Guide to Library Services for Academic Staff

Scan this QR Code on your Smart Phone to find out more about services for Academic Staff
This booklet outlines services which will be of use to academic staff.

Look out for our Library newsletter ‘Shelflife’ which announces new Library services or changes to services. You can also keep up to date with RSS feeds from the Library news pages or look out for announcements in the all-staff bulletin.

24hr Opening
Staffed services available between:
Monday to Thursday 8:45am – 9:00pm
Friday 8:45am – 5:00pm
Saturday 9:00am – 12:30pm

During vacations the opening hours are normally 9.00am to 5.00pm, Monday to Friday.
Library Web Pages
All the information in this booklet and much, much more can be found on the Library web pages:

www.bolton.ac.uk/library/CustomerGroups/Academic-Staff.aspx

Contact phone numbers
IT Support Desk: 01204 903563
(Queries re: software, printing, binding, usernames and passwords)

Library Desk: 01204 903094
(Queries re: issuing and returning of library materials, payment of fines, reservations etc.)

Subject Help Desk: 01204 903404
(Queries re: accessing print and electronic information in your subject area)

Contact the Library
Please do not hesitate to contact us, should you need help or have any questions regarding our services on offer. For a complete list of ways to contact us please visit:

www.bolton.ac.uk/library/About-the-Library/Contact-the-Library.aspx
How to Join the Library

As part of the university’s Staff Induction Programme you need to visit the Library for a brief introduction to our services. If you have not already done this please contact Dawn Grundy to make an appointment.

Getting a Staff ID Card

Staff need to contact the Library Desk to make an appointment for a Staff ID card. You will need to bring proof of employment with the University. Your Staff ID card can then be made up for you while you wait. Your Staff ID card is also your Library Card. Please also ask for a Library PIN as you will need this to make reservations and renewals on the Library catalogue. For details of your borrowing entitlements, loan periods and the fines applicable please see the Library webpages.

www.bolton.ac.uk/library

Getting a Network Username

New members of staff should fill in a form, available at the Library IT Support Desk to apply for a staff account. A good time to do this would be at your Staff Introduction to the Library. You will usually be given your account details within seven working days.

You will need to bring your Staff ID card or proof of employment with the University. This will allow you use of all University facilities including licensed software (on the bolton.ac.uk domain), printing and electronic resources such as online journals, databases and e-books.
Subject Librarians
You have a designated Subject Librarian who is responsible for all book stock and budget decisions within your subject area and for liaison with teaching staff on general Library matters.

This person will be your main point of contact with the Library and will try to make sure that the Library has all the resources you recommend to your students, in appropriate quantities and loan categories. He or she will also attend Course Committee Meetings and other subject related meetings as appropriate.

Please let your Subject Librarian know of any developments in your courses, new areas you will be teaching etc.

Ordering Library Material

Books
Your subject librarian manages the identification and procurement of titles for library stock. Please forward requests for items and copies of reading lists in good time for the beginning of the academic year. Order cards are available from the Library desk, Subject Help Desk or your Subject Librarian.

The financial year runs from the first of August and finances are limited. Further details regarding journals and electronic resources are available on the section for academic staff on the library website.
**Inductions and other User Education**
Subject Librarians can be booked for Library inductions and tours to new students. Please get in contact with your subject librarian to arrange this. Inductions normally take around an hour and are based in the classroom with a tour at the end.

Subject Librarians are also available to teach sessions on finding and locating academic information for assignments. Please contact your subject librarian and they will be able to advise you further on what is available.

**Institutional Repository**
The University of Bolton has its own institutional repository. The institutional repository is a searchable open access database of research produced by all departments at the University of Bolton, including articles, conference papers and presentations.

If you are interested in submitting a document, please contact your subject librarian who will advise you of the process. To view the institutional repository see the UBIR webpages.

http://ubir.bolton.ac.uk

**Photocopying, Printing and Scanning**
These services are all available via our Library multi-functional devices. Ask a member of staff in the Library for details.
Please contact your Subject Librarian or the Subject Help Desk if you need any further help or advice.

**Contact details:**

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For queries about ordering/obtaining material please contact Christine Smith, the Collection Development Manager  
✉️ Christine.Smith@bolton.ac.uk  ☎️ 3090