



The University of  
**Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

# Student essentials: successful study 2016/17

Get the best from your  
library and IT services

[www.nottingham.ac.uk/studentessentials](http://www.nottingham.ac.uk/studentessentials)



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# Helping you to succeed

This guide will help you to use library and IT services at The University of Nottingham and show you how you can benefit from the teaching and learning technologies available to you.

Our libraries provide access to more than one million books and journals, over four million manuscripts and 400,000 e-book items. They offer comfortable studying and learning facilities, PCs, laptops, iPads and big screens.

Our resources are available in many different formats and our online learning environment Moodle provides weblinks, handouts from lectures, links to recorded lectures and more.

If you need any help or expert advice, speak to our teams in the libraries, Smart Bars or the IT Service Desk. Alternatively, take a look at our web pages:

[www.nottingham.ac.uk/studentessentials](http://www.nottingham.ac.uk/studentessentials)

## Tip

If you need help in any of our libraries, please ask a member of staff (look out for their green lanyard) or at the start of session, a Library Ambassador (look for the red t-shirt).



# A variety of places to study

Your eight libraries offer a range of study environments. They cover different subject areas but you can study in and borrow from them all.



## Opening hours

Library opening times vary between sites and during term and vacation. Hallward Library is open 24/7 for most of term time and other larger libraries are open 24/7 around exam times. You can access the stock, borrow and return items, access PCs and print, copy, scan and study in a secure environment.

Always remember to bring your University Card or library card for access to the building and to use services. We operate a strict no card, no entry policy.

To find out more about library opening times and available resources visit:  
[www.nottingham.ac.uk/library](http://www.nottingham.ac.uk/library)

## Food, drink and noise

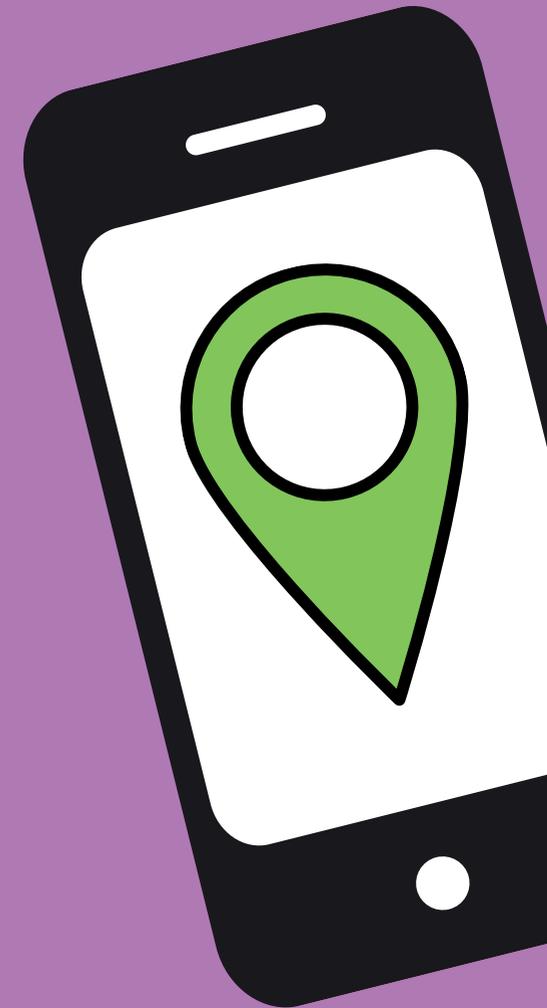
Please behave in the manner expected of you in the different areas of the library. In the busier group study and lending areas you can eat, drink and use mobile phones. Alcohol is not allowed and hot food should only be eaten in cafe and vending machine areas.

## Finding a PC, laptop or tablet

PCs are located throughout libraries and in computer rooms, many are available 24/7. You can also borrow laptops and iPads for use in most libraries. Check PC Finder on your mobile or the display screens to find available PCs:  
[pcfinder.nottingham.ac.uk](http://pcfinder.nottingham.ac.uk)

Group study rooms have PCs or laptop plug-in with display equipment.

Remember if a PC has not been used for 10 minutes it will automatically hibernate so you may need to turn the PC on. Don't forget to log out when you have finished.



## Tip

Make sure you never get locked out of your University IT account by setting your four security questions and answers online:  
[password.nottingham.ac.uk](http://password.nottingham.ac.uk)

# Discover our collections

NUsearch is a one stop search tool that allows you to find and access a wide range of print and digital resources to support your studies. It's really easy to use on and off campus.

## Using NUsearch

NUsearch can be used to find a variety of types of subject information:  
[nusearch.nottingham.ac.uk](http://nusearch.nottingham.ac.uk)

- Select **Library collections** to search for books and journal title
- Select **Articles** to search a very large collection of journal articles and conference papers
- Select **Library collections** and **Articles** to search across both

Enter your search terms and click **Search**. You can refine your search through the menu on the left.

