

Guide to ECU library services &  
resources for

# **Academic Staff**

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ECU Library

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## LIBRARY TEAMS

The ECU Library has teams dedicated to providing the specialist information needs of each faculty. Faculty teams are responsible for developing collections, providing library workshops for staff and students and offering assistance to academic staff and higher degree students.

### Faculty Teams at ECU:

- ▶ Business & Law  
<http://www.ecu.edu.au/library/faculty/cont-fbl.html>
- ▶ Education and Arts  
<http://www.ecu.edu.au/library/faculty/cont-fea.html>
- ▶ Computing, Health & Science  
<http://www.ecu.edu.au/library/faculty/cont-chs.html>
- ▶ Regional Professional Studies (Bunbury)  
<http://www.ecu.edu.au/library/faculty/cont-bun.html>

## LIBRARY INFORMATION LITERACY

### What is Library Information Literacy?

The library aims to support the University's teaching, learning & research through the teaching of Library Information Literacy skills. These skills are based on the Council of Australian University Librarians (CAUL), Information Literacy Standards document:

1. Recognizes the need for information & determines the nature and extent of the information needed
  - a. Defines and articulates the information need
  - b. Understands the purpose, scope and appropriateness of a variety of information sources
  - c. Re-evaluates the nature and extent of the information needed
  - d. Uses diverse sources of information to inform decisions
2. Finds needed information effectively and efficiently
3. Critically evaluates information and the information seeking process
4. Manages information collected or generated
5. Applies prior and new information to construct new concepts or create new understanding
6. Uses information with understanding and acknowledges cultural, ethical, economic, legal and social issues surrounding the use of information

## **Library Sessions for Students**

### **Tours of ECU Library**

Library tours are scheduled at the start of each semester. However, we are willing to run extra tours at your request.

### **Library Information Literacy Sessions**

Library Information Literacy sessions are available at the request of academic staff. Sessions may run outside of your class time or may be integrated so that it is part of a unit. Library Information Literacy Sessions can be customised to a specific subject area or a specific assignment topic. The faculty teams also run various optional sessions and these are advertised and it would be helpful if they are mentioned in your class/es. They are listed at: <http://www.ecu.edu.au/library/services/sessions.html>

## **Library Sessions for Academic Staff**

If you would like a personal introduction to the services and resources available at ECU Library, please contact a librarian in your faculty library team.

## **Guides to Finding Information**

Guides such as those on key subject resources, specific databases, EndNote and research planners, are available in the Library or online from the Library Faculty specific pages

<http://www.ecu.edu.au/library/faculty/index.html>

Some recent initiatives include creating and making available podcasts, video clips etc on specific resources or topics. Check them out at:

<http://www.ecu.edu.au/library/services/podcasts.html>

*Liberty: Learning to find information* is an online interactive package available through the Library's Homepage

<http://www.ecu.edu.au/library/liberty/index.html>

## LIBRARY SERVICES

### Access

ECU Library services can be accessed by visiting one of its libraries located on an ECU Campus or by visiting the Web site, ECU Library Online: <http://www.ecu.edu.au/library/>

### Library Opening Hours

	Perth	South West (Bunbury)
<b>Semester</b>		
Monday – Thursday	8am - 9.30pm	8.30am - 8pm
Friday	8am - 6pm	8.00am - 5pm
Saturday – Sunday	10am - 5pm	1pm-4pm

Library openings hours are usually extended during exam periods – extended times will be advertised.

### Semester break

Monday – Friday	8.30am - 5pm	8.30am - 5pm
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Note: All library desk services cease 15 mins before closing – some variations may occur.

View the 2009 opening hours at:

<http://www.ecu.edu.au/library/services/Hours2009.html>

### Loans

#### ECU Library

Amount 50 books for 18 weeks.  
(Other staff or students can recall Items you have borrowed).

Renewals All items are renewable provided another client does not require them.

Holds Items already on loan may be recalled (items must be returned within 7 days).  
Items held at another ECU campus may be requested.

## Other WA Universities (Reciprocal Borrowing)

Where	ECU staff may borrow in person at any other WA University Library
Amount	Varies depending on the lending library.
How	You will need to register online prior to attending the relevant library. The online registration form is available: <a href="http://www.ecu.edu.au/library/loans/borrowing.html#Reciprocal">http://www.ecu.edu.au/library/loans/borrowing.html#Reciprocal</a>  You will also need to take along your ECU staff card to the library.

