Economics M.Res. Library induction

thelibrary

Welcome to the Library!





What this induction will cover

- Library facilities and services
- Facilities for research students
- How to find books and journals Encore
- Your Library account
- Accessing databases







But firstly...





Where can you find help?



- Library website
- Library Help Desk on Floor 1
- IT Services help desk on Floor 1, for help with printing or PC problems
- Your Academic Support Librarian guidance with subject-specific enquiries



Get Started

Take a tour

During the first **two weeks** of term you can sign up for a tour of the Library. Get Started tours give you the opportunity to familiarise yourself with Library facilities, meet staff and find out more about your course resources.

Tours last for 20 minutes and will run at regular intervals. Tours start on floor 1 of the Library.

Bookings will be available shortly.



Get Started

Get Started checklist

Get started on making the most of your Library. Use our weekly checklist to guide you.



1. Visit the Library's study spaces

The Library is more than just a single location, so take the time to investigate the different **study spaces** to find the place that suits you (comparison chart).



5. Find your reading in the Library

Get to grips with the different ways to use the Library's search engine, **Encore**, to **find your text** in the 1.2 million printed volumes available and learn about the different types of loans.

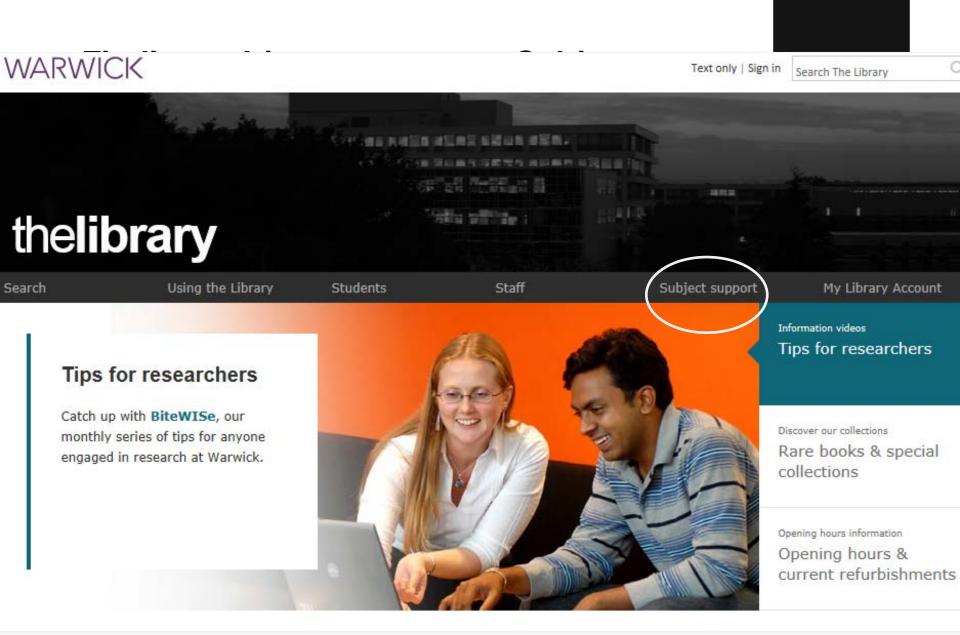


8. Get to know the library staff

Find out more on how the Library can **help you** with your studies and who is available to help.

Staffed service hours

go.warwick.ac.uk/lib-getstarted



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Library facilities



- Different study areas to meet your needs
- Quiet study areas, and 2 silent reading rooms
- Informal group study areas on Floors 1 and 2 where you can also take hot or cold drinks and cold food
- PCs and wireless access to the Internet



Opening hours?



- Main Library open from 8.30 a.m. to midnight every day apart from certain public holidays
- Staffed services from 8.30 a.m. to 9.30 p.m.
- The Postgraduate Hub, in Senate House, Monday to Friday, 9 a.m. to 8 p.m.
- Wolfson Research Exchange, in the Main Library
- The Learning Grid in University House, open all day every day except 25th December



Traditional library areas for quiet study

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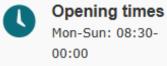
Social areas for group study

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Search		Using the Library	Stude	ents	Staff		Subject support	My Library Account
Study spaces »	Wolfson	Research Exchange » F	ind us	Plan your event	Book a space	Take a tou	r	

Wolfson Research Exchange

The Wolfson Research Exchange is a community space that offers peer support and a forum for interdisciplinary collaboration to all Warwick researchers. Last year the space held over 700 research led events, more than any other space at Warwick.





Location:

Library Road Floor 3 of the Library extension

Who is it for:

All researchers at Warwick.

