UoL Library for Online Programmes - Information for Online Staff

1. **Library Support Details** – Dr Paul Catherall E-Learning Librarian, Harold Cohen Library
   Email: p.catherall@liv.ac.uk  Tel: +44 (0) 151 794 4345, Skype: ohecampus, For general library enquiries see the Library Contacts area of the Library for Online Programmes.

2. **Citing text location** - please always display the location of texts in reading list citations, e.g. UoL Online Library, Vital Source, Online Bookstore or other source.

3. **The Library** [http://libguides.liverpool.ac.uk/onlineprogrammes](http://libguides.liverpool.ac.uk/onlineprogrammes) (perma link: [http://s.liv.ac.uk/29](http://s.liv.ac.uk/29)) provides access to ½ million e-books and many thousands of online journals via online databases and collections, including Elsevier, EBSCO, ProQuest, WestLaw and many others. Most e-journal sources and all e-books are all searchable via the Discover platform.

4. **Multimedia, video, specialist sources** – The Library subscribes to many specialist databases in Markets, Law, ISOs etc.and video lectures/ multimedia sources.

5. **Library access** – we provide a 24/7 IT support line (+44 0151 7944567), please contact the Librarian if you have ongoing problems logging into the Library.

6. **Staff Help** – [http://libguides.liverpool.ac.uk/onlineprogrammes/staff](http://libguides.liverpool.ac.uk/onlineprogrammes/staff) includes a staff handbook, video, guides & extended Discover search options.

7. **Library Consultation** - You can consult the Librarian for availability of texts within the Library, integration for student guidance, advice on specialist sources (e.g. ISO standards, methodology texts), on-boarding resources and staff developer Library support.

8. **Linking to E-Journal Articles/ E-Books** - We suggest the ‘OpenURL’ linking format for articles or E-Books, you can generate permalinks using the Link Builder page/ guides.

9. **E-Book search options** - By clicking a title in DISCOVER or the Library Catalogue you can see the book record (see Staff page or homepage). You can access an extended Discover search on the Staff page to limit your search to permanently ‘purchased’ e-books (around 150,000 items), you can also filter for ‘unrestricted items’ (non-DRM). If the e-book is not purchased it may be removed by the vendor (if so, you may need to review the item often). Purchased & DRM status is confirmed in the item record or consult the Librarian.

10. **Linking to Library Web/ training pages (for on-boarding etc.)** – Many Library pages/ training pages in the Library for Online Programmes provide a permalink and embed code (allowing you to link or embed training content in another site/module), see bottom of left menu on most pages, e.g. Library Training: [http://libguides.liverpool.ac.uk/digitalsupport](http://libguides.liverpool.ac.uk/digitalsupport) Also see the staff handbook and guide on Linking to the Library for Online Programmes.

11. **Module Review/ Re-launch** - We suggest reviewing and sampling online module reading lists at reasonable intervals, particularly checking WWW and e-resource links.