



IOE Library Guide

Staff Guide

Welcome to the IOE Library & Archives Staff Guide. This guide will provide you with essential information about the services and specialist support available to you from the Institute's Library & Archives Department and complements our web pages at www.ioe.ac.uk/library.

Contact information

Library Enquiries

At the Library Enquiries Desk on Level 4
Phone: 020 7612 6080
Email: lib.enquiries@ioe.ac.uk

(Acting) Head of Library Services

[Gwyneth Price](#)

Faculty Librarians

Faculty of Children & Learning : [Rozz Evans](#) & [Antony Daws](#)
Faculty of Policy & Society: [Barbara Sakarya](#) & [Gwyneth Price](#)
Doctoral School (Research Support & Special Collections): [Nazlin Bhimani](#)

Archive Enquires

In the Library Level 4
Phone: 020 7612 6983
Email: arch.enquiries@ioe.ac.uk

Archivists

Archivist : [Sarah Aitchison](#)
Deputy Archivist : [Rebecca Webster](#)
Assistant Archivist: [Jessica Womack](#)

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Library services

Library membership

All staff are entitled to borrow loan material from the library and use the reference and study facilities of the library. You also have full remote access to all library electronic subscriptions. Your staff ID card, issued by the Estates and Facilities Department, serves as your library ticket. On your first visit to the library we will activate the card for library membership.

Tip! If you have any queries related to your ID card or access issues, please email accesscontrol@ioe.ac.uk.

Computer use

Networked computers in the library space are not available for staff use. However, the wireless network covering the whole building enables working in the library with wireless-enabled laptops.

Staff can also use catalogue-only computers in the library but these do not provide access to any other services.

Tip! IT Services advise you NOT to login to the student machines in the Library as this will change your user profile on the IOE Network. Please contact the Computer Helpdesk for further information and assistance at ComputerHelpdesk@ioe.ac.uk.

Photocopying

Self-service photocopiers are available and can be operated by staff whose staff ID cards have been activated by Reprographics.

Tip! Your departmental administrator/budget holder is required to request activation to the photocopying system by contacting Catsprint@ioe.ac.uk. S/he will be asked to provide a budget code for the purposes of charging for photocopying.

Electronic resources and ATHENS accounts

When working away from the IOE, we recommend that you access electronic library resources via the IOE Portal. A few resources (e.g. electronic books) require ATHENS authentication both inside and outside the IOE. [Instructions](#) on how to create your Athens account are available on the intranet, and the completed declaration form attached to the pdf should be signed and returned to the Library as requested.

Tip! The guide [Athens FAQs](#) answers frequently asked questions about using your Athens account and the IOE Portal.

Library catalogue and databases

The Library provides access to a wide range of catalogues and databases listed on its [Searching](#) pages. Please do not hesitate to contact your Faculty Librarian for advice if you are unfamiliar with the resources available, or see the library [guides](#) web pages.

Using other libraries

There are a large number of libraries in London and around the UK which are available to IOE staff.

All staff and students can join the main University of London Library in Senate House by first registering [online](#) and then picking up your card at the Membership Desk at Senate House. Senate House Library holds a range of materials in subjects which complement the Institute's holdings, and membership includes access to a electronic databases and journals.

Tip! You can search the [Senate House Library Catalogue](#) and view the list of databases available at <http://www.ull.ac.uk/resources/databases.shtml>.

In addition, staff can also join the British Library in Euston Road. See details of registration on the [BL's website](#).

The UK-wide SCONUL Access scheme allows access to some 170 HE institutions (some of which allow borrowing). For details of the libraries included, and the terms of use, see the [SCONUL Access](#) website. You can obtain a SCONUL Access Card at the Library Enquiry Desk.

To check on the availability of material in London and at other UK HEI libraries see the [other library catalogue links](#) on the library web pages.

Inter-library loans/ document delivery

Any print material not available in the library which is required for personal use in connection with teaching or research can be requested via the library catalogue. Login using your library number and PIN, click the Inter-Library Loan option, and fill in the appropriate online form. Material may arrive as originals (books), photocopies or electronic files (articles). More information is available on the [Inter-Library Loans](#) web pages.

Tip! Your library number is the number underneath the barcode on your Staff ID card. We give you a PIN when you first register with the library. If you have forgotten your PIN, a reminder service is available on the library catalogue.

Referencing software

EndNote is a bibliographic reference manager available as a Word 'plug in' on all Institute networked PCs and Macs. Staff can request to have the current version installed on their IOE desktop or laptop. The library provides [further guidance](#) and hands-on workshops on using EndNote.