What can I do here:

- Find other researchers
- Get involved with the research community
- Discuss research-related topics
- Attend events for researchers
- Plan your own research event

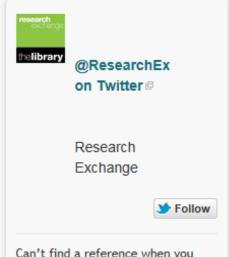


Other spaces you may like to use:

Postgraduate Hub » Library » Learning Grid » Learning Grid Rootes » Learning Grid Leamington » BioMed Grid » Teaching Grid » Modern Records Centre » Staffed Mon- Fri: 09:00-16:00

Quick links

Contact details Campus map



Can't find a reference when you need it? Maybe 'Endnote Online' can help? Workshop schedule now available http://t.co/LzE10TRCzv

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Search PG Hub



What We Do

An overview of our services, contact details and FAQs

The Postgrad Hub

Facilities for group study and collaborative working

Dissertation Station

Social Activities

Cultural events, BBQs, coffee mornings and more!

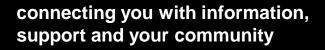
Wolfson Research Exchange

Find out about our collaborative researcher space

PhD Life Blog

Additional services once you embark on your Ph.D.

- Document Supply to borrow books from other libraries if they are unavailable here, or to obtain journal articles if Article Reach fails
- SCONUL Access scheme to visit other academic libraries in the UK
- Guidance from your librarian to help you find resources for your study
- Managing your references EndNote online sessions
- One-to-one appointments for research assistance





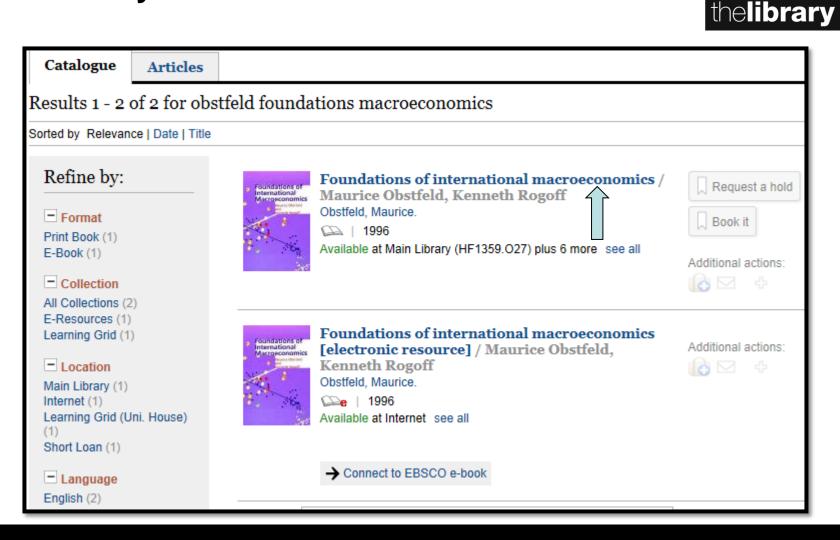
Finding and borrowing books

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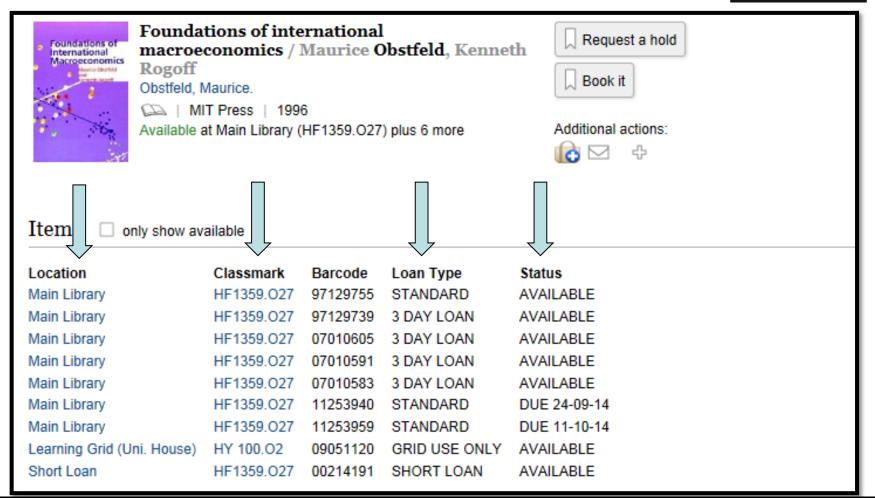
Search the catalogue and select the link to the title you want -





Note the <u>location;</u> the <u>classmark</u> or number on the spine of the book; <u>loan type</u> and <u>status</u>

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Where are the books???



- Floor 2 extension Maths, Science and Medicine
- Floor 3 Arts and Humanities
- Floor 4 Law and Education, plus UK Government publications, the European Documentation Centre and printed statistics
- Floor 5 Social Sciences, including Economics, Business and more!



Yet more in print – for reference

- Economics dictionaries and encyclopedias are near the lift lobby on Floor 5
- Economics journals are on Floor 5, with other Social Science titles, arranged by title, A-Z
- Journals published before 2000 may be fetched from the Library store



Other book locations? Don't forget...



