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

Attributed to Benjamin Franklin (c.1706 - 1790)
If you’ve never used a university library before the idea of having to do so might seem a little bit scary. **Don’t worry though** – it’s a pretty common feeling, and this guide is designed to make sure it doesn’t last long!

Here in the UK levels of learning are numbered, as you can see on the right. Level 3 to Level 4 is quite a leap: you are likely to be taking on more responsibility, both for yourself and your studies, and be expected to be more discerning, critical and analytical in your approach to learning. It’s a transition that won’t happen overnight, and there are plenty of people here at BGU, including the Library team, who are here to help and support you on the journey.

With the above in mind, this guide is intended to get you off to a confident start by telling you what to expect from the Library, how you can make the most of the many resources, services and support on offer and, ultimately, how the Library can help you achieve your academic goals. We hope you find it useful and look forward to seeing you in the Library soon.

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

*P.S. If you’re looking for practical library information (opening hours and so on) please visit [libguides.bishopg.ac.uk](http://libguides.bishopg.ac.uk)*
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. Books remained the preserve of the wealthy until the 19th century when literacy increased, technological advances allowed books to be produced more quickly and cheaply, public libraries were built, and publishing developed into a profitable industry.

In keeping with the increasing popularity of the written word in the 19th century, our library was established in 1886. Initially just a cupboard of books, students “rejoiced over the formation of a real library”* when dedicated rooms were finally set aside in 1913.

We have thus been at the heart of campus life - providing a welcoming, supportive space to think, learn and research - for over a hundred years. 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.

*As described by M. Turner in an article published in 1923 in the Lincoln Training College Magazine.
As a team we are professional and hardworking and love what we do. We have a wide variety of skills, qualifications and experience and some of us are accredited members of the Chartered Institute of Library and Information Professionals. Most importantly though, we’re here to help you.

Our Mission Statement

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 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

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**Yvonne Craig**
as Batgirl/Barbara Gordon in the Batman TV series (1966-1968)

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**Tim Robbins**
as Andy Dufresne in The Shawshank Redemption (1994)

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**Anthony Head**
as Rupert Giles in the Buffy the Vampire Slayer TV series (1997-2003)

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**Rachel Weisz**
as Evelyn Carnahan in The Mummy (1999)

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**Katherine Hepburn**
as Bunny Watson in Desk Set (1957)
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 visit the Library just to borrow 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 visits to 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 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.
Have you ever wondered why contestants on University Challenge introduce themselves by saying “Hi, I’m so-and-so from Lincoln and I’m reading theology”? It’s an old-fashioned term, but it 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? Almost all modules have their own designated reading list of books, articles, websites and other materials. Compiled by your tutors, reading lists are designed to supplement what you learn in class, build up your knowledge, and develop subject expertise.

Initially you’ll focus on reading lists and little else, but as time passes you’ll be expected (or you might wish) to do wider reading. For inspiration check the back few pages of the books on your reading lists as they often contain bibliographies and/or suggestions for further reading.

If you enjoy a subject it can be interesting (and useful) to understand the wider context; imagine a jigsaw puzzle, where a subject is one piece of a larger picture. For example, if you were studying Gothic literature you could choose to explore links to Gothic art and architecture or the Goth subculture.

Finally, we know that finding time to read just for the sheer pleasure of it can be hard, but taking time out to read something you really enjoy, like a graphic novel or a magazine, can be a great way to relax and unwind.
Whether it’s your first week or your last, offering help and advice is a massive part of what we do. Keep reading to find out some of the ways we offer support...

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, book rooms or appointments and loads more. It also includes guides for all subjects taught at BGU.

For a more interactive experience try Libskills – sessions scheduled throughout the year for practical training from a librarian in the company of fellow students. Topics include performing successful online searches, using e-books effectively, and accessing journal articles.

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 as they can be a useful, named contact in the Library.

In addition to the above you can always speak to us at the Service Desk or Enquiry Desk, give us a call, drop us an email, or type your question into the search box on the LibGuides homepage.

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**Top Tips**

**Top Tip**

Start your assignment research as early as possible in case you need to place reservations on popular books.

**Top Tip**

Work your way through our Information Literacy LibGuide.

**Top Tip**

Take a walk around the Library to find an area you feel most comfortable working in - everyone’s different!
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 them, all carefully chosen to support your studies and all free to access. The vast majority of our resources are books and serials.

We have printed books and electronic books (ebooks). If a book is on a reading list and there’s an ebook available we normally have both versions.*

The word serial refers to 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, journal articles 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 signpost free online resources like government reports and useful websites.

During your time at BGU you’re likely to use four main tools to find information: Blackboard, internet search engines, WorldCat, and A-Z Databases.

Blackboard is the University’s virtual learning environment (VLE) and contains links to directed reading (reading lists, weekly reading tasks, articles and chapters selected by your tutors, etc).

