Student Course Reps

The **top 5** things you should know about **your role** and the **Library**

As a Student Course Rep, you may be asked to liaise with the Library on behalf of your School or Department. The following FAQs will help you in understanding how your role relates to the Library at QMUL.

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1   Where should I raise issues about the Library on behalf of students?

You can raise issues and ask questions about the library at the regular Staff-student Liaison Committee Meetings (SSLC) organised by your School and at the Library Users Forum (LUF). The Faculty Liaison Librarian for your School will usually be invited to attend the SSLC to listen and respond to your questions and concerns about the Library.

2   What is the Library Users Forum?

The Library User's Forum (LUF) meets three times per academic year, to enable student representatives to discuss current library developments, initiatives and concerns with a range of QMUL Professional Services staff and academic representatives. It provides the opportunity to represent the views of students to the Library Management Team. Agendas, minutes and other meeting papers are available from LUF on QMplus, at: http://qmplus.qmul.ac.uk/course/view.php?id=4368

3   How is the Student Library User Forum Rep role recruited?

The Student Library User Forum Rep is elected at the first meeting of your School's Staff Student Liaison Committee. The first SSLC meeting usually takes place during September - dates will be available from your School's website.

4   How do I approach my role as Student Course Rep with regard to the Library?

Be proactive in seeking the views of students in your School and take note of any Library related issues that they are facing. Feedback views and concerns at the Staff-student Liaison Committee meetings and to the student Library User Forum rep. Inform students in your school about the outcome of discussions within a reasonable timeframe.

5   Is there useful information about the Library that I should be aware of from the outset?

The Library provides the information resources and collections that you will need during your study here, and a range of learning environments, including vibrant group study spaces and areas for quiet study. We are very aware of the need to provide sustainable and well-maintained facilities to all our users, particularly during busy times, and we work closely with QMUL IT and Estates Services to achieve this.

Library Staff are there to help you and are happy to answer any questions you might have about the Library and the services it provides. To keep you informed, we'd like to provide you with answers to questions that we receive regularly from students.

"Can the library buy more textbooks for my course?"

We aim to provide at least one copy per 10 students of core reading list items and buy an e-book whenever titles are available with an appropriate licence permitting use in Higher Education.

Book budgets are determined by bench-marking against the Russell Group. We work with academic staff to obtain books required for modules and have the _More Books_ request scheme so students can ask for titles they need. Alternatively, ask your lecturer or academic library rep if they can request more copies.

E-books can be accessed through the Library Discovery tool: http://library.qmul.ac.uk. Publishers and copyright owners determine how much of any particular e-book can be downloaded or printed, and you are generally not able to download or print an entire e-book.

Schools are able to 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, between QMUL Library Services, London

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Universities Purchasing Consortium (LUPC) and John Smith and Son/Kortext. Print and e-books are sometimes purchased outright for students as part of this scheme and are usually made available from the campus John Smith's bookshop, at induction events, via schools websites or via QMplus.

"Can I access my reading list online?"

Reading Lists Online http://lists.library.qmul.ac.uk is a specialised tool that gives academics the ability to create, manage, and share lists with students. Students have easy access to relevant lists, and readings, through direct links to the Library catalogue, electronic books and journals, and other resources. Library staff can review lists, acquire the readings, and ensure that they are accurately described and discoverable. Contact your lecturer if your reading list isn't currently available online.

"Could the library increase its opening hours? 24/7 library opening would be ideal or at least longer opening on weekends"

Staffing increased opening hours is expensive, but we regularly review our range of opening hours and always give serious consideration to proposals for changing and extending them. The Mile End Library is currently open 24/7 during term time.

"What can I do if noise levels in the silent study areas become too high?"

Our staff make every effort to address noise and inappropriate behaviour in the library. We have introduced the Noise Line (0798 4314534) at the Mile End Library so students can report noise by text and staff can respond quickly. However, we expect students to respect each other's right to study in a quiet and secure environment.

"It is difficult to find a computer or desk space to use my own computer. Where can I find more spaces to study?"

Additional study space is available at Mile End at Canalside, the Hive and on the 7th floor of the Graduate Centre. QMUL is currently delivering a project to inform students about available study spaces in other parts of the University.

For information on opening hours, using the library, and a range of information resources and services, please see the Library website www.library.qmul.ac.uk or the Library Landing Page on QMplus http://qmplus.qmul.ac.uk/course/view.php?id=4359

Keep up to date with events, developments and announcement by following @QMlibrary on Facebook or Twitter.

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