- **Pamphlets** small books kept in boxes, on the same floor, in a separate section
- **Oversize** tall books shelved separately, on the same floor
- **Reference** dictionaries, encyclopedias and other books <u>not for loan</u>, shelved separately on the same floor
- Short Loan Floor 1
- Learning Grid reference copies of textbooks, in University House



Borrowing books - key facts...

- You may borrow up to **30** books at one time
- Plus **2** from the Short Loan collection (overnight or for a weekend)
- Standard loan = 16 weeks; plus copies for 3-day loan
- Watch out for fines it pays to bring books back on time
- Short Loan fines are the highest £1 per hour or part of hour
- Please bring the books back on time to avoid fines!







More tips on borrowing books

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•Reminders - we will send a message to your Warwick e-mail one day before your book is due back

•Recalls – we also e-mail you if another student has placed a hold on a book which you have borrowed – you will have one week to return it, if it is a standard loan copy

•You can extend a loan by **renewing** your book online, as long as no other student has placed a hold on it



What if someone else has the book you need?

- You can place a **hold** on the book, online
- We ask the other reader to return it within one week
- Check your University e-mails to see when the book is available to pick up
- It will be shelved in the Short Loan area for you to collect



Check your University e-mails and your Library account frequently!



connecting you with information, support and your community



Your Library Account

- Shows which books you have borrowed and when they are due back
- Allows you to renew your loans
- Tells you which books you have on hold reservations
- Gives details of any fines owing
- Check it regularly and you need never incur a fine at all!



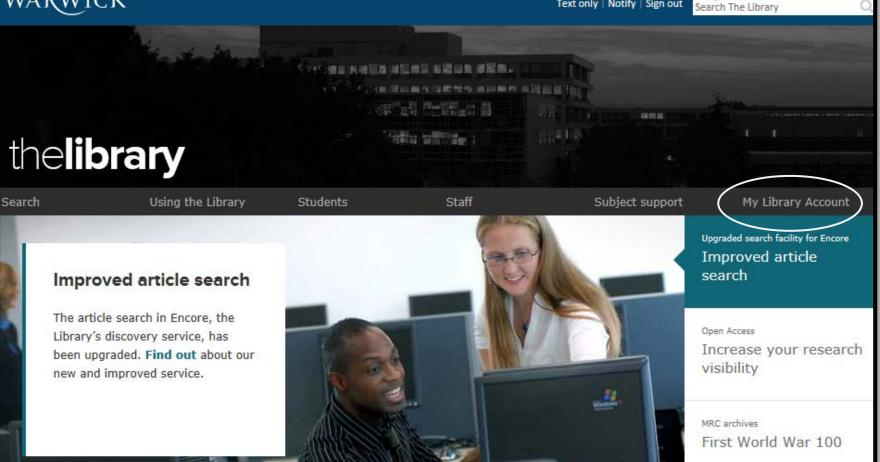


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The Library More...

Text only | Notify | Sign out

WARWICK



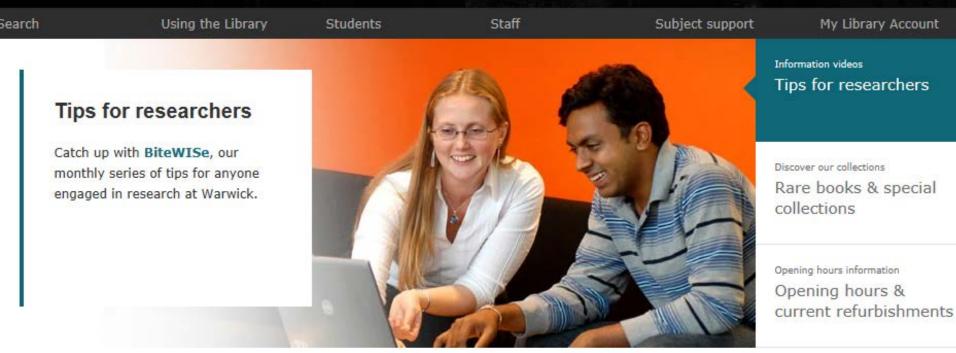


Databases are a great way to find...

- Journal articles
- Books
- Data
- Newspapers



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Search Encore

Search for books, journals, databases, articles and more

Submit

Databases

FAQs |

| More search options

Students Subject support

Top tip - <u>never</u> pay to download an article from an internet site – it can cost £30 or more!



- Check **Encore** to see if we take the journal in which the article appears
- Try **Article Reach** to obtain it **free** from another Library
- Or contact me to help you find alternative good articles, also completely **free**





You can always contact your librarian through the Library website ©

- E-mail is the easiest way to contact me
- You can also phone or ask staff at the Floor 1 help desk to see if I am free
- helen.riley@warwick.ac.uk
- 02476 572712
- Library@Warwick.ac.uk for general questions



