



Staff Library Reps

The **top 10** things you should know about your role and the Library

As a library rep, you may be asked to liaise with the library on behalf of your School or Department in a variety of areas. Below, we have provided some FAQs to help you clarify who to contact within the Library and Archives.

1. How can I help the library to provide the right services and resources to my school/department/institute?

Help to publicize the library's resources, services and events, by keeping staff and students in your School or Department up to date with library news and developments.

You can also encourage other members of staff to engage with the library by:

- providing reading lists
- making requests for new resources
- participating in consultations or surveys
- building library induction / information literacy sessions into the curriculum

2. How is the library budget allocated? What is the Library book budget for my School/Department and how do I request new books

Book budgets are benchmarked to the average Russell Group spend on books per-student in specific disciplines. The budget for subscriptions is top-sliced from the Professional Services budget.

If you have any questions about resource provision, including book budget allocation and funding for subscriptions, please contact Anselm Nye, Resources and Collections Manager and Copyright Compliance Officer a.c.nye@qmul.ac.uk

To order new books or check your book budget, send an email to library-acquisitions@qmul.ac.uk

Please note: some Schools/Departments prefer their library representative co-ordinates book orders, so check with the outgoing library rep about the preference for ordering books in your School/Department.

3. Can our School purchase individual copies of books for students separately from the Library book budget?

In 2014 we established an agreement for direct book provision to students at QMUL between QMUL Library Services, London Universities Purchasing Consortium (LUPC) and John Smith and Son/Kortext. Please see our guide to direct book provision for QMUL staff at http://www.library.qmul.ac.uk/direct_book_provision

4. How do I find out more about journal and database subscriptions?

If you would like to suggest that we subscribe to a new title, please send an email to ejournals@qmul.ac.uk.

To identify books, journals or databases available that are relevant to your discipline, see the subject pages on the library website: http://www.library.qmul.ac.uk/subjects_support. Alternatively, try the Library Discovery Tool to carry out a quick search across all of our resources at the same time <http://qmul.summon.serialssolutions.com>

For help in finding or searching resources available through the library, contact your faculty librarian (see point 9 for details)

If you are unable to access an electronic article, journal or book that the library subscribes to, please send an e-mail to library@qmul.ac.uk.

5. What is Reading Lists Online and how does it benefit academics, staff and students?

Reading Lists Online is a web-based system designed to manage reading lists through a single online application, available at <http://lists.library.qmul.ac.uk/index.html>

- **For academics** – enables you to create, manage and maintain your lists online and make these available to students. The system allows you to add digitised content to your lists and carries out a series of checks to ensure copyright compliance.
- **For students** – provides easy online access to reading lists and to materials on those lists through direct links to the Library catalogue, electronic books and journals, and other resources.

Staff Library Reps

- **For Library Services** – helps us to review lists and make sure the right materials are discoverable and in place at the right time.

6. Where can I get some guidance about copyright?

Copyright guidance information is available from the Library Website <http://www.library.qmul.ac.uk/copyright>

For specific enquiries about copyright, please contact Anselm Nye, Resources and Collections Manager and Copyright Compliance Officer a.c.nye@qmul.ac.uk

7. Is there a way to borrow books or request copies of journal articles that are not available at Queen Mary Library?

Information about the inter-library loan service, with FAQs, is available from the Library Website at:

<http://www.library.qmul.ac.uk/interlibraryloans>

8. What support does the Library provide for researchers?

Archives

The Archives hold records of the College, other private papers and records of organizations dating from the 18th Century to present day. Information about the collections is available at:

<http://www.library.qmul.ac.uk/archives/guide>

The Archives team are able to help with accessing and using the collections as well as providing record copying and other outreach services. For more information email archives@qmul.ac.uk

Research Information, Research Data and open access

The Repository and Research Information Team manage institutional systems to support the recording and sharing of research publications and data and help researchers to meet open access policy set out by Research Councils UK and the Association of Medical Research Charities, including processing requests for open access publishing from block grants awarded to the College for these purposes.

To contact the team, email: scholarlycommunications@qmul.ac.uk

For information on open access and data management, visit the website at: <http://www.library.qmul.ac.uk/research>

Researcher Development Programme

Research Support coordinate a range of training activities designed for researchers, including literature searching and the critical review, open access and open licensing, copyright, data management, provided through the framework of the Centre for Academic and Professional Development. To find out more, visit the CAPD website at:

<http://capd.qmul.ac.uk/>

9. How does the Library provide information literacy support to students? Do you visit classes to introduce students to library resources?

Each Faculty has a liaison librarian whose role is to develop and deliver information literacy skills support to students throughout the curriculum, either through in-class presentations or workshops, or through delivery of online learning materials. We also provide one-to-one support to students researching for assignments through drop-in sessions and appointments.

Contact us to request a presentation or workshop for your class. The liaison librarians for each faculty are:

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| • Humanities and Social Sciences: | Richard Evans | r.h.e.evans@qmul.ac.uk |
| • Medicine and Dentistry: | Paula Funnell | p.a.funnell@qmul.ac.uk |
| • Science and Engineering: | James Soderman | j.soderman@qmul.ac.uk |

10. Where are the libraries located and how I can I and my students get answers to questions about access, opening hours, spaces, borrowing and other services?

For information about all of the above and more, investigate the *Using the Library* and *Self Service* sections of the Library Website at <http://www.library.qmul.ac.uk/> and the *Library Landing Page on QMplus* at <http://qmplus.qmul.ac.uk/course/view.php?id=4359>

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