## Document Delivery Service

This service is designed to support your teaching, learning and research needs. You may request materials which are not held at your home campus or at ECU

Not supplied	Items available on the shelf in your home campus library or available via a library database
Cost	Academic staff requests are currently fully subsidised.
How	Request an item online through <b>VDX</b> at: <a href="http://www.ecu.edu.au/library/docdelivery/index.html">http://www.ecu.edu.au/library/docdelivery/index.html</a>

VDX (Virtual Document eXchange) is a end-user service which allows you to submit requests online, track requests and have articles delivered online to your desk top in PDF or TIFF format.

To use ECU VDX successfully:

1. Connect to VDX, sign in (User ID=staff/student number; Password=date of birth DDMMYYYY).
2. Search & Request, enter search terms, GO!
3. Click Get it! on desired title.
4. For copies enter details for article or chapter in fields under Part Details.
5. Submit & accept Copyright prompt (for articles & chapters)
6. Note ILL request number for tracking purposes.
7. If you have problems obtaining all the information necessary to place your request, try [Google Scholar](#). This is a search engine that indexes the content of scholarly material published on the internet and in electronic books and journals.

Otherwise, please refer to the [VDX User Guide](#)

## **Library Assistance**

### **Information/Loans Service**

Rostered service point providing initial assistance and help with loans related queries

### **Reference Service**

Librarians at rostered service point in the library provide assistance to staff & students with their research queries

### **Faculty & Subject Librarians**

Contact for specialist assistance and appointments

### **Online Help**

An email service available via the “Contact the Library” button on the Library’s Web Site

## **Staff Photocopying Card**

If you wish to photocopy in the Library using funds allocated by your School, you will need to apply for credit **via your School Administration**. The allocated credit would be loaded onto your ECU staff card.

## **Video/Film Bookings through the Loans Service**

### **Bookings**

All ECU Library videos/DVDs may be requested for classroom use. Reservations are necessary if the video is required for a particular screening date. Please provide adequate lead-up time for cross-campus loans.

### **Videos from other institutions**

Please provide adequate details and lead-up time when placing requests.

## **Multimedia Services**

Contact Multimedia Services (part of IT Services) if you need to reserve equipment, arrange video reticulation, TV & radio recordings etc. Training and assistance in the use of equipment will be provided upon request.

Multimedia Services are located at Building 31 (Library), Joondalup, at Building 10, Mt.Lawley and Building 3, Bunbury.

For more information see: <http://www.ecu.edu.au/ITSC/MMR/>

## External Library Services

We have special services to support our external and offshore students. (categories defined on <http://www.ecu.edu.au/library/external/index.html>)

Eligible students are able to have services such as

### **Delivery of materials:**

Books (Australian residents only) and photocopies are sent to the student free of charge, but students pay for any return postage.

### **Literature searches:**

Students unable to access the Library's databases may request a subject librarian to conduct a literature search on their behalf.

## Equity Services

Staff & students unable to fully access the library due to a disability are eligible to use the Library's equity service. The Library will allocate a library staff to help you retrieve needed library materials or will send the materials out to you.

The Equity Service also extends when using the other WA University Libraries. They will provide this service as part of a reciprocal agreement but prior arrangement is necessary.

To use this service, register with the ECU's Equity & Diversity Unit. More information is available at <http://www.ecu.edu.au/library/loans/disability.html>

## RESOURCES

### Library Catalogue

The ECU Library catalogue is available online 24 hrs a day. It lists the resources of all ECU campus libraries (i.e. books, journals, music, DVDs etc.).

The menu search options include

- Author, author/title, title, subject or keywords, journal titles
- New items
- Reserve collection by unit code or lecturer
- Login to Your Library Profile which include features such as checking your borrowing status and creation of preferred searches and email alerts

Partnering software allows immediate repeat search in the catalogues of Murdoch University, UWA and the State Library of WA. The Library Catalogue page also includes a link to search other library catalogues.

## **Collections and Ordering Library Materials**

All staff and students at ECU may make suggestions for books or other Library items to be purchased for the library. All orders should be placed with your Faculty Librarian or with a member of your library faculty team.

Please contact your library faculty team for assistance in any of these areas:

### **Book orders:**

Send suggestions via e-mail, marked-up catalogues/blurbs, lists etc. Indicate suggested campus library and number of copies if more than one is needed. If a book is needed for the Reserve Collection, please provide the Unit Code.