If you don't find what you need, click back to the search page and consider the options listed on the right of the screen.

### Tip

Your library number is on your University Card and your PIN is the last four digits of the library number. To keep your account secure reset your PIN via the **Change your PIN** link on NUsearch.

## Understanding your results

The total number of results found will be displayed on screen. Otherwise click **Locations & Requests** to see the location and availability of individual copies. For a digital resource click on the title for direct online access.

The **Locations & Requests** tab displays:

- the libraries holding the book
- the location of the book on the shelves (**classmark**)
- loan status
- the due date if the book is out on loan - a blank space in this column shows that the book is available to borrow

## Understanding the loan status

There are two main types of loan status: ordinary loan and short loan.

Ordinary loan books are loaned for eight weeks for undergraduate and taught postgraduate students.

Short loan books are available for part of the day, a full day, overnight or for the weekend.

Fines are payable in full on any books that are returned late. Some books are for reference only and cannot be taken out of the library.

## Delivering books to the library of your choice (intersite loans)

Once you've found your book, you can request its delivery to the library of your choice, regardless of which library the book is held in. All you need to do is:

- click on the **Locations & Requests** tab
- click on the **Sign-in to Request** link
- log in with your library number and PIN or your University username and password
- choose an available copy and click **Request**
- select **Pickup Location** from the drop down list
- click **Request** to confirm

You will get an email to your University email address when the book is in the library for you to collect.

## Requesting books out on loan

If no copies of an ordinary loan you require are available, you can request a copy currently on loan by following the steps above.

This will automatically create a recall from the current borrower who will be asked to return the book within seven days. You will get an email to your University email address when the book is in the library for you to collect. Pick up the book from the lending desk or self-service reservation shelves in your selected library.

## Booking short loan books

Short loan books can be booked for a particular day and time to suit your needs. Log in as per previous instructions then:

- click on the **Booking** link
- select the date and time you wish to borrow the book
- click **Request** to confirm

At your selected booking time, find your book on the short loan shelves in the relevant library and borrow it.



# Borrowing books

## How many books can I borrow and for how long?

All students can borrow a maximum of two short loan books. Undergraduates can also borrow an additional 20 items and taught postgraduates an additional 25 items.

Most books are ordinary loans and can be borrowed for up to eight weeks but if someone else reserves the book you will be asked to bring it back earlier. Check your email for recalls, including during vacations.

The short loan collection contains books, photocopies and audio visual (AV) material in high demand. You can reserve short loans in advance on NUsearch (see page 6). Your booking will expire 90 minutes after the start of the booking period.

Libraries have varying short loan periods:

### Hallward (term time)

|                 |                              |
|-----------------|------------------------------|
| Monday–Thursday | 11am to 4pm<br>4pm to 11am   |
| Friday/weekend  | 4pm Friday to<br>11am Monday |

### Hallward (vacation)

|                 |                               |
|-----------------|-------------------------------|
| Monday–Thursday | 11am to 11am<br>next day      |
| Friday/weekend  | 11am Friday to<br>11am Monday |

### Business, Djanogly, George Green, Greenfield Medical, James Cameron-Gifford

|                 |                               |
|-----------------|-------------------------------|
| Monday–Thursday | 11am to 11am<br>next day      |
| Friday/weekend  | 11am Friday to<br>11am Monday |

## Self-service

In larger libraries, you can borrow most items quickly and easily at the self-service machines. You will need your University Card and library PIN to borrow. You can request an email with details of what you have borrowed and when it is due back. Alternatively get a printed receipt. Follow the instructions on screen and always remember to log out before walking away, to prevent others from borrowing items on your account.

If self-service machines aren't available, take your books and University Card or library card to the lending desk. You cannot borrow without your card.

## Keeping the book for longer

If you want to keep an ordinary loan after the return date you can renew it if no one else has requested it and you have no outstanding fines or overdue items. You can renew it using NUsearch (see page 6). Sign in, then under **My Account** you will see your loans listed. Renew all or Renew selected.

You can return and re-issue short loans if there is no current booking but must do this at the same library you borrowed them from.

## Books from other libraries

If you can't find what you need, you can borrow items from other university libraries in the UK and Ireland (see page 13).

You can return ordinary loans to any of our UK libraries. In the larger libraries select **Return** on the self-service machines.

Follow the on screen instructions carefully and put the book in the returns box or on the trolley. In libraries without self-service, take your books to the lending desk.

When the library is closed you can leave items in the book return box outside.

Short loan items, overnight loans, periodicals and interlibrary loans must be returned to the library you borrowed them from. Please return items promptly so they are available for other people.

## Charges

Ordinary loans are **30p** per day but short loans are **80p** per hour.

## How to avoid fines

If you return all your items on time you need never pay a fine.

- Check the due date and time, especially for short loan items — read your receipt.
- Recalls will be sent to your University email address so check it regularly.
- If in doubt, check all items using NUsearch.

