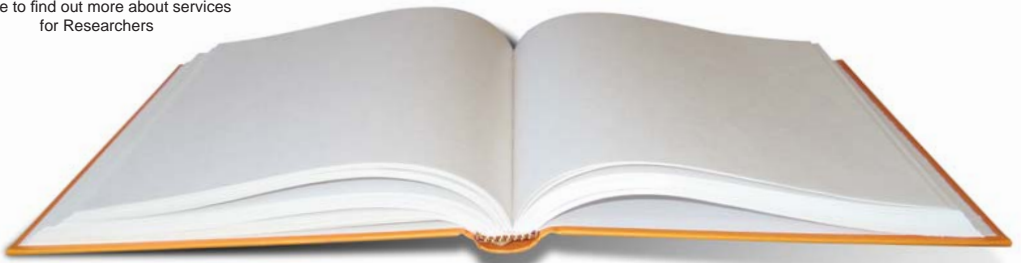




Guide to Library Services for Researchers

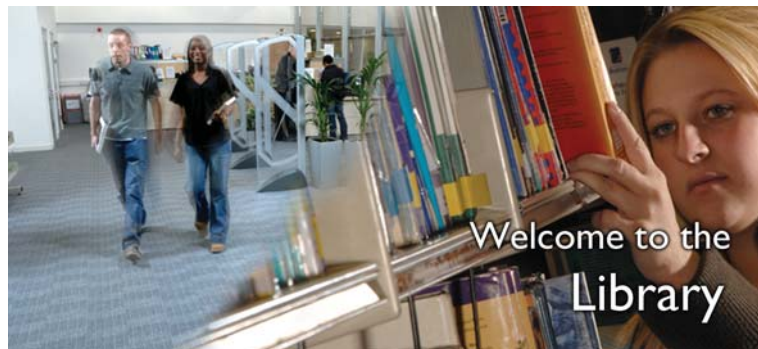


Scan this QR Code on your Smart
Phone to find out more about services
for Researchers



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Welcome to the Library

This booklet outlines services which may be of use to researchers. Many of them are general services available to all our users, but we hope that you will find it useful to have the information gathered together all in one place.

Look out for up-to-date information on the 'Research Students' section of the Library web pages:



www.bolton.ac.uk/library/Customergroups/Research-Students.aspx

The Library Web Pages

The Library web site (www.bolton.ac.uk/library) is recommended as a starting point for discovering our range of services and resources, both print and electronic. Here you will find links to:

- All web-based electronic services to which the Library subscribes;
- The Library Catalogue;
- Your subject pages, containing information about resources particular to your area of interest;
- Help guides to study skills, subject resources and IT resources (crib sheets, database user guides and booklets);
- Information about the Library, including contact details and opening hours.



Library facilities

The Library Catalogue

The Library Catalogue provides bibliographic information on all the materials (including journals, books, theses, videos and DVDs) that are held in the Library. Links are also provided to the electronic resources to which the Library subscribes.

The Library Catalogue can be found at:

 <http://capitadiscovery.co.uk/bolton-ac/>

or follow the link from the Library home page.

Borrowing Library Materials

You will be able to borrow fifteen items from the Library at any one time. We have various loan periods (for example 1 week and 3 week) and some items which can be consulted within the library only (e.g. print journals, reference books and some popular text books).

Photocopying

There are photocopiers in the Library for you to use. The cost of photocopies is taken from your print quota, by swiping your University ID card across the 'reader' on each machine.

You must comply with the Copyright Act of 1988, details of which are displayed on notices near each copier. In particular, there is a limit to the percentage of a book or journal you are allowed to copy, and multiple copies must never be produced.



Referencing

For guidance about how to cite and reference correctly, please see the referencing and plagiarism section within BISSTO (Bolton Interactive Study Skills Tutorial Online)

 www.bolton.ac.uk/bissto/Finding-Information/Referencing/

If you need any more help, please contact the Help Desk:


 subjecthelp@bolton.ac.uk

 01204 903094

RefWorks

RefWorks is a web-based bibliography and database manager which allows you to create your own personal database by importing references from online sources. You can then use these references when writing your theses in Microsoft Word and automatically format a bibliography or reference list using the Write-N-Cite tool.

Information about RefWorks can be found at the following address:

 <http://www.bolton.ac.uk/library/Electronic-Resources/RefWorks.aspx>



Institutional repositories and Open access

Open access has gathered pace over the past decade following the signing of the Budapest Open Access Initiative (BOAI) in 2002. The BOAI declared that the only barrier to accessing academic research should be technical barriers to using the Internet itself, and that anyone with an interest in academic research should be able to access it freely.

The main principle of open access is that research is free at the point of access. Open access can be achieved by depositing research in an open access repository such as the University of Bolton Institutional Repository (green open access) or by publishing in an open access journal (gold open access).

Open access at the University of Bolton

The University of Bolton Institutional Repository (UBIR) aims to gather, preserve and promote the intellectual output of the University of Bolton. It contains a wide range of research including, but not limited to, peer-reviewed journal articles, book chapters, internal and external conference papers, poster presentations, photographs and reports. UBIR is available at:

 <http://ubir.bolton.ac.uk>

Records in UBIR are searchable via Google, Google Scholar and through cross-repository databases such as OAISTER (<http://oaister.worldcat.org>). You can also search the Directory of Open Access Journals (DOAJ, available at <http://doaj.org>) to discover more open access research from quality, peer-reviewed journals.

To find out more about open access at the University of Bolton, and how to get your research into UBIR, contact the UBIR team on:

 01204 903099

 ubir@bolton.ac.uk



Electronic Resources

The Library has a variety of electronic resources available to support your research.

