

Edith Cowan University Library

Guide to ECU Library Services for Academic Staff

ECU Library offers traditional print-based library services at each of the ECU teaching campuses and online services via ECU Library Online.

“Our mission is to provide and facilitate access to scholarly information that supports the University’s teaching, learning and research”

We welcome new staff to our library service.

FACULTY LIBRARY TEAM CONTACTS

Your Faculty Librarian can assist with library queries related to the strategic direction of the library and support for teaching, learning and research. Subject librarians provide support on each campus.

We are also able to assist with your library queries in a quick email response, by organizing a session to discuss your information needs in more depth or to provide training if required.

The contact details for your Faculty Library Team are available from the following website:
<http://www.ecu.edu.au/library/faculty/cont-faculty.html>

Part 1 Library Research Services

Part 2 Library Services:

Access; Opening Hours; Assistance; Loans; Reserve; ECU VDX Exchange (Document Delivery); Film/Video Bookings; Copying Services; Multimedia Resources; External Library Services

Part 3 Library Resources:

Library Catalogue; Ordering Materials for the Collection; Exam Papers; Library Resources by Faculty; Citation Management

PART 1

LIBRARY RESEARCH SKILLS

You may make an appointment with your subject librarian to discuss a personal introduction to library resources and services.

Academic staff may wish to discuss one of the following options for their students.

- Subject tours of ECU Library
- A support session to introduce a group of students to searching for information
- Citation management support using EndNote for staff and higher degree students

The library also offers instruction-

- Via its frontline reference and enquiry services
- Voluntary sign up orientation tours and ECU Library Catalogue sessions in the beginning of each semester
- Library Information Guides and Dewey Decimal call number bookmarks for each school.
- The Web self paced program, *Liberty: Learning to find information*.
- The EndNote tutorial on CD ROM designed by the Graduate School and available via loans services at each campus

Looking for journals

Known title Check the ECU Library Catalogue using the title or journal search options to locate print or electronic holdings. For some electronic holdings, you may be referred to a database to conduct another search for the publication title.

On a topic To search for journal citations on your topic use an indexing and abstracting service database accessed through the Databases option on ECU Library Online. Other databases such as Austats, used to locate statistics or Standards Australia Online may also be accessed. Many of the databases also include the full text of articles i.e. the articles are available online or a find it option to access an online version or the opportunity to check a library cataloguing.
Federated searching or searching across a number of databases from differing suppliers is offered via MetaQuest.

PART 2

LIBRARY SERVICES

Access

ECU Library services can be accessed by visiting one of its campus libraries or by visiting the Web site: ECU Library Online <http://www.ecu.edu.au/library/>. ECU Library Online can also be accessed through the ECU Staff Web page or through the Student Portal.

Library Opening Hours

<http://www.ecu.edu.au/library/collections/borrowing8.html>

Assistance

Loans/Enquiry Services are able to assist with known item or loans related questions.

Reference Services where rostered librarians provide assistance with library resources and assignment support.

Online Help: The Ask Us service available through ECU Library Online accepts loans and reference enquiries

Faculty Librarian & Subject Librarians may be contacted for specialist assistance
<http://www.ecu.edu.au/library/faculty/cont-faculty.html>

Equity Services for Staff & Students

Staff and students unable to access the library due to a medical condition or physical disability are eligible for assistance. This assistance is also available should there be a wish to use another University Library (prior arrangement necessary). Staff or students requiring the service may see the Senior Librarian or the Loan Supervisor at their campus to arrange assistance within the library

Loans Services

ECU Library uses self-service EASYLoan machines to borrow items.

<i>Amount</i>	Academic staff may borrow up to 50 books for 18 weeks; however they are able to be recalled.
<i>Renewals</i>	Items are renewable provided the item is not required by another client.
<i>Holds</i>	Items already on loan or held at another campus may be requested. These will generally be available within 7 days.

Reciprocal Borrowing

<i>Where</i>	ECU staff and students may borrow in person, at any other WA University
<i>Amount</i>	Varies depending on the lending library.
<i>How</i>	An ECU staff card and proof of current employment must be presented when joining another University Library. Length of registration is for the current academic year.

Reserve Collection Services

The Reserve Collection is an area at each campus library where high demand material is kept for short-term use in the library or articles are made available online. Lists of print and online materials are available via the library catalogue.

- Lecturers identify the items that are to go into the Reserve Collection. Materials can vary from books, videos, CD-ROMs to articles.
- Journal articles available full text in a database can be linked to or copies scanned by the lecturer or library from a copy supplied by the lecturer.
- Additional instructions and forms can be located at-
<http://www.ecu.edu.au/library/collections/reserve.html>
- A 3 day-loan option is an alternative for high demand items.

ECU VDX Virtual Document Exchange

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

Items not held in the ECU Library may be requested by academic staff and higher degree students. The Library's Document Delivery Service provides subsidized access to information not held in the ECU Library. Requests may be placed, tracked and received

using the online ECU VDX service. Books are sent to the home address or campus as nominated.