Internet search engines like Google and Bing allow you to search the world wide web and are good for getting a broad overview of a topic, whilst a specialist search engine like Google Scholar helps you dig a little deeper. It’s easy to stick with search engines, but it could mean you miss out: lots more resources, carefully selected and curated for your precise needs, are only available via library search tools like WorldCat and A-Z Databases.

WorldCat is our library catalogue and allows you to search all of our physical resources and about half of our databases at the same time. A-Z Databases lists and links to all the library databases, including those not searched by WorldCat.

In addition to the tools above, your eyes are great for browsing; just find a relevant subject area and look along the library shelves to see what’s there!

*Some books aren’t available as ebooks, and publishers sometimes limit how many people can access an ebook at once.
Do we have enough of everything on your reading lists to go around? Yes and no – it depends on the type of resource. Some tutors upload book chapters and journal articles to Blackboard; these are available to everyone at the same time. Free online resources are also available to everyone at the same time.

**Books are different though.** It can be worthwhile investing in one or two books for your course per year; 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 then 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 the copies to circulate as much as possible. We also buy the ebook, 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 access books that can’t be borrowed.

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 particular titles and be able to act quickly to relieve it.
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 to know more 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 well worth tackling early on.

A great way to put your mind at rest is to walk up to a member of the library team and ask for 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 will hopefully feel comfortable approaching for help in the future.

“\nThe library staff are always helpful and this for me is my favourite part of being a student here.”

Maria
There are six Graduate Attributes that you are encouraged to develop at BGU. All encompass transferable skills, meaning they are useful not just at university, but in everyday life and your future career.

One of the 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 we’re well-placed to help you with here in the Library.

We’re all constantly bombarded with information (on the internet, on social media, on the news) but how do we know 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 Chartered Institute of Library and Information Professionals.

Ten of the best, as voted for as part of The Booksellers Association’s Academic Book Week 2018:
We offer 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 our **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 our **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.

"The library has so many resources and lots of space to work. It's lovely to use.”

*Harriet*
Of the hundreds of students we meet 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 all we have to 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
- Try to maintain a healthy study/work/life balance
- Don’t be afraid to ask for help
- Tell us if something isn’t working as it should

Pick and choose or try them all – each of the above behaviours can make a difference to your university experience and allows you to save yourself time, acquire transferable skills, stay healthy, and be satisfied in the knowledge that you are doing your best work.
Abstract: A short summary, e.g. of a journal article.

Article: A piece of writing, usually published in a serial, on a specific subject.

Bibliographic information: The publication details of a resource e.g. author, title, date, edition etc. See also citation.

Bibliography: A systematic list of resources consulted in order to produce a piece of work. Different from a reference list.

Boolean logic: The use of the words AND, OR, and NOT in keyword searches to include or exclude search terms.

Classmark: another word for shelfmark. The short code showing where an item belongs on the Library shelves. Normally displayed on book spine as a short sequence of letters or numbers.

Citation: Bibliographic information set out in a precise order for inclusion in a reference list, bibliography, reading list or database. See also bibliographic information and referencing.

Database: A searchable collection of electronic data.


E-journal: A journal published online.

Electronic resource / e-resource: See online resource.

Full-text: An entire document (e.g. a journal article) available to view online.

Hold: The ability to request a library resource when it is on loan to someone else. Also called a reservation.

Index: An alphabetical or themed list of topics with relevant page numbers, normally at the back of a book.

Inter-library loan: A service allowing you to request a resource from another library if we don’t stock it. Charges apply.


ISSN: (International Standard Serial Number). A unique 8-character code identifying a particular journal title.

Journal: A serial on a specific subject; like a magazine but with more detailed academic and professional articles.

Keyword: A descriptive word or phrase used to search databases and other online resources.

Monograph: A single authored book or long essay about a specific subject.

One week loan: High demand resources with a 7-day loan period (also known as ‘owls!’).

Online resource: Any type of resource accessed via a computer e.g. an e-book, e-journal, or database.

Periodical: Another word for a serial (something published periodically).

Reading list: A list of resources to support the delivery of a module or course.

Reference: Refers to resources which can’t be borrowed or taken out of the Library (not even to the 24/7 Suite).

Reference list: A list of citations at the end of a piece of work including only those items specifically referred to or quoted within the work. Different from a bibliography.

Referencing: A set of rules governing the way other people’s work is acknowledged in written assignments (e.g. ideas and quotes included in the text, citations in the reading list). The system used at BGU is described in detail in the University’s ‘Handbook for Written Coursework’.

Reservation: Another word for a Hold.

Serial: Any type of publication published regularly (e.g. monthly, quarterly, annually). Includes journals, magazines and newspapers.

Shelfmark: another word for classmark. The short code showing where an item belongs on the Library shelves. Normally displayed on book spine as a short sequence of letters or numbers.

Standard loan: The standard length of time you can borrow a BGU Library book or other resource for.

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)