Online Databases

Online databases help you find articles on specific topics. Some give you author, title and source details (an indexing database), some give you author, title, source and an abstract (an abstracting database), and some give you access to the full article (a full text database).

The recommended databases for your subject area are detailed on the Library website.

Electronic Journals

The Library has access to a large number of electronic journals on a range of subjects. These can be accessed via the Library Catalogue or the e-journals portal.

Electronic Books

The University of Bolton has access to over 10,000 titles and this number continues to grow. Most can be accessed via the Library Catalogue:

 <http://capitadiscovery.co.uk/bolton-ac/>

Or via our e-books pages.

Discover@Bolton

Discover@Bolton is the Library's search engine. It allows you to search multiple databases (collections of journals) and the Library catalogue at once via a single search interface. You can access Discover@Bolton via the Quick Links on your subject pages or the library homepage:

 www.bolton.ac.uk/library



Inter Library Loans

If there is some material (book or journal article) which you want, and we do not have it in our stock, we can obtain it from another Library for you. This service provides copies of books (which you can collect from our Library), or journal articles (which will be sent to you).

As a Research Student you are allowed fifteen free requests for each year you are registered with the University of Bolton. These can be submitted at any time during your research period.

If you use up this free quota we will discuss this with your supervisor.

For queries relating to Inter Library Loans, please contact:

 illrequest@bolton.ac.uk

 01204 903594

The British Library

The British Library is also a good source of information. You can use our Inter Library Loan scheme to borrow from them (see above), or make a personal visit to consult material.

The British Library is in London and it is best to apply for a Reader Pass and request to see specific material. Details of their services can be found at:

 www.bl.uk/

Ethos is the British Library's electronic thesis service. Through their web site you can view electronic versions of some theses. For more information about the service please see:

 <http://ethos.bl.uk/>



Keeping up to Date

Electronic current awareness or alerting services will inform you by e-mail of newly published material in your subject area. There are different types of electronic current awareness services which may be useful to you - Table of Contents (TOC) alerts, and Saved Keyword Search alerts.

TOC alerts identify journal titles of interest, and you will receive an e-mail copy of the table of contents as new issues become available. These will give you an overall awareness of developments in your subject area. These alerts are provided by most electronic journal publishers. Many e-resources offer RSS feeds.

Keyword search alerts will keep you informed when a new article is published on a particular subject. You can create a keyword search and save it. The search is run automatically at certain intervals, and the results e-mailed to you. These sorts of services are provided by Cambridge Journals Online, Science Direct, SCOPUS and other databases which the Library subscribes to.

In addition, the British Library's ZETOC service is recommended as the most comprehensive of the electronic current awareness services.

ZETOC indexes the contents of 20,000 current journals, as well as UK and International conferences, in a vast number of subject areas. To set up an account simply log on to ZETOC.




Research and Publishing

Using Other Libraries

As a researcher at the University of Bolton, you are entitled to borrow books from other university libraries, under the SCONUL Access scheme. This can be useful if we do not hold the specialist material that you require for your research.

Applications are made online via the SCONUL website

 <http://www.sconul.ac.uk/sconul-access>

Please ensure that your University of Bolton library account is in good standing (i.e. no fines or overdue items) or your application will be turned down.

Publishing Your Work

If your research is published (in book format) that book needs an ISBN (International Standard Book Number). This is a unique number which distinguishes each title and where it was published.

In order to give your work a University of Bolton ISBN please contact Sarah Taylor in the Library:

 s.e.taylor@bolton.ac.uk

 01204 903099

Once you have completed a simple form, detailing the bibliographic information of that book, the ISBN can be issued.



Advice and Support

The Help Desk can help with your information needs. Call into the library and speak to the duty librarian or alternatively ring or email the desk.

 subjecthelp@bolton.ac.uk

 01204 903094

Your subject librarian can also provide you with expert advice on research methods and materials in your subject area.

In addition, the Library's Research Liaison Specialist, Anne Keddie has responsibility for supporting your information needs.

Feedback

We are always happy to take feedback about our services, so would be pleased to hear any comments you might like to make. Please see the following page for details about how to contact us:

 www.bolton.ac.uk/library/About-the-Library/Feedback-Methods.aspx

Other Useful Resources

Researchgate

The well-known professional network for researchers to share and collaborate with colleagues.

 www.researchgate.net

Vitae

Vitae is an organisation committed to enriching professional and career development support for researchers:

 www.vitae.ac.uk/



People to Contact

Please contact your Subject Librarian or the Research Liaison Specialist, Anne Keddie if you need any further help or advice.

Contact details:

Mary Barden

(Accountancy, Business Information Systems, Business and Management, Law, Tourism, Hospitality & Events and English Foundation)



M.E.Barden@bolton.ac.uk



01204 903547

Steve Crimes

(Art & Design, Computing, Creative Writing, Games, English, Media Writing & Production, Sound Engineering and Special Effects)



S.Crimes@bolton.ac.uk



01204 903093

Janet Dennis

(Biology, Mathematics, Civil Engineering & Construction, Health & Safety and Sport)



J.Dennis@bolton.ac.uk



01204 903593

Dawn Grundy

(Health Studies, Early Years & Childhood Studies and Community Studies)



D.Grundy@bolton.ac.uk



01204 903597

Anne Keddie

(Education and Psychology)



A.Keddie@bolton.ac.uk



01204 903281

For queries about ordering/obtaining material please contact Christine Smith, the Collection Development Manager



Christine.Smith@bolton.ac.uk



01204 903090