## Fines for late returns

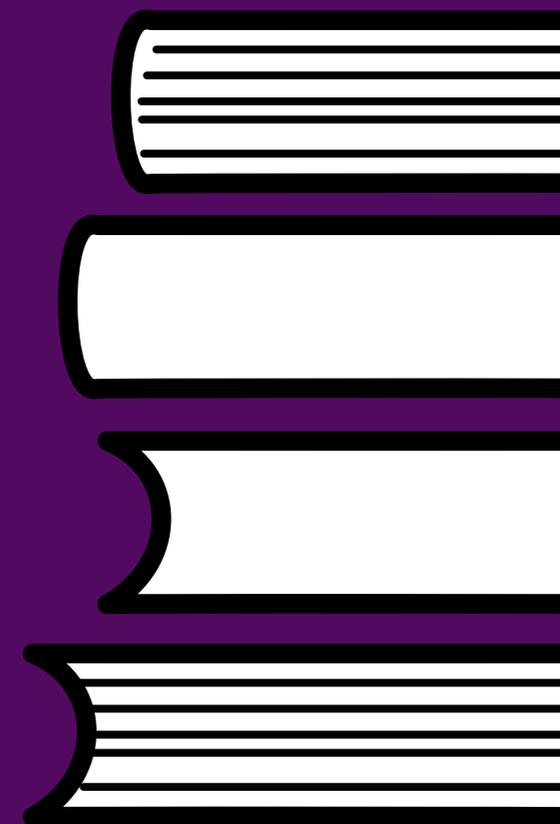
To encourage fair access to books for everyone and help our libraries run efficiently, you will have to pay a fine if you return or renew books late. All fines must be paid in full as soon as possible.

You can pay fines of **£3** or more with a debit/credit card at: **libraryfines.nottingham.ac.uk/Account/Login**. You can also pay at the lending desk or by phone.

**Contact us promptly! In exceptional circumstances, fines may be reduced.**

## Tip

If you have an overdue ordinary loan that has not been reserved by another user, renew it to stop your fine from increasing.



# How to get your reading list items

At the beginning of a module, your lecturer may provide you with a reading list. This may be a separate list or provided within a module handbook. Reading lists are linked from the module in Moodle.

Many taught programmes now give us their reading lists electronically. We try to make all those we receive available to you to see at a glance if the items you need are available for loan.

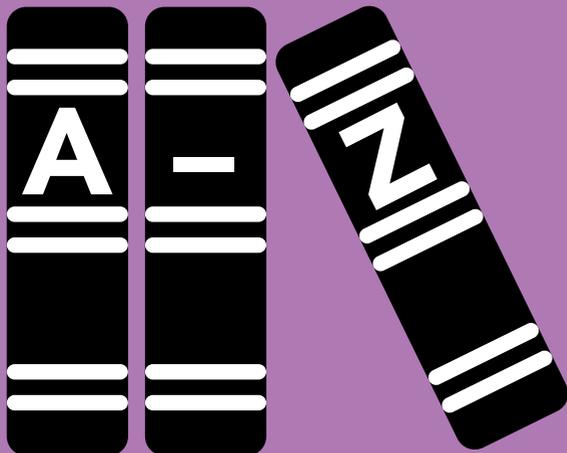
## Accessing online reading lists

Online reading lists are linked from Moodle (see page 16) and the NUsearch home page (see page 6).

## Getting hold of the items

The majority of items recommended for reading by your lecturers will be textbooks.

However, you may find that you have also been referred to other types of resources to support your studies. For example, journal articles, websites or electronic books. You can use the links provided to quickly and easily check library holdings and access electronic texts and websites.



# Finding subject resources

## Academic sources of information

### Books

Book publishing uses editorial processes that ensure you can rely on the information they provide. Use NUsearch to find print and electronic books and details of other types of information including musical scores, reports, official publications and more (see pages 6-7).

### Ebooks

Wherever possible, we buy ebook versions of recommended reading so that you can have 24-hour access on and off campus. For more information about identifying and accessing ebooks see: [www.nottingham.ac.uk/library/ebooks](http://www.nottingham.ac.uk/library/ebooks)

### Journal articles

Journal articles are good sources of primary research and an excellent source of information for your assignments and research projects. Most journals will have been through a peer review process with experts deciding if the article is good enough to publish.

Our libraries subscribe to a number of databases for you to find journal articles on general and specific subject areas. To access these resources, click on **Databases** from the NUsearch home page.

## Accessing electronic resources off campus

The majority of online resources are available both on and off campus. Follow the instructions to use SFX to link to the full-text where available. Off campus, you will be asked to log in with your University username and password.

Look out for options such as Shibboleth, institutional or federated log in. The first time you try to login, you will be asked to select The University of Nottingham as your institution. Please let library staff know of any problems logging into electronic resources.

