



Welcome to the JB Priestley Library

This presentation will give you a brief overview of library services at the University of Bradford

Library contacts (Skype on request)

- See:

<https://www.bradford.ac.uk/library/about-us/contact-us/>

You also have a subject librarian who can help you with finding information and help with referencing correctly.

To book an appointment with your subject librarian go to

<https://bradford.libcal.com/appointments>



UNIVERSITY of BRADFORD

 <p>Mal Andrews Faculty Librarian for Health Healthcare Leadership Centre for Applied Dementia Studies m.andrews2@bradford.ac.uk 01274 233984 Room 0.15 JBP Library Monday - Friday https://bradford.libcal.com/appointments/mandrews</p>	 <p>Maria Introwicz Faculty Librarian for Health Occupational Therapy Paramedic Science Radiography Sports Rehabilitation Public Health Masters (MPH) m.introwicz@bradford.ac.uk 01274 233373 Room 0.15 JBP Library Monday - Wednesday, Friday https://bradford.libcal.com/appointments/mintrowicz</p>
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Have you seen your librarian yet this year?

The Faculty's librarians are here to help you with:

Finding Information	Using Endnote
Referencing	Systematic Reviews

Open Access Publishing, Impact and Bibliometrics

Contact us by phone or email, book an appointment online,
or just come and visit us.

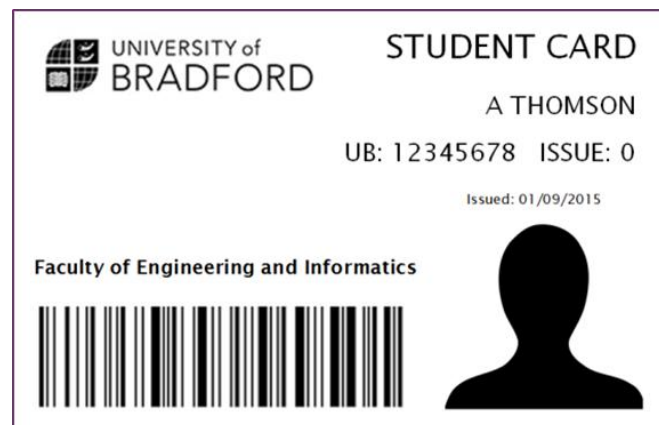
If your librarian isn't in, you can speak to any of us.

 <p>Joachim Nyanika Midwifery Nursing Public Health & Community Wellbeing j.o.nyanika@bradford.ac.uk 01274 236375 Room 0.14 JBP Library Monday - Friday https://bradford.libcal.com/appointments/jnyanika</p>	 <p>Marfin Levy Physiotherapy Diversity Management Higher Education Practice m.levy@bradford.ac.uk 01274 236027 Room 0.14 JBP Library Tuesday - Friday https://bradford.libcal.com/appointments/mlevy</p>
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University of Bradford Health Studies Librarians

Your student card is also your library card

- Your student card is your University ID card.
- It is also your Library card.
- Carry it with you when on campus. You need it for:
 - Entering the Library
 - Borrowing Books
 - Swiping into Lectures
 - Photocopying and Printing
- Do not let anybody else use your card.



Library webpage

Take a look at the library webpage:

<https://www.bradford.ac.uk/library/>



Go to the library webpage directly using the web address given above.

Alternatively – log into the **University Portal**

<https://portal.bradford.ac.uk/>

Log in using your username (followed by **@bradford.ac.uk** for example jbloggs8@bradford.ac.uk)

Then enter your Bradford password.

Click on **Library** from the menu on the **left**.

Your University of Bradford username and password

- You will need your UoB username and password to access all of the University's secure websites and the online library resources.
- Your **username** is given to you by the University when you enrolled and registered for an IT account
- It is made up from your initial(s) and your surname and is 8 digits long and may have a number at the end. It is all lowercase letters.
- Your **password** you selected for yourself when you registered for your IT account. **We do not know your password.**

Do not give your password to **anybody**.



Forgotten your username or password?

If you have forgotten your *username*, contact the library and we will give you your username (email library@bradford.ac.uk)

If you have forgotten your *password* you will need to reset it for yourself at <https://ccreg.brad.ac.uk/CCReg/NewPasswordForm>

Click on the link which says “I’VE FORGOTTEN MY CURRENT PASSWORD” and follow the on screen instructions.

