#UoYTtips

IPC Students: welcome to the Library
AIMS OF TODAY’S SESSION

1. To introduce you to the Library and how it works
2. To tell you all about the IT services you can use
3. To make sure everyone knows how to print and scan
4. To talk about study skills – how to search and research
Part 1: The Library
There are two main campuses at York. **The Library is located on Campus West.** It contains all the books you’ll need, as well as 1,200 study spaces, PC Classrooms, Laptop Loans, IT Support, and more.
You enter the building through the Morrell Library – you’ll need your student card to get in. The Fairhurst and Burton Libraries are either side.
On Campus East is the Library @ Piazza. This is quiet study space to work in, but it does not contain any books or journals.
(In York City Centre is the King’s Manor Library. It does not contain any books relevant to IPC courses, so you won’t need to use this one!)
Find books and journals on **YORSEARCH**. This is the online catalogue, which will tell you whether the Library has a text, and where you can find it.
You don’t need to request items in to borrow them - you can collect from the shelf yourself in the Morrell. To borrow an item, issue it with your university card on one of the self issue machines or at the help desk.
How to borrow a book | Flexible Loans

Use YorSearch to find out where it is

Are there any copies of the book on the shelves?
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Use YorSearch to find out where it is

Are there any copies of the book on the shelves?

YES. Collect the book from the shelf, issue using the self-issue machine
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Are there any copies of the book on the shelves?

YES. Collect the book from the shelf, issue using the self-issue machine

Check your emails. Others can request your book – if your book is recalled you need to bring it back earlier or you may be fined.
How to borrow a book | Flexible Loans

Use YorSearch to find out where it is.

Are there any copies of the book on the shelves?

**No.** Log-in to YorSearch and request the item. This means the book will come back sooner.

**YES.** Collect the book from the shelf, issue using the self-issue machine.

Check your emails. Others can request your book — if your book is recalled you need to bring it back earlier or you may be fined.
How to borrow a book

Use YorSearch to find out where it is.

Are there any copies of the book on the shelves?

**No.** Log-in to YorSearch and request the item. This means the book will come back sooner.

You will be emailed when the book is available. Come to the Morrell to collect it.

**YES.** Collect the book from the shelf, issue using the self-issue machine.

Check your emails. Others can request your book – if your book is recalled you need to bring it back earlier or you may be fined.
How to borrow a book | Flexible Loans

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You will be emailed when the book is available. Come to the Morrell to collect it.

Check your emails. Others can request your book – if your book is recalled you need to bring it back earlier or you may be fined.

Remember, you don’t need to request an item if it is available.
If you request an available item it will be sent to King’s Manor in the City centre – always check collection location when requesting an item!
A brief Virtual Tour

BURTON LIBRARY

Silent study in the Reading Room, and you'll also find the entrance to the Borthwick Institute for Archives.

Plus there's wifi everywhere, and devices to print, copy and scan throughout the library.
Part 2: IT Services
Username: ABC1234
Password: ********

Never give out your password, or share Library / IT accounts. The University will never send emails asking you for your password.

Your username and password give you access to

- Campus PCs
- The VLE
- Wifi
- Library resources
- Printers
Use the Identity Manager to change your password.
Use eduroam on campus, and CityConnect in town

Which wifi?
You can get IT Help and book an appointment at the Library Help Desk.
Part 3: Printing & Scanning
York uses a Print Cloud system

You send your printing to the cloud from a University device or your own, then sign into any University printer to print it out.
You will need to add money to your printing account.

You can do this online.

Go to york.ac.uk/it-services/printing/students or just search Google for ‘York printer credit’ and you will find the IT Services website.
Any formatting changes - like printing double sided or in colour - need to be set before sending it to print.

You cannot change these at the printer!
Part 4: Study Skills
You will need to read more than a textbook. You can access Reading Lists through the VLE site but will also need to look up relevant books and articles using YorSearch, the library catalogue.
Remember, searching YorSearch will show what resources the University can provide you with for free. Follow the links from YorSearch to access online journals for free - do not try to log in through the journal homepage.
Each Department has its own Subject Guide

Welcome

On this page you’ll find the Library’s Subject Guides, each of which is designed to help you find information and access materials relevant to your department.

Choose your subject from the list below to get started.

- Archaeology
- Biochemistry
- Biology
- Biomedical Sciences
- Centre for Applied Human Rights
- Centre for Medieval Studies
- Centre for Reviews and Dissemination
- Chemistry
- Computer Science
- Criminology
- English & Related Literature
- Environment
- Health Economics
- Health Sciences
- History
- History of Art
- Language and Linguistic Science
- Law
- Lifelong Learning
- Management
- Mathematics
- Natural Sciences
- PEP
- Philosophy
- Physics
- Politics
- PRDU
- Psychology
- Social and Political Sciences
- Social Policy and Social Work
- Sociology
- Theatre, Film and Television

Support for your subject

We provide lots of support to help you find and use resources and to make the most of the range of services available at the Library.

... and bridge the gap between your department and the Library.

Your Academic Liaison Librarian is your main contact in the Library. They can help you identify specific resources for your subject and talk to you about tools and techniques for working effectively. Additional specialist support for staff and postgraduate research students is provided by the Library’s Research Support Team.

Watch the video below to find out more or explore your Subject Guide to see what’s on offer for your department.

This has EVERYTHING you need. Help and guidance, key contact details, and links to our online resources that give you full York access.
Each Department has its own Subject Guide

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subjectguides.york.ac.uk
Welcome to the Digital Skills Guides

Here you will find videos, interactive tutorials, workbooks and links to specific help for developing your digital and information searching skills.

Be sure to also check out your Subject Guide which will provide tailored help for your discipline.

Library basics

- Library website
- Information for new students
  An introduction to the Library
- Virtual tour of the Library (video)
  Take a trip around the Library
- Interactive Map (prozi)
  Get your bearings

Subject Guides

Digital Skills Guides

- Searching for information
  How to find the information you need, where to look to find it, and how to evaluate what you've found

- Reference management
  Keeping on top of the sources you find and referencing them appropriately

- Social media
  Using social media for academic purposes and as a source of help and information

IT essentials

- IT Services website
- IT Training
  Sessions, workbooks and exercises
- University of York IT Guides
- IT Services software pages
  For software available at York

Software skills

- Getting the most out of software applications
Searching for Information

Looking beyond your reading list...

- Information Skills (video)  
  Finding what you need

- Book an appointment with a library specialist  
  One-to-one help with your searching

Sources of Information

Where should you be looking for the information you need?

Search skills

Tips and tricks for getting the best search results

Evaluating information

Because not everything you find will be appropriate or accurate

Select your sources

Start with your research question

Select and evaluate

Input your search

Break your question down

If not right...

Select your sources

It's important to conduct your search in the right places. Find out about the sources of information that are best for your topic:

Sources of information
In your academic writing, it is important that it is your own work and that you show which sources you have used clearly, using the appropriate reference system. The university website has referencing guides for each subject to help you reference your work the right way.
#UoYTips
Whatever you’d like help or more information on, search for #UoYTips from us and from your peers, across the website, Twitter, Instagram, Facebook, YouTube and the Blog
The Library & IT Services on social media
Find us online

- lib-enquiry@york.ac.uk
- york.ac.uk/library
- itsupport@york.ac.uk
- york.ac.uk/it-services
The Library is here to help make academic life easier. Make the most of our resources. Just get in touch with us if you need any guidance.

subjectguides.york.ac.uk

GOOD LUCK!