Information for Online Staff or Staff Facilitating Online Programmes

Please read this flyer carefully, the sections dealing with linking to E-Resources such as E-Journal articles and selection of E-Books for inclusion in online modules and reading lists are particularly important.

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Introduction & Staff Information Page

You can use the Library for Online Programmes (http://libguides.liv.ac.uk/onlineprogrammes) to search for E-Journals, E-Books, Dissertations and Theses, Reports & Statistics, Internet resources and Subject resources.

You can also search major individual collections for your subject area, such as Emerald, ACM, IEEE, Medline, WestLaw and others. The Library for Online Programmes also provides information for referencing (citation), IT support and using our Web-based applications.

You can see a concise list of all Staff training guides and recommendations on the Staff Information page in the Library for Online Programmes:

![Staff Guides](Staff Guides)

The Staff Information page provides an overview of all staff support materials, information on services for staff and suggested materials for students: http://libguides.liv.ac.uk/onlineprogrammes/staff

Logging Into the Library Web site

As a member of staff working with the University of Liverpool, you are issued with a login (username and password) to access library resources and other University network facilities. You will be issued your University login shortly after registering as a staff member. If you have never received your login details please contact your academic manager or other contact person.

You can log into the Library Web site at http://libguides.liv.ac.uk/onlineprogrammes (you'll see a login box on the left hand side of the screen):

![Login Status - Not logged in](Login Status - Not logged in)

If you have problems regarding your University login you can try to set a new password at http://register.liv.ac.uk/password or see further options on our Login support page.
Library Web pages/ Enquires

You should note that the University Library provides an on-campus Web site at http://liv.ac.uk/library this site is configured for on-campus and electronic resources, online users should ideally avoid this site at present as shelf, archival and other non-digital resources will be displayed:

When staff or students contact the Library for Online Programmes they are advised to do so via the contact options shown in the Library for Online Programmes. If you make an enquiry via the main Library support desk (Ask Us/ chat) or other contact options, i.e. by telephoning the main Library issues/returns desk, you may find your enquiry can take more time to be resolved, as this will need to be forwarded to the Librarian covering online programmes.

For users who have a login problem the fastest option for a response is to contact our IT Service Desk by email or use the 24/7 IT support line (shown on every page in the side menu of the Library for Online Programmes). If you contact Library staff to report a login problem this will usually be forwarded to the IT department of the University- potentially delaying a response, however for any ongoing problems please get in touch with the Librarian for Online Programmes at the earlier opportunity.

University Email

Web-based email is provided for all University users. You should log into University of Liverpool email using your University Username and Password. You can log into University email at: http://webmail.liv.ac.uk
Your University email consists of your University username (or alternative Mailname if you have set this), e.g. joneshj@liverpool.ac.uk

For further assistance using University email please see http://liv.ac.uk/csd/email

Library Resources

Before attempting to search for Library resources such as E-Journal articles or E-Books please read our brief guide http://libguides.liv.ac.uk/onlineprogrammes/intro

Also see our introductory videos on the video/tutorials page http://libguides.liv.ac.uk/onlineprogrammes/video

You should log into the Library for Online Programmes at http://libguides.liv.ac.uk/onlineprogrammes you can search across most of our resources using the large Discover search platform/ search box shown on the homepage (also note an advanced Discover search is available on the Staff page):
Also see further options such as ‘go to an article’ in the E-Resources area of the site, providing quick access to search other major databases or WWW content, or visit a specific article using detailed publication details:

You can access the following resources and features:

- Search for articles or direct to an article (see the E-Journals area).
- Search for E-Books or locate a specific E-Book
- Search for reports, data & statistics (see Data area).
- Search for Legal materials (see Law area).
- Search for theses & dissertations, ISO standards, patents, newspapers.

**Student Support**

We provide a range of support materials for students, many of these guides may also provide a useful resource for staff. Please see the Quick Start for an overview of the Library for Online Programmes.

- We provide a [Library Training Module](#) which is a self study resource designed to assist students in finding, evaluating and organizing information when they begin their studies. You can also see Library research advice, including
information on the Literature Review and Systematic Review process in the Research page.

- The video http://libguides.liv.ac.uk/onlineprogrammes/video and tutorials http://libguides.liv.ac.uk/onlineprogrammes/tutorials pages provide a number of video and interactive tutorials.