Contact the library if you need help with this.

I’VE FORGOTTEN MY
CURRENT PASSWORD

Why do you need a username and password?

- You need this to access all of the following:
- The **University Portal** where you will find links to:
 - Canvas (this is the University's virtual learning environment where all your teaching material will be located).
 - Your Bradford email.
 - eVision (where the University stores all of your personal details). **** If you change home address please update the details in eVision.**
 - Your Timetables.
- You also need your University username and password to:
 - Log into the computers on campus.
 - Access online library resources off campus.



Bradford email

- When you registered for a Bradford username and password (IT account) you are also given a Bradford email.
- Log into your Bradford email by going directly to <https://outlook.office.com/mail/inbox> then logging in with your Bradford username (followed by @Bradford.ac.uk) followed by your Bradford password.

Or

You can access your email through the University Portal.

Click on the square at the top right hand corner of your Portal homepage.



Please check you email regularly. You can set up to receive your Bradford email on your mobile device. See IT services website for more details

<https://unibradfordac.sharepoint.com/sites/it-services-intranet>

Bradford email – Phishing email alert

- **IMPORTANT:** Be vigilant. A number of phishing emails have targeted members of the University. These specific emails have the subject line INVOICE. **Please do not click on the link from this email.**
- Report any new phishing emails you received to IT Services using IT ServiceNow <https://bradford.service-now.com/navpage.do>

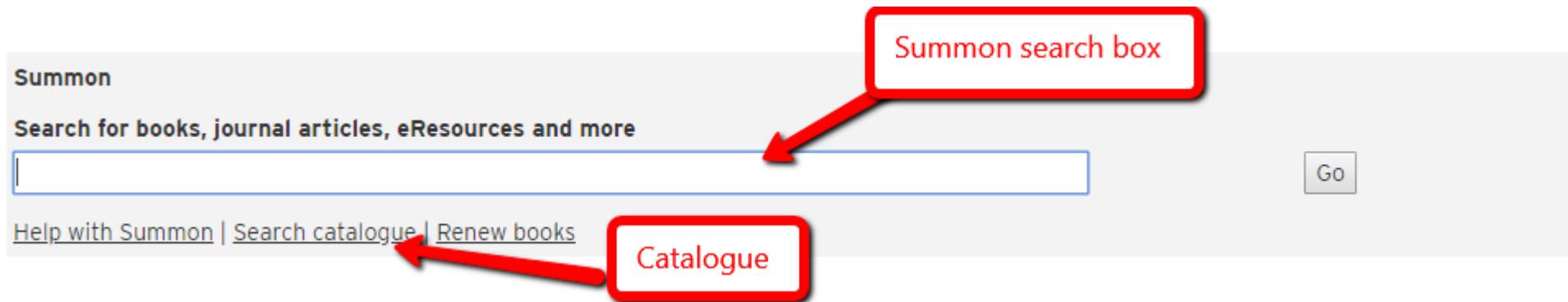
Library webpage

- The library webpage has all the information about the JBP Library and the services we offer.
- Take a little time to browse the different sections.
- The library is open 24 hours a day 360 days a year. For opening hours see <https://www.bradford.ac.uk/library/about-us/opening-hours/>



Summon

- At the top of the library webpage just under the main image you will find the Summon search box

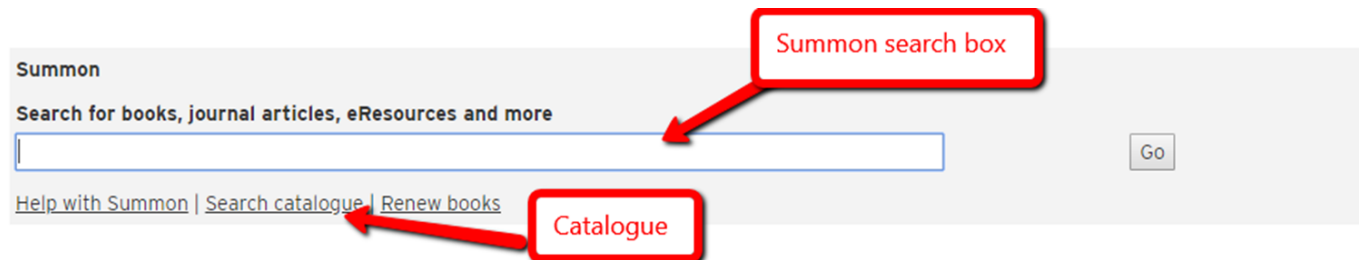


What is Summon?

