Havering Library Induction

Marian Brown
Information Skills Librarian for Havering

Become what you want to be
What you need to know

- Library facilities & Resources
- Using the Library catalogue
- Referencing
- Keeping up to date with events & workshops
- Contacting us

Become what you want to be
STAFFED HOURS
Monday to Friday 08:30 – 17:00
Saturday 09:30 – 16:30
(excluding Bank holidays and when the Havering Campus is closed)
(During August the library will be unstaffed on Saturdays)

UNSTAFFED HOURS
Monday to Friday 17:00 – 19:30

Become what you want to be
Library Facilities

- Stationery for sale
- Wifi - Eduroam
- Over 40 Computers
- Self Service Machine
- Borrow Laptops
- Bookable Pod

Become what you want to be
## Printing/Photocopying Prices

Prices shown are consistent throughout the University.

<table>
<thead>
<tr>
<th></th>
<th>A4</th>
<th>A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White</td>
<td>£0.06</td>
<td>£0.12</td>
</tr>
<tr>
<td>Colour</td>
<td>£0.40</td>
<td>£0.75</td>
</tr>
</tbody>
</table>

Become what you want to be
Sending your print job

Follow Me print system

Select the correct print queue

**Black and White:** Student_Mono_Print on ZUHAL

**Colour:** Student_Colour_Print on ZUHAL

Become what you want to be
No Food or Drink

Become what you want to be
Is your device running low on charge?
Have you left your charger at home?

Help is on hand!

The Library now have 2 types of charger that you can loan for a day:

This mobile power bank can be used anywhere on Campus and is suitable for both Apple and Android devices.

This mains charger can also be used anywhere on campus and again has multiple leads to suit most types of devices.

Please ask a member of staff for more information.

Become what you want to be
Borrow and return items at the Self Service Machine

For late return when overdue items are on hold:
> £2 per day per item (up to a maximum of £20 per item)
> 2 day grace period

<table>
<thead>
<tr>
<th>Level</th>
<th>Standard Loan Books (2 weeks or 4 weeks)</th>
<th>DVDs (1 week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (BA, BSc, LLB)</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate (MA, MSc, MPhil)</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>

Become what you want to be
Information resources

- Books
  - Print & E-books
- Journals
  - Print & Electronic held on Databases
- Box of Broadcasts
  - Catch up TV archive
- DVDs
  - Can watch in Library or take home

Become what you want to be
How To Search

Searches the library catalogue e.g. books and journal titles but **NOT** journal articles

Searches the library catalogue & most journal article databases – will find journal articles using your key words

Become what you want to be
Classmark
e.g. 618.9200231 WON
Use the map option to locate area

Loan Type
• 2 Weeks
• 4 weeks
• Reference Only

Availability
• Available
• Due DD-MM-YY
• Library Use Only

Become what you want to be
Locate the book


Is it a print book
Or is it an E-Book?
If it’s a print book, what class mark does it have and how many copies does the library have?

Exercise: Catalogue searching
Locate the book

Become what you want to be
Inter site loans

- Can request for a book to be sent to Havering from Perry Library
- Books can be returned to either Library

Become what you want to be
Reading Lists Online

- Online access to reading lists for all your course modules
- Each module will have a Reading List
- Access through your Moodle Module Page