## Using the internet

The internet is a great resource but you should always evaluate the information you find. Anyone can create a website and there are few of the editorial or review processes you get with traditionally published sources.

The same principles for evaluating websites should be applied when using any internet search engine:

- Is the site providing degree level information and do you know who has written or created the site?
- Do you know when the site was created or last updated? If not, can you be sure the information is up-to-date and correct?
- Do you know the author's credentials and are you sure that they have knowledge in the subject area?

## Searching effectively

Whatever resources you use, you should think about the best way of searching for your information. This can save you time by only finding the information that is relevant to your topic area.

### Step 1: The main concepts

Think about the main concepts of your search. For example, if you were looking for information about graduate careers in the UK, your main concepts would be:

[Graduates](#) [Careers](#) [UK](#)

### Step 2: Other keywords

Think about other keywords that could be used to describe your search. Remember that not all researchers will automatically think of the same keywords as you, there may be differences in spellings, or your topic may also be described by an acronym or abbreviation. For example, other keywords that you could use for your search for graduate careers in the UK could be:

[Graduates](#) [Careers](#) [UK](#) [Jobs](#) [Students](#)  
[Employment](#) [United Kingdom](#)

### Step 3: Combining keywords

Think about how you would combine keywords together. Use AND to ensure all the keywords are included in the search. This narrows your search and makes it more relevant to your specific topic. For example, you would use the word AND to combine keywords together:

[Graduates AND Careers AND UK](#)

OR broadens your search and is useful if you are not finding much information and may need to use different keywords to describe a subject. For example:

[Graduates OR students](#)

Most databases will allow you to use these commands to combine searches together.

Other options to refine your search include: refining by publication date, publication type and language.

### Step 4: Evaluating your results

Are your results relevant? If not, you may need to think of another concept to include in your search.

Have you found too many results? You may need to include another concept in your search or find ways of limiting your search.

Have you found too few results? You may need to think of different keywords to describe your concepts.

Remember that you may not get the best results first time and sometimes it is a case of trying different search terms to find the material you need.

## Manuscripts and Special Collections

Our Manuscripts and Special Collections contain useful primary and secondary material for your assignments and projects. You can search the catalogue for items at: [mssweb.nottingham.ac.uk/catalogue](http://mssweb.nottingham.ac.uk/catalogue)

You can view these items in the Manuscripts and Special Collections Reading Room at the King's Meadow Campus.

A number of digital information guides are available to support researchers including how to read medieval manuscripts, use historic dates and understand manorial deeds. [www.nottingham.ac.uk/mss//researchguidance/introduction.aspx](http://www.nottingham.ac.uk/mss//researchguidance/introduction.aspx)

Find out more at:

[www.nottingham.ac.uk/mss](http://www.nottingham.ac.uk/mss)

## Need information from another library?

### SCONUL Access

This gives you access to most university libraries in the UK and Ireland and may be particularly useful during vacation, on a placement or working away. Taught postgraduates and part time, distance learning and placement students are usually allowed to borrow items while full-time undergraduates can use libraries for reference only.

Apply online at:

[www.sconul.ac.uk/sconul-access](http://www.sconul.ac.uk/sconul-access)

### Interlibrary loans

If you need items for your studies that are not in our stock you can request them from other libraries through the interlibrary loans service via NUsearch (see page 6). You will receive a quota of requests for each academic session:

|                     | Maximum number of requests | Cost per request |
|---------------------|----------------------------|------------------|
| Taught postgraduate | 20                         | £1               |
| Undergraduates      | 5                          | £1               |

Please check the library catalogue carefully to see if the item you need is not in stock before making an interlibrary loan request. You can find a step-by-step guide about interlibrary loans under **Finding resources elsewhere** from [www.nottingham.ac.uk/studyingeffectively](http://www.nottingham.ac.uk/studyingeffectively)



# Open Educational Resources: making the most of online information

Open Educational Resources (OER) are teaching and learning materials that are freely available on the internet and licensed in a way that allows you to use them, and in some cases modify them.

The types of resources available can be anything that supports learning, for example: lecture notes, presentation slides, videos, hand-outs, interactive learning objects, reading lists and assessment questions.

Many global universities provide access to their education materials in this way. Open resources can be useful for your studies as they provide you with an additional source of information from different perspectives of your chosen subject.

For more information about OER, visit: [jjsc.ac.uk/guides/open-educational-resources](http://jjsc.ac.uk/guides/open-educational-resources)

## How do I access resources that have been made freely available by other universities?

The Xpert search engine provides access to more than 350,000 educational resources at:

[www.nottingham.ac.uk/xpert](http://www.nottingham.ac.uk/xpert)

The Xpert image search lets you search and use licensed images from Flickr and automatically adds attribution statements. This helps you cite where you found the image and makes it clear to anyone who might be looking at your work that you haven't taken the image from an inappropriate source:

[www.nottingham.ac.uk/xpert/attribution](http://www.nottingham.ac.uk/xpert/attribution)

YouTube EDU showcases academic videos and the University has its own dedicated YouTube channel:

[www.youtube.com/nottmuniversity](http://www.youtube.com/nottmuniversity)

iTunes U is the educational collection of information within iTunes. The University has its own iTunes U page with access to hundreds of free educational video and audio podcasts:

[www.nottingham.ac.uk/itunesu](http://www.nottingham.ac.uk/itunesu)

## How do I view education materials that the University makes freely available to the world?

U-Now is the University's collection of OER which have been uploaded to the web for anyone to use. The materials range from complete modules to smaller scale learning objects and highlight a range of teaching and learning activities from across the University.