- Summon is the library search – it searches **ALL** of our resources (everything we have purchased in print or online).
- Summon will find books, electronic books, journal articles, newspaper articles and much more...
- For a brief guide to Summon see https://www.brad.ac.uk/library/find-materials/summon/summon_quick_guide.pdf

What is the library catalogue?

- The library catalogue can be used instead of Summon to find books, ebooks and **journal titles** but not **journal articles**.
- A link to the catalogue search is located just beneath the Summon search.
- All the items in the catalogue can also be found in Summon.





Finding books

- Use Summon to find books and electronic books.
- If searching for a **specific book**:
 - enter words from the title of the book into the Summon search box + author's surname to help find it.
- If searching for **books on a topic**:
 - think about the **main** concepts and search for those.
 - Use different keywords to describe the **main concepts**.
 - Summon will find items which contain ALL the words you have entered.
- Need Help? Contact your subject librarian for help.



Finding print books

All books in the library are organised by classification number (**classmark**).

To find a book on the shelves you will first need to use Summon or the Library Catalogue to find the record for the book which will give you the details of the **classmark**.

Also make sure the item is **Available**.

Go to the shelves to collect the book.

Don't hesitate to ask a member of library staff for help if needed as classmarks can be long. You will need the **whole number and the 3 letters at the end** to locate the item.

Borrowing books

Use the “**Issue**” machines on floor 0 to borrow books.

- Scan your student card.
- Enter your **4 digit** library security PIN.
- Scan the barcode inside the book.
- **Note:** some books may not need scanning individually as this year the library will be introducing a quicker system for borrowing.



Don't have a Library PIN? Reset it at

<https://ccreg.brad.ac.uk/CCReg/NewPINForm>

As an Undergraduate you can borrow 12 books as a Postgraduate you can borrow 18 books.

Finding eBooks (electronic books)

- Use Summon or the Library Catalogue to find electronic books purchased by the library.
- If using Summon you can **Refine your search** by selecting:
 - Books/eBooks and Full-Text Online.
 - These options appear on the left of the screen after you have done your search in Summon.
- Select items of interest by looking at the titles and also the **Preview** of the books.
- Click on the Full-Text Online Link to access the eBook.

Accessing eBooks

- When you click on the Full-text Online link from Summon you may need to log in with your University username(you do not need to include @Bradford.ac.uk) and password.
- All eBooks will allow you to **Read Online**. Some may allow you to download the whole book but there will be a time limit allocated for a number of days.
- You normally can keep (print or download) 5-10% permanently but is does depend on the eBook supplier.



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Celebrating 50 years

Please enter your UoB username:

Please enter your UoB password:

Login



Print Books vs eBooks

- We have a selection of both print and electronic books, in some cases we may have both versions, for other items just print, for other items just the electronic version.
- Check Summon or the Library Catalogue to find what is available.

Reading lists

- You have a reading list for each module.
- A link to your Reading List is in the menu on the left in each of your Canvas modules
- They are also on the library webpage at <https://bradford.rl.talis.com/index.html>
- Search for the name of the module to find the list.
- You don't have to read every book on the list. Look at the index and content pages of books to find sections to focus on.
- The reading list items link through to Summon.

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Renewing books

- Books have a loan period of either 3 days, 1 week or 4 weeks.
- The 1 week and 4 week books will renew automatically **unless requested by somebody else.**
- Check your Bradford email regularly for library notifications.
- 3 day loans will need to be renewed manually by logging into your **My Library Record** at <https://catalogue.brad.ac.uk/patroninfo>

To log into your My Library Record you will need your UOB number (found on your student card) plus your 4 digit Library PIN.

Don't have a Library PIN?

Reset it at <https://ccreg.brad.ac.uk/CCReg/NewPINForm>



Reserving books which are on loan.

