

Don't forget to check the Subject Blogs regularly!

- * Childcare & Education -
<http://bcftcschildhoodeducation.blogspot.com>
- * Management, Business & Marketing -
<http://bcftcsbusiness.blogspot.com>
- * Hospitality, Food and Retail -
<http://hospitalityfoodretail.blogspot.com>
- * Recreation, Sport & Tourism -
<http://recreationsporttourism.blogspot.com>
- * Hairdressing & Beauty Therapy -
<http://hairdressingbeautytherapy.blogspot.com>
- * Sports Therapy & Salon Management -
<http://sportssalon.blogspot.com>



*Online
Tutorial Workshops:*

These are workshops run throughout term-time by the Subject Librarians to support students with research for assignments or their dissertation. Check your noticeboards for times/days for these.

If you can't make a workshop, please email us your query or come and find your Subject Librarian in our office in the Library and we'll try and help.

Basic Library Information

Subject Librarians

We are here to help you with research queries and support you with online training:

- * Manjeet Dhillon - m.dhillon@ucb.ac.uk
Leisure, tourism, recreation, business & management
- * Dianne Hudson - d.hudson@ucb.ac.uk
Spa management, salon management, sports therapy
- * Fiona Murray - f.murray@ucb.ac.uk
Hospitality, food, retail and consumer and events mgt
- * David Renfree - d.renfree@ucb.ac.uk
Childcare and education

College Email

- From the college homepage, select the following:
- and then
- Login using your computer username and password
- Your email address is: **YOUR ID NUMBER@stu.ucb.ac.uk**

Library Catalogue

- Search the library for books; from the college homepage:
- Select
- Click on

Library Account

You can reserve and renew books by logging into MY ACCOUNT with your BARCODE (the 6-digit number on your ID card) and PIN - which is the last 4 digits of your ID number. Your PIN can be changed by going into your PROFILE.

If all copies of a book are checked out, and there isn't an **EBOOK** available, click 'Request Item' to reserve a copy. We will notify you via your COLLEGE EMAIL when a copy comes in. Or check your Library Account.

Reading Lists

To View From UCB Online:

- Open a module from 'My Courses'
- Click on the Reading List button on the left of the page
- Click on the Books or Journals link

To Print Reading Lists:

- IT IS FREE to print reading lists from the Library Catalogue computers in the Library, at Summer Row:
- Click on '**Module Reading Lists**', type in the name of your module (the exact name can be found in UCB Online or on your timetable)
- There will usually be two lists for each module, one for **books** and another for **journals**.
- When your reading list is displayed, click 'CTRL' and 'P' to print the page; *REMEMBER* – there may be more than one page, print off ALL pages.
- Collect the reading list from the small printer in the PHOTOCOPIER AREA of the Library.

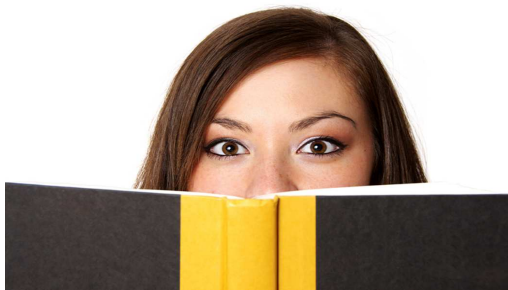
NB. If you cannot find your reading list or for any query relating to these, please see your Subject Librarian.

Ebooks Catalogue

The link to this is located on the Library Catalogue page. Check whether any of the titles on your reading list are available ONLINE - BEFORE LOOKING ON THE SHELVES.

This will save you having to carry books back and forth to College and there is no chance of paying any fines on ebooks!

NB: Fines are 50p per weekday, per item. Undergraduates are allowed to borrow 12 items, postgraduates are allowed 18.



Guide to Journals

If you can only find an abstract of an article, the full article may be available in another database. The GUIDE TO JOURNALS in the Library Catalogue shows whether a journal is available in fulltext and in which database to find it.

Interlibrary Loans

If you would like a book or an article from a journal we do not subscribe to, you may order it through our INTER-LIBRARY LOAN service. Fill out a form from the LIBRARY COUNTER. The first 5 requests are £3 each; thereafter the full price is £10 per item.

Athens Resources

Athens is a gateway to a collection of online resources containing journals, ebooks, market research reports and newspapers. Many of these are in fulltext; you may also find abstracts (summaries of documents) too:

- Log into UCB Online
- Click on the Library tab
- Click on the Athens link
- Click on the Resources tab



Non-Athens Resources

A further selection of online resources. To access:

- Log into UCB Online as usual
- Click on the Library tab
- Scroll down to 'Non-Athens Resources' on the left
- Click 'I Agree' on the Copyright page

You may be asked for a username or password if accessing from the Library Catalogue (Online Resources tab) - just use your usual computer login. You may be asked to download a piece of software in order to access non-Athens resources. Click on the red box that will appear and follow the steps as indicated.