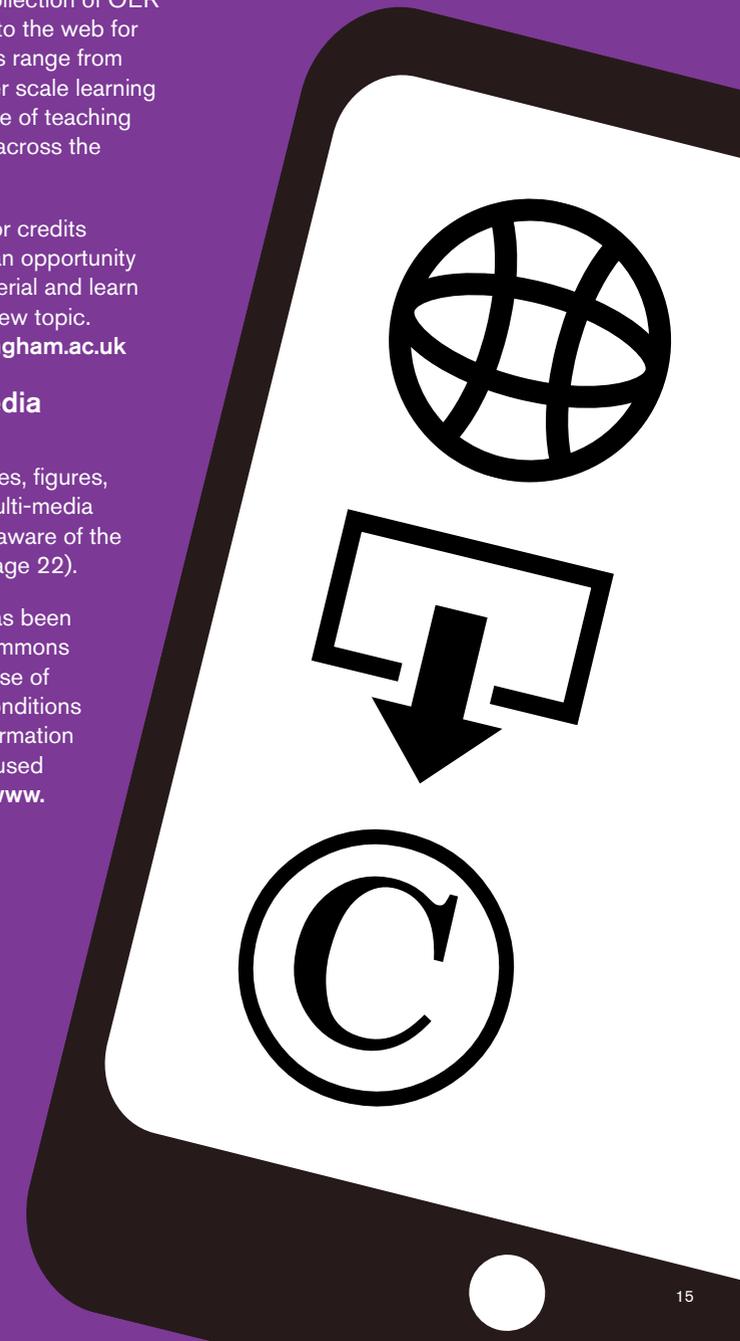
There are no assessments or credits awarded. U-Now provides an opportunity to browse or download material and learn about a familiar subject or new topic.

Visit U-Now at: [unow.nottingham.ac.uk](http://unow.nottingham.ac.uk)

## Images and multi-media material copyright

You might want to use images, figures, graphs, videos and other multi-media material in your work so be aware of the copyright protection (see page 22).

You can use material that has been created under a creative commons licence. This allows the re-use of material according to the conditions of the creator. For more information about the licences that are used with these resources visit: [www.creativecommons.org.uk](http://www.creativecommons.org.uk)



# Moodle: your secret weapon

## What is it and why would it be of benefit to my studies?

Moodle is an online web site that staff use to make resources available to you. It can also provide and facilitate other things like online discussions, group work and online submission for your assignments.

At some point during your time at University, a lecturer will make something available in Moodle and expect you to access it.

You may be asked to contribute/submit something via Moodle such as contributing to a discussion board, uploading a written assignment or taking an online test.