- If **all copies** of a book are on loan to other students you can reserve a copy. This will prevent automatic renewal.
- If all copies are on loan the **Reserve** option will appear at the top of the catalogue record.
- Click on **Reserve** and enter your **UoB number and 4 digit library PIN to place a “hold” on the item.**
- When the item has been returned you will receive an email informing you that it is awaiting collection with instructions on how to borrow it.
- If you no longer need the item please let the library know.

Returning books

- There is a Book Returns box on the outside of the building on the walkway. Items will be removed the next staffed working day.
- An automated Returns machine is near the Library Welcome Desk. Items will be removed from your record immediately.





What about journal articles?

- As well as books you will be expected to use journal articles to provide evidence and back up your arguments.
- Journal articles are regarded as the highest quality source of information for academic study.
- Journal articles are written by experts in their field of study and are peer-reviewed by other experts.
- Most journal articles are available online rather than in the library.

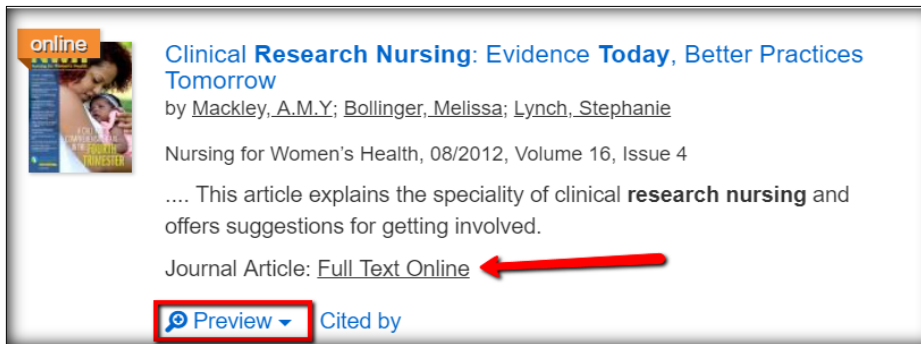


Finding journal articles

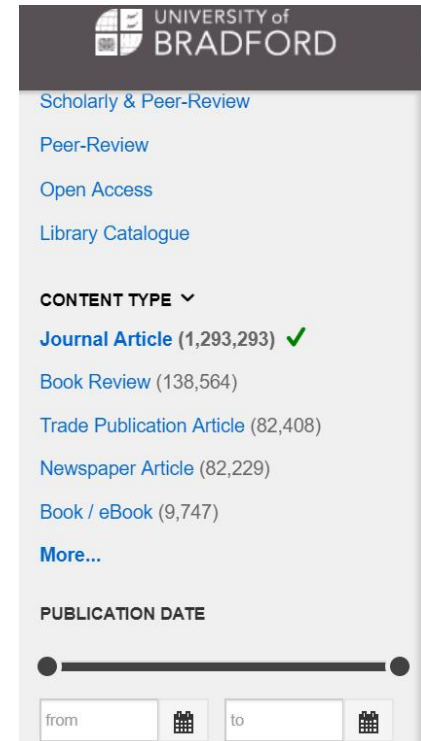
- Use Summon to find Journal articles.
- If searching for a specific article:
 - enter words from the title of the article + author's surname to help find it.
- If searching for articles on a topic:
 - think about the **main** concepts and search for those.
 - Use different keywords to describe the **main concepts**.
 - Summon will find items which contain **ALL** the words you have entered.
- Need Help? Contact your subject librarian.

Finding journal articles: points to remember when searching Summon

- Once you have carried out the search use the **Filters** on the left and under **Content Type** refine to **Journal Article**.
- Click on the **Preview** to read the Abstract or Summary.
- Click on the **Full Text Online** link to go to the full article:



online
Clinical **Research Nursing: Evidence Today, Better Practices Tomorrow**
by [Mackley, A.M.Y.](#); [Bollinger, Melissa](#); [Lynch, Stephanie](#)
Nursing for Women's Health, 08/2012, Volume 16, Issue 4
.... This article explains the speciality of clinical **research nursing** and offers suggestions for getting involved.
Journal Article: [Full Text Online](#)
Preview Cited by



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Scholarly & Peer-Review

Peer-Review

Open Access

Library Catalogue

CONTENT TYPE ▾

Journal Article (1,293,293) ✓

Book Review (138,564)

Trade Publication Article (82,408)

Newspaper Article (82,229)

Book / eBook (9,747)

More...

