace via LibGuides. A one-stop-shop packed full of information, you can check opening hours, make bookings and loads more. It also includes guides for all subjects taught at BGU.

For 1-to-1 help, book an appointment with a librarian. Students tell us they find appointments useful for discussing assignments, identifying appropriate resources, and formulating effective search strategies.

If you have questions specifically about resources for your course ask to speak to your subject librarian. It’s really important to know who your subject librarian is and how to get in touch with them - they can be a really useful, named contact in the Library.

In addition to the above you can always speak to us in the Library, give us a call, drop us an email, or type your question into the search box on the LibGuides homepage.
Just as the Library is at the heart of the campus, resources are at the heart of the Library. We own or subscribe to a vast number of resources, all carefully chosen to support your studies and all free to access. The vast majority of our resources are **books and serials**.

We own printed books and electronic books (e-books). Not all books are available as e-books, but if a book on a reading list is available as an e-book we will normally buy both. Publishers sometimes limit how many people can access each e-book at once, so if the e-book you need is being read by someone else you may need to try again later.

The word serial refers to things like newspapers, trade magazines and journals. A journal is an academic magazine made up of scholarly articles about the latest research in a particular field of study. Of all the millions of resources we provide access to, journals make up by far the biggest proportion.

Apart from books and serials we also have a DVD collection and a map collection, and in our Teaching Resources Collection you’ll find toys, objects and games! We also, via our Subject LibGuides, signpost free online resources like government reports and useful websites.

At BGU you’re likely to use five main tools to find information: **Blackboard, WorldCat, A-Z Databases, BrowZine** and **search engines**.

**Blackboard** is the University’s virtual learning environment and contains links to directed reading like reading lists and weekly reading tasks.

**WorldCat** is our library catalogue. A single search checks for print books as well as online resources like e-books and journal articles, and allows you to open online resources straight from the screen.

**A-Z Databases** lists and provides links to all of our library databases, including some not searched by WorldCat.

With **BrowZine** you can browse our journals collection by subject, or search for a specific journal, and then view the articles within each issue.

**Search engines** like Google and Bing are good for getting a broad overview of a topic. Specialist search engines like Google Scholar help you dig a little deeper. However, lots more resources, carefully selected for your precise needs, are only available via library search tools like WorldCat and A-Z Databases.

In addition to the tools above, why not try finding a relevant subject area and browse along the shelves to see what’s there! If you’re not sure how to find a book in the Library, look for the step-by-step tutorial on LibGuides.
Do we have enough of everything on your reading lists to go around? It depends on the type of resource. Some items like book chapters and journal articles are available to everyone at the same time, as are some e-books. Free online resources are also available to everyone at the same time.

**Print books are different though.** It can be worthwhile investing in one or two print books per year for your course; your tutors can advise you about the most useful ones to own and you can often pick up cheap second-hand copies online. Aside from these you’ll be relying on the Library, but, as you might imagine, it’s not possible for us to supply every student with a copy of every resource.

For books that are in heavy demand we normally buy multiple physical copies. We keep at least one reference copy in the Library, loan some for a week at a time, and loan the rest for three weeks at a time. This allows copies to circulate as much as possible. We also buy the e-book, if one is available.

All of the above means that you should expect to have to reserve books when all copies are on loan, and you should expect to have to occasionally work in the Library to use books that can’t be borrowed (we call these reference copies).

Other ways to request resources include inter-library loan and our More Books service; you can read more about these on LibGuides by typing either term into the search box.

Ultimately, if you have concerns about resources for a particular module, contact your subject librarian straight away - they might be unaware of pressure on a particular title and be able to act quickly to relieve it.

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**GETTING ACCESS TO BOOKS**

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**WHY NOT FIND OUT MORE ABOUT...**

...the important scholars in your field of study?

...who your subject librarian is and how to contact them?

...WorldCat, A-Z Databases and BrowZine? Try them out yourself or book an appointment with a Librarian.
The Library staff are always helpful and this for me is my favourite part of being a student here.”

Maria

Library anxiety is a thing (it really is – look it up!); people speak of feeling overwhelmed, daunted, confused, at a loss where to begin, and embarrassed that their fellow students seem more confident than them.

If this sounds familiar rest assured that we are aware of it, we understand it, and we cannot emphasise enough that you should never feel you are being a nuisance by asking for help. The longer you suffer with library anxiety the more likely it is to impact your studies, so it’s worth tackling early on.