Moodle has other resources within it that aren't necessarily linked to your taught modules, including Studying Effectively.

See the sliding banner on your Moodle Home Page for links to: Introduction to Moodle for Students and Your University Journey

## How to log in to Moodle

Use your University username and password to log in at:  
[moodle.nottingham.ac.uk](http://moodle.nottingham.ac.uk)

## Online assessment

The University uses two online assessment systems for written essays, tests and quizzes. **Turnitin** is for written essays and can be used to automatically check your submission for plagiarism. The other is **Rogo**, an online testing tool, used by lecturers for online assessment at any time during your studies:

[www.nottingham.ac.uk/teaching/tools](http://www.nottingham.ac.uk/teaching/tools)

If you experience problems using Moodle, contact the IT Service Desk:  
t: 0115 95 16677

e: [itservicedesk@nottingham.ac.uk](mailto:itservicedesk@nottingham.ac.uk)  
self service: [selfservice.nottingham.ac.uk](http://selfservice.nottingham.ac.uk)  
[www.nottingham.ac.uk/it-services/help](http://www.nottingham.ac.uk/it-services/help)



# Your IT services

To get started with IT, you'll need your University username and password that you were allocated following completion of online registration. You can enter your username and password to access the wide range of IT services available across the University, including:

## Your University email account

Your University email address follows the format: [username@nottingham.ac.uk](mailto:username@nottingham.ac.uk). The University uses your email address to contact you about services, so make sure you check it regularly. You can access your account at: [email.nottingham.ac.uk](http://email.nottingham.ac.uk)

## Free software

### Microsoft Office

Downloads are free of charge for up to five devices, including MacOSX, Android and iOS and you can keep the software for the duration of your studies. To get your free download, you'll need to select the gear symbol from your University email account to find the software installation option, and then follow the on-screen instructions.

### Sophos Anti-Virus

Download free Sophos for Mac and Windows, valid for the duration of your studies at: [www.nottingham.ac.uk/it-services/sophos](http://www.nottingham.ac.uk/it-services/sophos)

Using Sophos to protect your personal devices is a good idea, as other products may not be supported.

## Software Library

The University has site licences for a wide-range of software. You can browse the Software Library and check the licensing to find out what you can use on your personal devices here:

[softwarelibrary.nottingham.ac.uk](http://softwarelibrary.nottingham.ac.uk)

## Saving your work

You have 4GB of personal file storage on your Home Drive. You can access this on any University-networked PC through Windows Explorer.

You can also get to your Home Drive from any other device online at:  
[files.nottingham.ac.uk](http://files.nottingham.ac.uk)

Your University mailbox can also be used to store attachments, with 50GB of available space. You are advised to save your contact details on personal devices, so they can be returned to you if lost and found.



# IT on the go

## Getting Wi-Fi

You can connect your personal devices to the global secure Wi-Fi service, **eduroam**, which is available to all students across our campuses. This also provides free Wi-Fi access to eduroam hotspots at other institutions around the world.

Eduroam is encrypted and provides a secure link between your device and the internet.

You only need to authenticate once using **username@nottingham.ac.uk** and your University password – after that, you'll automatically connect every time

Find out more at:  
[www.nottingham.ac.uk/go/wifi](http://www.nottingham.ac.uk/go/wifi)

## Syncing your email

You can synchronise your University email account to your smart phone and tablet.

Find out how at:  
[www.nottingham.ac.uk/email](http://www.nottingham.ac.uk/email)

Your email is accessible on any device that has a browser via: [email.nottingham.ac.uk](mailto:email.nottingham.ac.uk)

## Printing

You can print from any of your devices to any Multifunctional Device (MFDs) across halls and campuses.

To print from a personal device, send documents from your University email account to [mobileprint@nottingham.ac.uk](mailto:mobileprint@nottingham.ac.uk)

Please note that any jobs submitted for printing will be deleted from the queue if they are not released within 24 hours.

## PC Finder

PCs are available across all campuses for student use, with many available for you to use 24/7. The majority of PCs are in computer rooms, libraries and cafés. To find the PC closest to you, take a look at PC Finder on your laptop, tablet or mobile, or check the display screens in libraries and cafés: [pcfindex.nottingham.ac.uk](http://pcfindex.nottingham.ac.uk)

## Laptop Loan and Repair Service

The Laptop Loan and Repair Service is located in Pope Building A15b. You can take a range of personal devices to be fixed here and get specialist advice on how to resolve technical problems:  
[www.nottingham.ac.uk/it-services/loan-repair](http://www.nottingham.ac.uk/it-services/loan-repair)

# Print, copy and scan

Multifunctional Devices (MFDs) are available in all libraries and most computer rooms offering printing, copying and scanning using A3 and A4 paper, in colour or black and white. You can release your print and copy documents at any MFD across the University or upload a document to print via: [mobileprint.nottingham.ac.uk](http://mobileprint.nottingham.ac.uk)

Wide-format printing is available for large-format printing at several locations.

