## Library Services – Key information for Student Representatives

There are a few things that regularly come up in staff-student meetings or from the feedback we get and we’d like all student reps to be aware of the following, so hopefully we can work together to get the message out to all students!

## Support

1. [Engagement Advisors](https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx) attend staff-student Fora – please do raise any library issues with them and they will be able to feed back to the library. Changes resulting from student feedback are hot water tap, DVD players for loan, new e-resources and whiteboards in every group study room.
2. Use the Just Ask service <https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/justask.aspx> to ask any question
3. Canvas updates: Each College has its own Library Canvas course, which contains useful information and news announcements. This is a great way to stay up to date and comment on the posts.

## Resources

1. We automatically order e-copies AND print for any essential items on resource lists so students have the choice of how to access the books, and ensuring 24/7 anytime access.
2. We monitor reservations on books and if there are 4+ reservations on any item we automatically order more. So please do reserve! (We do a similar thing for ebooks if there are multiple turnaways we will buy an additional licence or upgrade the licence)
3. If an item is on a resource list we always check for and order the latest edition. We buy multiple copies based on student numbers and put one copy of the old edition in the Research Reserve: so if you see a single copy of the text you want is in the Research Reserve it always means we have a later edition.
4. We buy a Library-Use Only (LUO) copy for essential items on resource lists – so that there should always be a copy to use / photocopy / scan in the library.
5. If we don’t have the book you need for your studies you can let us know via [morebooks@bham](https://intranet.birmingham.ac.uk/as/libraryservices/library/teaching/ordering/books-at-bham.aspx)– we will buy a copy and will let you know.
6. We can digitise chapters or sections of books, so that you have 24/7 anytime access to them! Although there are legal restrictions on this (eg only 1 chapter per book), where set up this makes it easier to directly access material. Your module lead needs to request the digitsation via their resource list.
7. The library has lots of digital archives and online resources to support your independent learning and if you want to go beyond the recommended reading. To see what we have use our Subject libguides <http://libguides.bham.ac.uk/subjectsupport/a-z>
8. Did you know that you can set up a profile on ResourceLists to make notes and save all your references one place? You can also export references into refworks or other reference packages. To find out more go to <https://www.youtube.com/watch?v=3M-t_4I2lFQ&feature=youtu.be>

## Study Spaces

1. There is a dedicated Study spaces website <https://intranet.birmingham.ac.uk/student/study-spaces/index.aspx> and we are continuing with the Red, Amber Green overview of space availability in the main library. The live occupancy website <https://intranet.birmingham.ac.uk/student/study-spaces/live-study-space.aspx> so you can see the live availability of study spaces.
2. There are spaces across campus for you to study in, as outlined in the brochure <https://intranet.birmingham.ac.uk/student/documents/public/study-spaces-brochure.pdf>
3. You can see PC availability at <https://www.pcavailability.bham.ac.uk/> and book a PC via the link from this page or <https://intranet.birmingham.ac.uk/it/teams/infrastructure/end-user/clusters/MyPC/PC-Reservation-System.aspx>
4. There are 15 group study rooms in the library, bookable via <https://intranet.birmingham.ac.uk/as/libraryservices/library/libraries-and-opening-hours/libraries/mainlibrary/group-study-rooms.aspx>
5. There are 96 laptop loans available to loan for up to 4 hours in the main library <https://intranet.birmingham.ac.uk/as/libraryservices/library/libraries-and-opening-hours/libraries/mainlibrary/laptop-loans.aspx>

## Wellbeing

**UBWell@Main Library**

In partnership with the Guild of Students and Student Support, Library Services has created a relaxed physical space in the Main Librarywhich contains a wealth of information, including: the wellbeing book collection, leaflets on a range of wellbeing topics and contacts for advice. Wellbeing Resource List – search *Wellbeing Resources* at [www.resourcelists.bham.ac.uk](http://www.resourcelists.bham.ac.uk).

**Pause Drop-In Service:** A safe, comfortable and relaxed space for mental health and wellbeing support for students up to 25yr olds. Students can drop in to access specialist support from a friendly team of qualified therapists, practitioners and volunteers. 11-5pm, Monday-Thursday

[Library Engagement Team](https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx), Nov 2019