If circumstances allow, a great way to put your mind at rest is to request a tour. It’s a really practical step you can take to familiarise yourself with the building and its resources, and start to feel more confident. Plus you get to spend time with someone who works here – a friendly face you can feel comfortable approaching for help in the future.
There are six Graduate Attributes that you are encouraged to develop at BGU. All involve transferable skills – skills that will be useful not just at university, but in everyday life and your future career.

One of the six Graduate Attributes is **Information Literacy** - the ability to “think critically and make balanced judgements about any information you find and use”*. It’s basically about identifying, gathering, evaluating and managing information, all of which are central to assignment research and all of which the library team are well-placed to help you with.

We all know how it feels to be bombarded with information (on the internet, on social media, on the news) but how can we tell what’s accurate, up-to-date and credible? Being information literate allows you not only to discern what is reliable and authoritative based on the evidence in front of you, but to read between the lines and frame problems and situations in new ways.

*An official definition from the Library and Information Association.
Under normal circumstances the Library offers a range of study environments to suit different learning styles, including (hopefully!) yours.

**Most areas of the Library are quiet study spaces:** a little talking is allowed provided it’s quick and quiet.

In the **Social Study Suite**, which is designed for collaborative and group work, we allow talking but a studious atmosphere must be maintained. This includes the seminar rooms.

In the **Silent Study Suite** no talking is allowed. This includes the individual study booths, where you can shut yourself away completely.

If you’re a night owl, the **24/7 IT Suite** in the building foyer might be just what you need.

Whichever of the above you choose, please be considerate of others working around you and respect the **Golden Rule:** treat others as you would wish to be treated yourself.

Of the many hundreds of students we talk with each year, some get more out of the Library than others. **Here are some of the things you can do to make the most of everything on offer:**

- Get to know LibGuides, our one-stop-shop for everything library-related
- Regularly borrow resources (and use them!)
- Find out what WorldCat is and how to search it
- Explore online resources beyond WorldCat
- Make use of library spaces to study and collaborate with others
- Book an appointment with a librarian at least once a year to refresh your information skills
- Keep up with library news
- Work towards the Graduate Attributes Excellence Award
- Try to maintain a healthy study/work/life balance
- Don’t be afraid to ask for help, and let us know if something isn’t working as you think it should.

Each of the above behaviours can make a difference to your university experience and allow you to save time, acquire transferable skills, stay healthy, and feel satisfied that you are doing your best work. Pick and choose, or try them all!
### LIBRARY TERMINOLOGY

All of the terms below are used in BGU Library. Any in *italics* have their own entry on the list.

| A | Abstract: A short summary, e.g. of a journal article. |
| B | Bibliographic information: The publication details of a resource e.g. author, title, date, edition etc. See also citation. |
| F | Full-text: An entire document (e.g. a journal article) available to view online. |
| C | Call Number: Another word for Shelfmark |
| G | Genre: A general category or type of resource. |
| D | Database: A searchable collection of electronic data. |
| H | Hold: The ability to request a library resource when it is on loan to someone else. Also called a reservation. |
| I | Index: An alphabetical or themed list of topics with relevant page numbers, normally at the back of a book. |
| J | Journal: A serial on a specific subject; like a magazine but with more detailed academic and professional articles. |
| K | Keyword: A descriptive word or phrase used to search databases and other online resources. |
| M | Monograph: A single authored book or long essay on a specific subject. |
| N | Note: A short note or item of information. |
| O | One week loan: High demand resources with a 7-day loan period (also known as ‘owls’!). |
| P | Periodical: Another word for a serial (something published periodically). |
| Q | Quotation: A set of words directly taken from another source. |
| R | Reference: Refers to resources which can’t be borrowed or taken out of the Library (not even to the 24/7 Suite). |
| S | Serial: Any type of publication published regularly (e.g. monthly, quarterly, annually). Includes journals, magazines and newspapers. |
| T | Table: A structured arrangement of data in rows and columns. |
| U | URL: Uniform Resource Locator. A standard address for online resources. |
| V | Venue: The physical location of a resource. |
| W | WorldCat: the Library’s main catalogue and discovery tool. |
The only thing that you absolutely have to know, is the location of the Library.

Attributed to Albert Einstein (1879 - 1955)