Example >

Become what you want to be
Subject Guides

libguides.lsbu.ac.uk/nursing

Become what you want to be
<table>
<thead>
<tr>
<th>Keyword</th>
<th>Alternative / related words</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: news</td>
<td>EXAMPLE: media or television</td>
</tr>
<tr>
<td>KEYWORD 1:</td>
<td>OR</td>
</tr>
<tr>
<td>Dementia</td>
<td>ALTERNATIVES FOR KEYWORD 1:</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
</tr>
<tr>
<td>KEYWORD 2:</td>
<td>OR</td>
</tr>
<tr>
<td>Pain management</td>
<td>ALTERNATIVES FOR KEYWORD 2:</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
</tr>
<tr>
<td>KEYWORD 3:</td>
<td>OR</td>
</tr>
<tr>
<td>Elderly</td>
<td>ALTERNATIVES FOR KEYWORD 3:</td>
</tr>
<tr>
<td>Keyword</td>
<td>Alternative / related words</td>
</tr>
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<td>ALTERNATIVES FOR KEYWORD 1:</td>
</tr>
<tr>
<td>Dementia</td>
<td>OR Alzheimers OR memory loss</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 2:</td>
<td>ALTERNATIVES FOR KEYWORD 2:</td>
</tr>
<tr>
<td>Pain management</td>
<td>OR Pain relief OR pain control</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 3:</td>
<td>ALTERNATIVES FOR KEYWORD 3:</td>
</tr>
<tr>
<td>Elderly</td>
<td>OR Aged OR geriatric OR older adult</td>
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Become what you want to be
Database searching

Search Tips

• Truncation * e.g. manag* will find manage, manages, managed, management etc.

• Phrase searching “” e.g. “older adult”

OR for alternative terms (synonyms) e.g. “management” OR “treatment” -> increases the number of results

AND to connect words with different meanings, e.g. “pain manag*” AND “elderly” -> decreases the number of results

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Become what you want to be
Referencing

• LSBU Harvard Referencing Style – Unique to LSBU, see our guides for info

• Reference as you read & ask for help early!

• Online guides and workbooks on LSBU Harvard Referencing & Plagiarism

Become what you want to be
Referencing: Recording sources

- We use the LSBU Harvard Referencing Style
- Keep a record of the sources you have used
- You’ll regret it later if you don’t!
- Remember to note the date accessed (websites can change)

Become what you want to be
In-text citation

Format: (Author, year) or (Author, year, page)

Examples:

For end of sentence
… other authors have denied this (Hartley, 1999).

As part of sentence
Hartley (1999) suggests that …

As part of direct quote
“transformation is key to …” (Hartley, 1999, p.74).

Become what you want to be
Example

…Developing skills in a team is a crucial component of an individual’s ongoing and continuous career development (Hearn and Thomson, 1987).

Melius (2013) observes that nursing is practiced with diverse ethnic groups and a large number of individuals served by social service and mental health agencies are people of colour. There are “five techniques or tools for practitioners that are most helpful, if not essential, for community practice” (Lippard and Bjorklund, 2004, p.102). Melius (2013) points out that social and environmental factors are critical in addressing childhood overweight and obesity. Lippard and Bjorklund (2004) go on to state that techniques are specific, repeatable, demonstrable, and measurable, “and repeatable in teams specifically” (Hearn and Thomson, 1987, p.85) …

Become what you want to be
Reference List


Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.

Example: Dunn (1988), as cited by Campbell and Muncer (1998), believed …

or


Or


Your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.
Training & Support

Assignment Surgeries

Quick drop-in sessions for students
Thurs 1 Nov
Tues 27 Nov
Tues 8 Jan
Tues 19 Feb
Thurs 7 March
Thurs 9 May

Havering Campus
IT Suite
1 - 4pm
No booking

Find help with:
- Referencing
- Information Searching
- Academic Writing
- IT Support
- Formatting and Uploading Assignments

Library and Learning Resources & Skills for Learning are here to help you!
Situated at entrance of Library

Become what you want to be
Information Skills Adviser

Can help with:
• Finding resources for your assignments
• Referencing queries
• Avoiding Plagiarism

I can’t:
• Proof read your assignment
• Check ALL your references
• Do a literature search for you

Become what you want to be
Training & Support

Have a look at the “Training” page of the Havering Library website

Or “Training & Support” on Nursing Subject Guide Page

Become what you want to be
Further Help

Ask at our Help Desk near the entrance of the Library.

Email: library@lsbu.ac.uk

Become what you want to be
Contact us

Marian Brown – brownm33@lsbu.ac.uk

Search in Facebook for LSBU Library and Learning Resources

Search Twitter for @LLRInsbu

libguides.lsbu.ac.uk/llrblog

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