Postgraduate researcher (PGR) Library checklist

This checklist highlights Library advice, information and resources designed to help you succeed as a postgraduate researcher at The Open University. Some services listed may currently be affected by Coronavirus restrictions. Please check the links below for further information and updates regarding service availability.

Welcome

☐ **Attend a Library online training session as part of your University induction**
The library's training sessions will introduce you to the OU library, show you how to use online resources effectively, and help with finding resources. Training sessions run periodically and cover topics such as "Reference management tools – an introduction", "Smarter searching with library databases" and "Using Library Search for your assignment".
https://www.open.ac.uk/library/training-and-events

☐ **Attend training workshops offered by the Library Research Support Team**
Topics for training sessions include research data management, open access publishing, ORCIDs, and data sharing.
http://www.open.ac.uk/library-research-support/research-support-team/training

☐ **Visit the Library website to explore library resources**
The Library website is your gateway to the extensive library content provided by The Open University. Use the Library Search box to start searching for resources such as ebooks, databases, journals or journal articles. Alternatively, use the Library Resources tab to browse for resources. Most of our content is available online.
http://www.open.ac.uk/library/

☐ **Learn about our 24/7 Chat to a Librarian Service**
Use our webchat service if you need assistance with library resources or services. Links to Chat to a Librarian can be found on every page of the Library website.

☐ **Discover key services for postgraduate researchers**
The Services for You page on the Library website contains links to all the key services that PGRs need.
http://www.open.ac.uk/library/services/researchers

Further steps

☐ **Set up Google Scholar to link to full text resources provided by Library Services**
Instructions for setting up Google Scholar are available on the Library website.
http://www.open.ac.uk/library/help-and-support/access-eresources-using-google-scholar

☐ **Find out about the SCONUL Access scheme**
The SCONUL Access scheme allows you to access other libraries near you.
http://www.open.ac.uk/library/help-and-support/libraries-near-you

The Open University

☐ Find out about our Document Delivery and Inter-library Loan services

You can use the Document Delivery and Inter-library loan services to get items that the Library doesn't have in stock.
https://www.open.ac.uk/library/services/document-delivery-and-inter-library-lending

☐ Use our print research methods and academic writing books

Covering a wide variety of topics, they are on the second floor of the Library building (near The Park) and are available on a reference basis (i.e. they cannot be taken out of the library) in order to maximise the number of people who can use them.

☐ Learn about tools that will help you manage your references

See the Bibliographic management page. http://www.open.ac.uk/library/help-and-support/bibliographic-management

☐ Write a data management plan

Data management plans help formulate how you'll store and manage your research data throughout your project. Research data is the evidence on which researchers build their analytic or other work, collected, observed or created for the purposes of analysis to produce and validate original research results. Examples are images, video and audio; survey results and interview transcripts; experimental observations; text corpuses; notebooks and lab books; models and software. http://www.open.ac.uk/library-research-support/research-data-management/data-management-plans

☐ Read about the potential benefits of sharing your research data

There is lots of information and guidance on data sharing on the Library Research Support website.
http://www.open.ac.uk/library-research-support/research-data-management/why-share-your-research-data

☐ Find out about OU requirements regarding your thesis

We recommend you think about securing permission for any third party copyrighted material early on.
http://www.open.ac.uk/library-research-support/open-access-publishing/etheses

Follow this activity to learn about different forms of plagiarism and how to avoid them during the production of your thesis (OU login required). https://learn1.open.ac.uk/mod/oucontent/view.php?id=21465

☐ Find out about Open Access publishing

Open Access aims to make the research process more transparent and the data and published outputs from research accessible to all. Making research outputs Open Access can increase their readership and impact.
http://www.open.ac.uk/library-research-support/open-access-publishing

Research funders increasingly require research data and published outputs to be made Open Access – if your PhD is funded please our list of funder requirements.
http://www.open.ac.uk/library-research-support/open-access-publishing/open-access-policies

☐ Familiarise yourself with ORO (Open Research Online)

ORO is The Open University's open access repository. It will contain details of research outputs published by members of your department and theses of former research students. It is expected that your thesis (if applicable) will be deposited in ORO. http://oro.open.ac.uk/

☐ Find out about ORDO (Open Research Data Online)

ORDO is The Open University's research data repository, where Open University researchers can upload their data for long-term preservation and, where appropriate, sharing – at the end of a project or supporting a publication. Data stored in ORDO will be kept for a minimum of ten years after project completion. Published data will be given a DataCite digital object identifier (DOI), providing a permanent, citable web link. https://ordo.open.ac.uk/

☐ Investigate tools that help you find Open Access versions of research publications

Take a look at Open Access Button https://openaccessbutton.org/ and Unpaywall https://unpaywall.org/
There is also CORE https://core.ac.uk/ and Kopernio https://kopernio.com/

☐ Set up ORCID

ORCID is a unique digital identifier that helps ensure you get credit for your published work.
http://www.open.ac.uk/library-research-support/researcher-visibility/orcid

Email
library-research-support@open.ac.uk

Website
http://www.open.ac.uk/library-research-support/

Blog
http://www.open.ac.uk/blogs/the_orb/

Twitter
@OU_Library

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