PUBLICATION DATE

from to

How to access electronic journal articles

- When you click on the Full-Text Online link from Summon you may be prompted to enter your Username and Password.
- Just enter your Bradford username (**without @Bradford.ac.uk**) and then your password.

- **NOTE:** If off-campus log into the **University Portal** first and follow the link to the **Library** webpage given in the **menu on the left**.



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Please enter your UoB username:

Please enter your UoB password:

Login

What if you find an article searching the internet, can you access it?

- If you find an interesting article when internet searching:

Try the following route to log in:

- Locate the “**Sign in**” option.
- Select **Institutional or Shibboleth** from the log in options given.
- If you are required to select a region, select **UK Access Management Federation**.
- Search or browse for the **University of Bradford**.
- Go to the University login page and log in with your **UoB username (followed by @bradford.ac.uk) and password**.

Points to remember when accessing electronic resources off campus:

- Summon searches *within our collections*.
- If you find an item on Summon click on the **Full-Text Online** link to access. Let us know if there is an access problem.
- Google etc. will search beyond our collections. Articles found using the internet may not be accessible. Try to log in at the Journal webpage (using either the **Institutional / Shibboleth** route).
- If this doesn't work and you are asked to pay for access, don't! enter the details of the article into Summon to double check if it is available through Bradford.



What if Bradford doesn't hold the article needed?

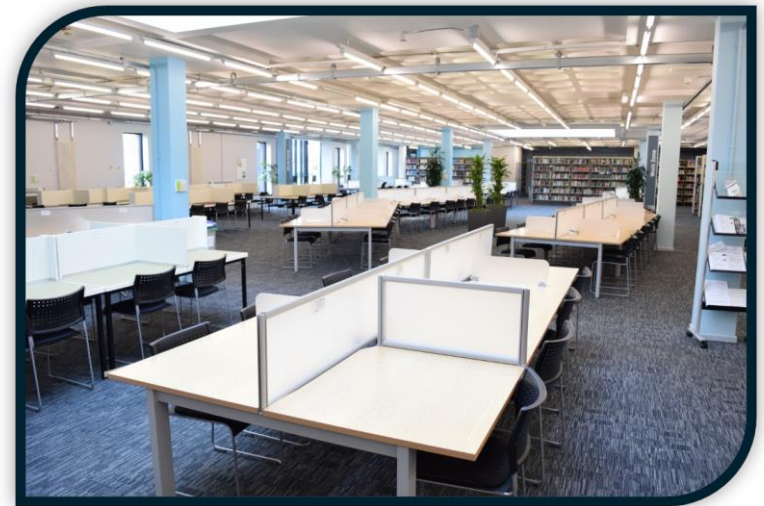
- If you need a copy of an article and it is not held by Bradford.
- Try **Google Scholar** for an “OpenAccess” version.
- If an OpenAccess version is not available the second option would be to request it using the Interlibrary loans Service.
<https://www.brad.ac.uk/library/find-out-about/inter-library-loans/>
- There is a charge of £2 per item.
- The item is normally obtained from the British Library.



Working areas in the library

- Floor 0 and floor 01 are collaborative working areas.
- Group study rooms are available. Bookable from the library webpage:
- Floors 02, floor 1 and floor 2 are **silent spaces**.
- Put your mobile phone on silent.

<https://www.bradford.ac.uk/library/using-the-library/room-and-equipment-bookings/>





Computers

- **I have my own laptop**

- Wireless internet access via eduroam: enter:
username@bradford.ac.uk
- Then your password.
- More information is available on the IT webpage at
<https://unibradford.ac.sharepoint.com/sites/it-services-intranet>

- **I don't have a laptop**

- PCs around campus, remember to sign out when finished!
- Laptops available for 24 hour loans at the desk in the library.
- Laptop Cabinet for 2 hour loans.