Supporting teaching and research

Purchasing suggestions

Faculty Librarians will be happy to receive suggestions for new and additional resources. Such requests may include material in any form, e.g. print, audiovisual, e-books or other online formats. The Library's [Collection Development Policy](#) provides an overview of our acquisition strategy. Our Media Librarian, [Antony Daws](#), also welcomes suggestions of radio/ TV programmes which could be recorded off-air and added to stock.

Reading lists

Students are entitled to expect both required and suggested readings to be available in the IOE Library. Our policy is to purchase copies of all items on reading lists and multiple copies where appropriate; we purchase electronic copies of material whenever possible. Please send your lists to the appropriate Faculty Librarian in good time so we are able to support your students.

Validation of new programmes and modules

Programme and Module proposal forms include a consultation record which must be signed by the Acting Head of Library Services ([Gwyneth Price](#)) before they are submitted to the Validation sub-committee. For guidance on completion of these forms you are advised to make contact at an early stage in your planning.

Copyright clearance and digitisation of essential reading for programmes and modules

Essential readings can be digitised by the library under the terms of the Copyright Licensing Agency's licence. Requests for the digitisation of materials, and the re-use of materials scanned in previous academic years, can be made using the appropriate [forms](#) on the intranet.

Readings may be photocopied for course packs under the terms of the CLA licence. The library will check that these materials comply with copyright regulations.

Library staff can also provide advice on creating links to online resources. Please contact the [Library Digitisation Team](#) for further guidance.

Copyright: using others' works

Copyright protects the rights of the owners of any intellectual property. The Copyright Designs and Patents Act 1988 protects the work of the creator by preventing others copying the material except in specific circumstances. It is the responsibility of staff and students to comply with copyright laws when using others' work. For advice on copyright please contact [Elangkathir Duhindan](#)

Information literacy support for students on programmes

The library provides a range of tutorials and guides on using library resources which are available on the [library web pages](#). One of our core activities is developing information literacy, and the library welcomes suggestions from staff on ways that our specialist knowledge and resources can be embedded in programme delivery. If you would like to discuss our involvement, or arrange workshop session for students, contact your Faculty Librarian.

Research support

The Research Support & Special Collections Librarian, [Nazlin Bhimani](#), is available to provide support to IOE research staff and Post-Graduate Research students. She is also happy to discuss ways in which research skills can be incorporated into the PGR teaching programme.

Institutional Repository

The **IOE Institutional Repository**, called [IOE Eprints](#), is a collection of academic papers (mainly journal articles, book chapters and research reports) written by staff at the Institute. These are freely available, subject to copyright. IOE authors should send "final submitted versions" of your publications to libraryeprints@ioe.ac.uk

Specialist teaching resources available to staff only

Heidi – Run by the Higher Education Statistics Agency, [Heidi](#) is a web-based management information service that provides easy access to a rich source of quantitative data about higher education. Please contact [Melanie Mullin-Brown](#) for access.

Jorum - Jorum provides access to free learning and teaching resources, created and contributed by teaching staff from UK Further and HE Institutions. [Jorum](#) is open access and staff have the opportunity to share and discuss teaching and learning resources on this site.

Archive Services

Enquiry service

All catalogued archives are available on our on-line [catalogue](#) and an overall list of collections may be found on the [Archives web pages](#). There are a number of [subject guides](#) to the archive collections on various themes relating to the history of education.

There is a dedicated archive e-mail enquiry service and we aim to answer all enquiries within 10 days, although it is usually much less than this.

Access

Access to Archives is free for all *bona fide* researchers. The archive collections are available by appointment from 9-5, Monday to Friday. Please contact the archives team via [email](#) to discuss your information needs and/or to book an appointment to view materials. You will be required to fill in a Reader Declaration Form and to provide one form of identification in order to use the archival materials in-house.

Copying and reproduction

The archives staff provide a [copying service](#) to researchers subject to the relevant copyright laws and preservation considerations. Researchers are permitted to take digital photographs on payment of a licence fee

Depositors

The Archives team works with potential and existing depositors to collect relevant archival material from external donors and from staff within the Institute. Details of our [collection development policy](#) is available online and we are happy to advise staff on the retention of their documents.

Exhibitions

Archives staff undertake a programme of three small exhibitions a year, which are displayed in the foyer of the Institute. We can also provide displays for internal events according to our published exhibitions policy.