Books and copies of articles or chapters required from another ECU Campus Library may also be requested through the Request function in the library catalogue.

Not supplied Short term loan items and those available on the shelf in your home campus library or electronically through the library catalogue.

Video/Film Booking

- Videos may be requested from any campus loans/enquiry service for a standard 7 day loan or for a particular screening date. Mt Lawley campus has a 3 day loan feature film collection that is available for loan to FCCI students and academic staff for teaching purposes.
- Videos held by other institutions may also be requested. Please provide adequate details (eg title & lending institution) and lead-up time when placing requests.

Copying Services <http://www.ecu.edu.au/library/services/photocopying.html>

If you wish to photocopy in the Library you will need to apply for a staff photocopying card and credit via your School Administration. A copy of the form can be obtained from the above Webs address. Personal accounts can also be added to these cards. Research students can use the same forms to set up a research account for photocopying. Staff may also purchase personal photocopying cards from the library autoloader machines.

Multimedia Resource Services MMR

Each Campus Library provides Multimedia Resource Services. Relevant booking forms and information on services is located at - <http://www.ecu.edu.au/KITSC/MMR/>

External Library Services

ECU Library provides resources and information services to remote students.

- Eligible undergraduate student requests are supplied from any ECU Campus Library or WA University Library; also photocopies from WA hospital libraries. Postgraduate requests may be supplied from anywhere.
- Books and photocopies can be requested and these are sent to the student free of charge. Students pay for the return of books. Books are not supplied for loan offshore.
- Academic staff may request high demand books or videos be purchased for the exclusive use of external students and be placed in the external collection, currently based at the Joondalup Campus.
- Remote students have access to the extensive online collections of ECU Library
- Literature searches maybe conducted by subject librarians on behalf of students unable to access the Library's electronic resources
- Subject librarians provide assistance with students information queries, by phone, email or the ASK Us online reference service.

PART 3

LIBRARY RESOURCES

Library Catalogue

- The ECU Library catalogue is available online 24hrs a day.

- The catalogue lists all items held at ECU and where they are located, including the links to electronic resources.
- A search for a journal title will list electronic and print holdings where applicable.
- Most searches can be limited by date, campus or material type and sorted by most recent date
- Items on loan can be renewed through the 'Login to Your Library Profile' option
- This option also allows you to Save your search terms for future use and be notified when items of interest are acquired by the Library
- Partnering software allows immediate repeat search of the Murdoch University and the State Library of WA (LISWA) catalogues
- Links are provided to the catalogues of other libraries
- A New books and other items option provides a broad Dewey Decimal subject listing of materials catalogued into the collections in the last month

Ordering Library Materials for the Collection

All order requests should be placed with the Faculty/Subject Librarian or with a relevant team member

- Book orders* Send suggestions via e-mail, marked-up catalogues/blurbs, lists etc. Indicate locations and number of copies required. If needed for the Reserve Collection, provide the Unit Code. The standard loan period is for 6 weeks and the 3 day-loan option is an alternative to the reserve collection.
- Journal titles* Suggestions will require Head of School's support as this requires an ongoing commitment
- Videos* Send suggestions. If items are costly, previews should be arranged before any purchase is made.
- Unit outlines* The Library can check your Unit Outline reading list against the ECU Library catalogue. We will provide you with details of later editions held at ECU and order items not held.
- New subjects* Lists of resources can be provided to assist ordering in new or developing areas or when updating reading lists for existing programs.
- Online courses* Discuss resources required for online courses with your Faculty/Subject librarian.
- Desk copies* These should be ordered by the School via the ECU Bookshop

Exam Papers

Exam papers identified as being available to go into the library and comply with copyright requirements are available online via the ECU Library catalogue. Access is limited to ECU students and staff and requires student name and ID number to logon. Choose the Title search option and type in the unit code.

ECU Library Online: Library Resources listed by Faculty

Lists specific information resources for each Faculty by discipline area-

- Databases
- Selected web sites
- Faculty Library team contacts

Access to databases and electronic journals off campus

Databases are licensed products and as such, access is restricted to ECU staff and students. Access is readily available while on campus. When off campus, access is available using your private ISP. Further information on connection options are available from-
<http://www.ecu.edu.au/library/system/indoor-connect.html>

Citation Management Software

EndNote is licensed software that is used to create your own library of references/citations, which can be managed and searched. It also integrates with Word to allow in-text citations to be drawn from your library as you write your paper. This automatically creates the bibliography at the end of the document in the style nominated.

EndNote also provides the option to create separate bibliographies to use in grant applications or hand outs.

Enrolled students and staff are able to download and use the software free of charge for as long as they are associated with ECU. A self paced EndNote tutorial and the software CD can be borrowed from an ECU Library Loans service.