Office 365

- There are various things you can get through the University Office365 package, these include:
- OneDrive Storage – use this location to save work.
- Install the Office Package onto your own equipment:
- Office365 is accessible via your University of Bradford email
 - Log into your Bradford email <https://outlook.office.com/mail/inbox>
 - Click on the **App Launcher** (the square of 9 dots) - top left hand corner
 - Click on Office 365
 - Click on Install Office



Printing

- The library has machines which print/copy and scan.
- You need printer credit – top up online via SafeCom
 - (Note: allow 15 minutes for the credit to clear).
- <http://resourcepay.brad.ac.uk/safecom>
- Black and white / colour. A4 or A3
- Default is double-sided
- Wireless printing available from laptops/phones.
- For more information see the library webpage: <https://www.bradford.ac.uk/library/using-the-library/printing-and-photocopying/>



Food and drink

- **Food & Drink Policy**
 - Keep it clean
 - Drinks allowed (except alcohol!) but must have a lid
 - Small snacks allowed
 - **No hot food**
 - Use the recycling bins &
 - look after your library

JB Priestley Library
Our food and drink policy

Allowed items (marked with a green checkmark):
All cold and hot drinks with a lid.
Snacks - crisps, fruit, nuts, biscuits, chocolate

Prohibited items (marked with a pink X):
No hot/cold drinks without lids
No hot food
No cold meals i.e. pasta tubs, take away food, cold pizza etc
No sandwiches

Please remember to **recycle** your litter.

Optional workshops

- For a full list of workshops log into the University Portal and then go to Workshops and Clinics
<https://unibradfordac.sharepoint.com/sites/workshops-and-clinics-intranet>

Using other libraries

SCONUL Access Scheme

- SCONUL Access is a scheme that allows university students free access to over 160 academic libraries around the country
- More information on the library website at: <https://www.bradford.ac.uk/library/using-the-library/information-for-visitors/#d.en.45076>





Academic Integrity Induction – what is plagiarism?

- All new students must complete the Academic Integrity Induction which gives a brief introduction to what is / isn't plagiarism.
- This is a short module in Canvas.
- It consists of tutorials and a multiple choice test at the end.
- It takes approximately 30 minutes to 1 hour to complete.
- If you cannot see the module in Canvas contact your subject librarian.

Referencing Guide

- This is available on the library webpage at <https://www.brad.ac.uk/library/find-out-about/referencing/>
- There is a **brief guide**, a **full guide** and also an **online option** <https://www.brad.ac.uk/library/find-out-about/referencing/referencing/>
- Bradford uses a version of Harvard referencing, however it is NOT standard Harvard.
- Do not use the Harvard option on referencing tools websites as it is not the same.
- If you are using a tool to help with referencing the closest match to Harvard (Brad) is a style called APA... however you will need to compare it with our style and make a few changes.

Need Help with referencing? Contact your subject librarian.



Endnote – what is this?

- Endnote is a computer programme for “reference management”.
- It has 2 functions:
 - It is a location for storing all of your reference details for books, articles etc. which you plan to use in your essays.
 - It can be used to create citations and references in accordance with Harvard (Brad) style.
- Endnote takes time to master, it is optional. If interested:
 - See the library Endnote webpage <https://www.bradford.ac.uk/library/find-out-about/endnote/>
 - Attend an optional workshop
 - Speak to your subject librarian.

Subject Support pages

- There are **Health Subject Support** pages on the library webpage at <https://www.brad.ac.uk/library/subject-support/health-studies/>
- Select your programme.
- Extra information is available via these pages, such as:
 - Links to journal article databases, such as Medline and CINAHL.
 - Links to other resources and useful websites.
 - Key journal titles (this is a list of some key journals we hold but not everything! – check the library catalogue or Summon for the name of a journal if it does not appear on this list as we may have it).



Need more help?

- Library videos: <https://www.brad.ac.uk/library/additional-help/video-guides/>
- Library Frequently Asked Questions
<https://www.brad.ac.uk/library/additional-help/library-faqs/>
- Additional help for students with disabilities
<https://www.brad.ac.uk/library/additional-help/distance-learners/>
- IT Help. Log into the Portal then link to
<https://unibradfordac.sharepoint.com/sites/it-services-intranet>

Please get in touch if you have further questions:
library@Bradford.ac.uk

Thank you