- We also provide a blog/ learning repository at http://libguides.liv.ac.uk/onlineprogrammes/news this contains a wide range of additional video and learning materials on specific library platforms, databases and tools. These resources are accessible from the ‘video/tutorials’ and ‘blog’ links on the Library Web site:

- For the full list of guides see the Training & Support page, including:
  
  o Brief Guide to using the Library Service
  o Logging In
  o Glossary of Library Terms
  o Online Staff Information for E-Books and E-Book Collections
  o Adding Direct Links to Electronic Resources
  o Searching for E-Journal Articles
  o Explaining Information Types and Sources
  o Searching Tips
  o How to Locate Resources - Articles, E-Books etc.
  o Dealing with Technical Problems

- Resources Unavailable via Liverpool Systems

- Students or staff can access one to one email, phone or Skype support using the contact options at http://libguides.liv.ac.uk/onlineprogrammes/contacts including bookable consultations on topics such as:
  
  o Using the Online Library Web site.
  o Searching for / Locating Resources.
  o Using E-Journals.
  o Using E-Books.
  o Theses and Dissertations.
  o Reports, Data and Statistics.
  o Referencing Help.
  o Creating direct links to resources for use in your bibliography.
  o Using Referencing software.
  o Using databases and collections.
  o Using Web-based applications, University email or other Library tools.
Referencing and developing a Bibliography

Referencing guides and information on referencing software are available including standards such as OSCOLA (used for Law), APA (mainly used in Psychology) and Harvard. See our Referencing page for guides and tutorials.

The Library Training Module and Library for Online Programmes feature support and training materials on the use of referencing styles.

Refworks / Citation Management Applications

RefWorks is a reference manager used to gather and manage references and create bibliographies from a list of references. Refworks can also import references automatically from many databases/platforms such as Discover. Refworks runs entirely in your Web browser. You must create a personal profile in Refworks before using this system. Whilst Refworks can be used to automate much of the referencing process such as outputing a bibliography list, users should always review all outputs before submitting academic work and make any manual modifications or additions necessary.

Please see the Step-by-Step guide and associated video/ training materials on use of Refworks https://libguides.liverpool.ac.uk/onlineprogrammes/referencing

Selection of E-Books

For our main guide on selecting e-books for use in reading lists please see: https://libguides.liverpool.ac.uk/onlineprogrammes/ebookstaff-pdf

For E-Books cited in reading lists please always ensure the source of the E-Book is indicated, e.g. [University of Liverpool Online Library] or [Laureate – Vital Source E-Books], [Laureate – Online Bookstore], if you don’t indicate the general source of the book this results in students attempting to locate the item from an inappropriate source.

You should consider the following when sourcing E-Books in the University Library:

- E-Books can be linked directly using the Library Catalogue, it’s not a good idea to link to books at their online publisher as the URL can change..
- E-Books provided via some collections by the UoL Library can be DRM (digital rights managed) free (e.g. Springer, Palgrave, K novel) allowing unrestricted downloading or printing in PDF format or other open formats, such as HTML. You should consider the usability benefits of selecting an E-Book which has no DRM restrictions. You can identify the collection hosting an E-Book by visiting the book online; you can see a list of all DRM collections in the guide mentioned below.
• Some E-Book collections such as Ebrary, Dawsonera and MyiLibrary have Digital Rights Managed restrictions (DRM), if you select one of these books as a core text you may want to consider the usability implications due to restrictions on downloading/ printing. Students are often required to read these books online in the provider’s Web site or download only small sections of the book, this can be a problem for students less familiar with E-Books or users with poor Internet and other technology issues. You can see a table of DRM issues associated with individual databases at the end of this guideline. You can also see DRM status by visiting an e-book in the Library Catalogue or Discover.

• Important - Some E-Books are available as part of a bulk collection (big deals), these kind of E-Books can be added or removed without notice by the publisher, you should definitely not refer to one of these books as a core or recommended reading item as students may find the book is unavailable at some point. These books are provided only as incidental research readings. You should only use an E-Book as a required reading item/ core text when it has been purchased by the Library. Please take the time to read our full guide on selecting E-Books. You can identify “with purchase” status in our Library Catalogue or see our guide on selecting e-books.

• An advanced Discover search box is available on the Staff page including a search filter to restrict your search to ‘purchased’ e-books and further options.

Reading Lists and Library Support

You are strongly advised to consult the E-Learning Librarian when developing new reading lists, the Librarian can advise on any technical issues for particular collections/ databases, assist in creating direct links, advise on any DRM issues or provide alternative suggestions available in UoL subscriptions. You are advised to consult the Librarian when maintaining modules to discuss any reading lists, thus ensuring the list is up to date with working URLs etc. The Module Improvement Team at Laureate can also provide support for maintaining reading lists.

Creating direct links to E-Resources (E-Books/ E-Journal Articles)

When creating direct links to E-Resources such as E-Journal articles or E-Books you should use the recommended linking method shown in our guidelines and Link Builder page, if you do not use these recommended linking methods it is likely your link will shortly stop working over time.

If you simply copy and paste URLs from complex databases and search systems such as DISCOVER then it is likely these links will never function.

If you wish to create links to E-Resources for use in reading lists or modules, you must familiarise yourself with our OpenUrl method of linking to E-Journal articles and our Library Catalogue method of linking to E-Books, these skills are particularly important for module developers.
Pleases see the guides mentioned below and [contact the Librarian](http://s.liv.ac.uk/29) for Online Programmes if you need any assistance.

There are a number of ways to create direct links (URLs) to resources available via Library subscriptions, please see our concise guide on [Adding Direct Links to Electronic Resources](http://s.liv.ac.uk/32). A longer and more explanatory e-resource linking guide is also available on the staff page.

