

Guide to ECU library services &
resources for

Academic Staff



ECU Library

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LIBRARY TEAM

The ECU Library has teams dedicated to providing the specialist information needs of each faculty.

Faculty Teams at ECU:

- ▶¹ [Business & Law](#)²
- ▶¹ [Education and Arts](#)³
- ▶¹ [Computing, Health & Science](#)⁴
- ▶¹ [Regional Professional Studies \(Bunbury\)](#)⁵

Faculty teams are responsible for developing collections, providing library workshops for staff and students and offering assistance to academic staff and higher degree students.

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/sessions1.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)
Semester		
Monday – Thursday	8am - 9.30pm	8.30am - 8pm
Friday	8am - 6pm	8.00am - 6pm
Saturday – Sunday	12.30 - 5pm	12.30-4.30pm

Over the exam period there are extended opening hours and these are 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.

For 2008 consult the website below:

<http://www.ecu.edu.au/library/services/Hours2008.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	An ECU staff card & proof of current employment must be presented when joining another University 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 database
Cost	Academic staff requests are currently fully subsidised.
How	Request an item online through VDX at: http://www.ecu.edu.au/library/docdelivery/index.html

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. Sign in (User ID=staff/student number; Password=date of birth DDMMYYYY).
2. Advanced Search, 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 (Please refer to the [VDX User Guide](#))
7. If the item is a book it will be sent to your office address or you will be emailed to either pick up the book or retrieve the scanned item online via "My Requests"

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 "Ask 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 digital Smart 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 Library Services

The range of services includes equipment loan & hire, video reticulation, TV & radio recordings etc. Training and assistance in the use of equipment will be provided upon request. Multimedia Library Services is located at each campus Library. For more information see

<http://www.ecu.edu.au/KITSC/MMR/>

External Library Services

We have special services to support our external and offshore students. Eligible students (categories defined on our web page) are able to have services such as:

Delivery of materials:

Photocopies & books (Australian residents only) 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/services/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.).

Exam papers which have been copyright & lecturer cleared, are made available to students through the library catalogue by its unit code e.g. PSY1101. Exam papers are left online for 3 years only.

Partnering software allows immediate repeat search of the catalogues of Murdoch University, UWA and the State Library of WA. Also on the Library Catalogue page there is the link to search other library catalogues.

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

Collections and Ordering Library Materials

The List below includes categories of collections and you are invited to make recommendations. All orders should be placed with your Faculty Librarian or with a member of your library faculty team. Also contact the 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: Safari Books, James Bennett Etitles, Gale Virtual Reference Library, Informit e-Library, SpringerLink, PsycBOOKS, and EBL. 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

Several of our journal publisher packages as well as some databases do have e-mail alerting services and/or RSS available. This feature does require some profile set-up. Your faculty library team will be able to assist you with this.

The Library catalogue in 2008 will include a RSS feature to assist you with keeping up-to-date.

Reserve Collection

Coverage Service covers high demand collection of items both print and electronic (E-Reserve) via pdfs or links. Items are put on at the request of lecturers and available for short –term use within the library or accessible online

Access 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 it to the Library allowing enough of time for the process. Lists must be renewed each semester or if for the year this needs to be indicated

Access Print and eReserve material request guidelines and forms are available at

<http://www.ecu.edu.au/library/loans/reserve.html>

E-Reserve This is an online repository of high use material available 24 hours a day via the Library’s catalogue. 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.

The list can be included 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 Exam papers for the last 3 years are available online via the ECU Library catalogue -- use the Title search option of the catalogue & type in a unit code e.g. PSY1101 (no spaces).

Access Accessible only by current ECU staff & students (ADS login is required)

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 160 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.

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 with 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 conduct a "MetaSearch" across a range of resources using a single search interface. You are able to search up to 10 resources simultaneously, including library catalogues and databases, then link to fulltext where available. Fulltext linking is done using "SFX Find it" interlinking technology.

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 is at:

<http://www.ecu.edu.au/library/metaquest/information.htm>

It is however useful to note that you can also link directly to individual resources and use their native interface which generally has more options and functionality.