## Activating your print account

You will need your University Card and print PIN (see page 20), or your University username and password, and credit in your print/copy/scan account.

To access MFD services you need to activate your print account:

- send a print job from a PC
- login to any MFD by swiping your card or
- login to the web payment system at: [printcredit.nottingham.ac.uk](http://printcredit.nottingham.ac.uk)

## Default settings

Copy and print settings are mono by default, Print is double sided by default. Settings and paper sizes can be adjusted to your requirements.

## Scanning service

Once your print account has been activated you can scan documents at any MFD in a library or computer room and send them direct to your Home Drive or your University email address. Scanning is free and saves paper.

## Charges

Your credit each academic year is:  
undergraduates: £4.80  
postgraduates: £9.60

Check your balance and buy print credits at: [printcredit.nottingham.ac.uk](http://printcredit.nottingham.ac.uk)

| Mono |              |              |
|------|--------------|--------------|
| Size | Single sided | Double sided |
| A4   | 4.8p         | 8.4p         |
| A3   | 7.2p         | 12.6p        |

| Colour |              |              |
|--------|--------------|--------------|
| Size   | Single sided | Double sided |
| A4     | 16.8p        | 29.4p        |
| A3     | 25.2p        | 44.1p        |

Before selecting to print please also consider that scanning to email is free.

Always make sure you log out of the MFD when you have finished to keep your account secure.



# IT help and support

## Student IT Support Programme

If you need help getting started with IT, you'll find Student IT Support (SITS) tutors ready to lend a hand in halls, libraries and main computing areas during your first two weeks of term. Find out more:

[www.nottingham.ac.uk/sits](http://www.nottingham.ac.uk/sits)

## Smart Bars

Visit one of our University Smart Bars for IT support and advice.

Smart Bars offer face-to-face assistance to help you resolve IT queries on the spot. There are five Smart Bars located within libraries and our on-site teams are here to help with a range of IT issues including connectivity problems, software issues and virus/malware removal. Find out more:

[www.nottingham.ac.uk/go/smartbar](http://www.nottingham.ac.uk/go/smartbar)

## IT Service Desk

The University IT Service Desk provides round-the-clock support for your IT needs. You can contact the IT Service Desk, Monday to Friday between 8am and 6pm (and an out of hours service via telephone at any other time):

t: +44 (0)115 95 16677

e: [itservicedesk@nottingham.ac.uk](mailto:itservicedesk@nottingham.ac.uk)

Self-service portal:

[selfservice.nottingham.ac.uk](http://selfservice.nottingham.ac.uk)

[www.nottingham.ac.uk/it-services/help](http://www.nottingham.ac.uk/it-services/help)

## Zonal IT Support Teams

In addition to the IT Service Desk, each University campus has a dedicated Zonal IT Support Team who are based on-site to provide local, face-to-face IT support. Find out how to get in touch with your local team: [www.nottingham.ac.uk/it-services/zonalsupport](http://www.nottingham.ac.uk/it-services/zonalsupport)

## Stay safe online

Please remember your user name and password are confidential and you must never share them with anyone. The University will never ask you to disclose your password or personal details, so treat any communications asking for these as suspicious.

To help keep your IT account safe, avoid getting locked out and regain access if you ever forget your password, you should set security questions and answers for your password at:

[password.nottingham.ac.uk](http://password.nottingham.ac.uk)

Never lend your University card to anyone. Make your card more secure by setting both PINs:

- Set your print PIN at: [printpin.nottingham.ac.uk](http://printpin.nottingham.ac.uk)
- Change your default library PIN (last four digits of your card number) at: [www.nottingham.ac.uk/unlock](http://www.nottingham.ac.uk/unlock)

# Studying part-time or distance learning

Many of our standard services can be accessed off campus and some services are targeted at part-time students and those studying at a distance.

You can access a wide range of databases, eJournals and ebooks off campus using NUsearch (see page 6). Module reading lists are also available from Moodle (see page 16) and the NUsearch home page.

You can study, borrow and return items, access IT services and print, copy, scan at any of our UK libraries. Ordinary loan items can be borrowed or returned at any site.

You can check your loans and return dates, status of reservations, any recalled items and fines owing via **My Account** on NUsearch.

You can pay fines of £3 or more with a debit/credit card online or by phone. You can also renew items online rather than having to bring them back to the library.

If another user requests one of your books, part-time students have 10 days to return the item. You can also post books back provided you use Recorded Signed For delivery.

If you use the interlibrary loans service to access material from other libraries, you can arrange to have articles delivered electronically subject to copyright restrictions.

Postal Loans and Copy Scan Direct are services offered specifically to part-time students, accredited distance learners and those on placement for six weeks or more.

You can request up to 10 ordinary loans a year to be posted to a UK address at no extra charge.

Copy Scan Direct provides copies of journal articles or book chapters from our stock as scanned or printed copies. There is a charge for this service.