### **Journal titles:**

Send suggestions. Requests may require Head of School's support as this is an ongoing commitment item.

### **DVDs etc:**

Send suggestions. If items are costly, previews could be arranged before any purchase is made.

### **E-Books:**

To make provision for remote users the Library has adopted a strategy to obtain the electronic versions of recommended titles whenever available. The Library's current collection of electronic books includes the following series and platforms: EBL, Safari Books, James Bennett Etitles, Gale Virtual Reference Library, Informit e-Library, SpringerLink, and PsycBOOKS. You are encouraged to include such items in your unit readings.

### **Unit outlines:**

We suggest you check your recommended readings in your Unit Outlines against ECU Library's catalogue. The Faculty library team could assist and provide you with details of the latest editions held at ECU or order any items that are not held.

### **New subjects:**

Lists of resources can be provided to assist in new or developing areas or updating reference lists of existing programs.

## Current Awareness Service

E-mail alerting services and/or RSS are available on most of the library's online journal publisher packages, library databases, and the library catalogue. This feature does require some profile set-up. Your faculty library team will be able to assist you with this.

## Reserve & e-Reserve Collections

### Coverage

**e-Reserve** is an repository of high use material available 24 hours a day via the Library's catalogue. It includes published text-based material (e.g. journal articles, chapters/sections of books, conference papers etc) that contain third party copyright. Both, items scanned from print format and links to items that are contained within the Library's online resources, can be included.

Each campus has a designated area for print format items e.g. textbooks placed in **the Reserve Collection**. These are available for short term use within the Library.

### Access <http://library.ecu.edu.au/search/r>

Items are listed in the catalogue under lecturer's name and unit code. Only ECU students & staff may borrow from this collection or access the electronic items

Your List: Lecturers determine their list and submit the list to the Library allowing enough of time for the process.

**Instructions on how to add items to Reserve or e-Reserve** are located under the red tab on the left of the webpage at <http://www.ecu.edu.au/library/loans/reserve.html>

Lists must be renewed each semester or annually, otherwise materials will be removed from the **Reserve** collection.

You can include the link to items placed in the **Reserve** collection for your unit within your **Blackboard unit**. Further information including copyright issues can be found at

<http://www.ecu.edu.au/library/ereserve/reserve2.html>

## **Exam Papers**

### Coverage

ECU Exam papers which have been copyright & lecturer cleared, are made available to students through the library catalogue. Use the **Title** search option & search for an exam paper by its unit code e.g. PSY1101. Exam papers are left online for 3 years only.

### Access

Only current ECU staff & students (ADS login is required) are able to access this collection.

## **EndNote: Bibliographic Management Software**

EndNote is an online search, reference database and bibliography maker. Endnote lets you create your own specialised database, which can be managed and searched as your own reference library. It integrates with Word to allow in-text citations to be drawn from your library as you write your paper.

ECU Library has a site license for EndNote. All staff and enrolled students of ECU may download and use the software free of charge for as long as they are associated with ECU.

## **Databases**

ECU Library subscribes to over 200 databases. Most of these databases index a wide range of journal titles. Most of the databases have the fulltext of articles – i.e. the articles are available online in the database or the SFX locator links to the electronic version if the Library has a subscription to the journal.

### Access

Library databases are licensed products and as such, access is restricted to ECU staff and students, and walk-in users of the Library where permission has been granted.

### On-campus Access:

Easily available although some databases may require staff / student authentication

### Off campus:

Access is available but authentication is necessary

## MetaQuest

MetaQuest is a portal that enables access to ECU's online collections.

With MetaQuest, you can search individual resources in their original format (which generally has more options and functionality). Alternatively, you can also opt to conduct a "MetaSearch" using the MetaQuest search interface. This allows you to select and simultaneous search across up to 25 resources, including library catalogues and databases. Links to the fulltext of articles are available by clicking on the "SFX Find it" button.

Databases in MetaQuest are grouped together by subject categories relevant to courses at ECU, but you can also create your own list of preferred resources. MetaQuest also allows you to construct alerts to run searches for you.

More information on MetaQuest is available:

<http://www.ecu.edu.au/library/metaquest/information.htm> and  
<http://www.ecu.edu.au/library/services/podcasts.html#MetaQuest> (online tutorials)