Also see the [Link Builder](http://s.liv.ac.uk/50) page shown in the side menu of the Library for Online Programmes to rapidly create links to E-Journal articles and E-Books.

Also see the following student guide [Following University Library Links from your Online Module or Reading List](http://s.liv.ac.uk/48).

### Student Readiness and Linking to Library Materials

Student readiness classes should contain reference to the agreed materials provided by the Library for introducing Library systems.

There are core resources suggested for linking from within online readiness modules:

- Library for Online Programmes Web site - [http://s.liv.ac.uk/29](http://s.liv.ac.uk/29)
- The Brief Guide to the Library for Online Programmes [http://s.liv.ac.uk/32](http://s.liv.ac.uk/32) – a single Web page provided in the site, providing a fairly concise overview on how to use the Library Web site.
- The Library Training Module [http://s.liv.ac.uk/50](http://s.liv.ac.uk/50) – it is suggested students familiarise themselves early on with this resource for consultation at any stage in their studies, the module provides a linear, topic based approach to learning about library resources, searching techniques and use of Library Web pages and databases.
- Video/ Tutorials resources [http://s.liv.ac.uk/42](http://s.liv.ac.uk/42) – it may be useful to highlight the Library video/ tutorial area, this Web page recommends several core videos and tutorials for learning about the library with additional links to a wider repository of materials on more detailed or specific topics, databases and skills provided in the Library blog for online programmes.
- Subject readiness Guide – this provides a readiness resource to allow the student to activate their UoL network account and introduce them to many areas of expertise and skills for Library systems, it is linked within the training module but can also be embedded within any Web page or learning system using the embed code provided below.
- Research and Study Skills: [http://s.liv.ac.uk/48](http://s.liv.ac.uk/48)
- Referencing Support: [http://s.liv.ac.uk/33](http://s.liv.ac.uk/33)

You are advised to consult the Librarian for Online Programmes when developing any new module content which has a readiness or generic training component, the Librarian can advise on the most appropriate approach for linking to core training.
materials or provision of learning resources and interactive tutorials/video etc. The student experience can be adversely affected if Library training materials are not properly embedded in readiness modules.

**Copying and re-distributing/re-making Library guides, videos etc.**

You are free to copy and share Library materials such as PDF guidelines or video, however you should be aware that reproducing materials as copied within the learning environment will likely incur significant maintenance problems over time; your materials will become out of date as systems change or evolve.

The Librarian can maintain/edit those materials hosted on the UoL Library servers, so that any changes to Library-hosted materials are instantaneously shown on all linked or embedded content. You are strongly advised to link to Library-hosted materials rather than create your own copies for the above reasons, if you would like to see an adapted or specialist version of any content please consult the Librarian for Online Programmes and we can work together to satisfy your requirements.

**Use of Permalinks for linking to Library for Online Programmes Web Pages**

We recommend using UoL Permalinks for linking to any Web pages within the Library for Online Programmes on external Web sites or learning platforms, you can see our [guideline on using permalinks to link to Library for Online Programmes Web pages](http://s.liv.ac.uk/172). Using a permalink will ensure the link remains working into the future. If you would like a new permalink to be created for linking to a Library guide or Web page please contact the Librarian for Online Programmes.

**Embedding Library for Online Programmes pages into online Modules/Pages**

- It is possible to embed some Library for Online Programmers Web pages within an online module or other Web site, such as a Blackboard Module, the embed code (if available for the specific page) is provided alongside the perma URL on the respective Web page:

  **Perma URL:** send to clipboard

  http://s.liv.ac.uk/172

  **Embed This Page:** send to clipboard

  `<div style='overflow:hidden; width

- The embed code should be inserted into an HTML compliant text box or Web page source code, the readiness page will then display within the area where the embed code is copied, for any queries regarding the embed code please contact the Librarian for Online Programmes.
**Plagiarism**

Using the writing or original concepts of others and presenting this as the writer's own work is a serious academic offense. You can find further information about plagiarism on our [Referencing](#) page and our guide [Plagiarism and How to Avoid it](#).

**Library News**

Library alerts and news is available from Library Web site Online Programmes [http://libguides.liv.ac.uk/onlineprogrammes](http://libguides.liv.ac.uk/onlineprogrammes), also see the Library Blog [http://onlineprogrammeslibnews.liv.ac.uk/](http://onlineprogrammeslibnews.liv.ac.uk/) You can also access Library News via your email, Social Network or Twitter also see [Library News and Social Networks](#).

**Staff Library (Physical Borrowing) Membership**

Instructors who are resident in the UK and have Recognised Teacher status can borrow physical items from the University on-campus libraries.

See our guide [Using the Physical University Libraries and Services for Alumni](#) for further details about borrowing membership options available at the physical University libraries and services for Alumni. Also see the [Alumni page](#) on the Library for online programmes site for a list of services available for alumni.

**Further Help**

For enquiries please use the options shown under the [Contacts](#) page.