Don't forget that SCONUL Access (see page 13) is perfect for part-time and placement students and distance learners.

Full details for both services can be found at: [www.nottingham.ac.uk/library/parttime-distance](http://www.nottingham.ac.uk/library/parttime-distance)

## Tip

Library locations including postal addresses are online at: [www.nottingham.ac.uk/library](http://www.nottingham.ac.uk/library)



# Know your responsibilities

## Copyright

Copyright exists to protect the rights of authors and creators and you should abide by UK copyright law. This applies to photocopying and printing of material and downloading and reproducing material found online. Just because something appears free online, it isn't free to copy (see page 15).

If you wish to photocopy or print from a book or journal article, a fair dealing exception to UK copyright law enables you to:

- print, photocopy or scan one chapter or up to five % (whichever is greater) of a book
- print, photocopy or scan one article from a journal issue

The copies must only be used for your personal use and should never be passed on or sold.

There are other exceptions. For more information about what you can and can't do under copyright law, visit: [www.nottingham.ac.uk/library/copyright](http://www.nottingham.ac.uk/library/copyright)

## Plagiarism

Plagiarism is an academic offence so always ensure that the original source is acknowledged by providing a reference.

## Referencing

Referencing allows you to acknowledge the sources that you have used transparently and consistently. This is a courtesy to other writers, assists readers of your work, and above all helps to avoid plagiarism.

The most used referencing systems are Harvard and Numerical. Ask in your school or department which system they would prefer you to use.

These systems enable you to place a citation in the text of your document. This acts as a signpost to the full reference of the source in your reference list or bibliography at the end of your work.

The reference list should be ordered numerically, or alphabetically by author if you are using the Harvard system.

## Be considerate

Behaviour can help or hinder successful study. While you are using any of the library and computer rooms please behave courteously and with respect to other users and staff. Failure to do so may result in disciplinary action.

## Code of practice and regulations

Codes of practice and regulations for use of computing and library facilities are available at: [www.nottingham.ac.uk/library/policies](http://www.nottingham.ac.uk/library/policies)

# Accessibility

The accessibility of our collections is integral to our service. We offer a range of support to ensure that our facilities and services are accessible to disabled students and those with a Specific Learning Difficulty for example dyslexia, dyspraxia or ADHD.

We provide help and advice on how to use our services and work closely with the Accessibility Team where specific adjustments are needed, for example: extended short loan periods, use of the assistive technology rooms, picking and saving books and so on.

We provide a variety of assistive hardware and software in libraries and computer rooms. Software includes screen readers, magnification tools, proofreaders and mind mapping tools. Some equipment can be borrowed and there are assistive technology rooms in Hallward Library, the Djanogly Learning Resource Centre and the new George Green Library. Find out more at: [www.nottingham.ac.uk/library/assistivetechology](http://www.nottingham.ac.uk/library/assistivetechology)

The Alternative Formats Service produces accessible resource materials for disabled students. Large print, braille, electronic screen reader compatible files and audio formats are available. Access to this service is via referral from the Accessibility Team. Please contact the Accessibility Team in Portland Building or a Student Service Centre for more information.

Details about access to each library building are included on the web pages: [www.nottingham.ac.uk/library](http://www.nottingham.ac.uk/library)

We have fantastic library resources and will work with you to ensure that you have all of the information and support you need to access them. Come in, speak to staff, ask for a tour. We are here to help.

If you require this publication in an alternative format, please contact us.  
t: +44 (0)115 951 4591  
e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)



## Contact us

### IT Service Desk

t: +44 (0)115 95 16677

e: [itservicedesk@nottingham.ac.uk](mailto:itservicedesk@nottingham.ac.uk)

Self-service portal:

[selfservice.nottingham.ac.uk](http://selfservice.nottingham.ac.uk)

### Out of hours service

t: +44 (0)115 95 16677

A limited out of hours service is available at weekends, on public holidays and University closure days, and between 6pm and 8am Monday to Friday.

### Library Helpline

t: +44 (0)115 95 16393

e: [library-helpline@nottingham.ac.uk](mailto:library-helpline@nottingham.ac.uk)

### Print Service Support

t: +44 (0)115 95 16677 (option 1)

e: [printservicehelpdesk@nottingham.ac.uk](mailto:printservicehelpdesk@nottingham.ac.uk)

### Library feedback

We welcome feedback on our services at any time. There are suggestion boxes in all libraries or you can feed back via email: [library-helpline@nottingham.ac.uk](mailto:library-helpline@nottingham.ac.uk)



[@UoNLibraries](https://twitter.com/UoNLibraries)

### Laptop Loan and Repair Service

Pope Building A15B, University Park,  
Monday to Friday, 9am to 4.45pm.

For more information visit [www.nottingham.ac.uk/it-services/loan-repair](http://www.nottingham.ac.uk/it-services/loan-repair)