Student essentials: successful study
Get the best from your library services
www.nottingham.edu.cn/library
Contents

Helping you to succeed
A variety of places to study
Using library lending services
Finding subject information for your work
How to get your reading list items
Moodle - your secret weapon
Know your responsibilities
Helping you to succeed

This *Student Essentials* guide will help you use library at The University of Nottingham Ningbo China (UNNC). See how you can benefit from our teaching and learning technologies – your gateway to a world of knowledge, inspiring useful study and academic success.

Our library provides access to more than 300,000 books and journals, 26,000 e-journal titles, and 650,000 e-book items. It offers inspiring, flexible studying and learning facilities, laptops, and big screens.

Our resources are available in many different formats and our VLE provides web links, handouts from lectures, links to recorded lectures and more.

If you need any further help and expert advice, speak to one of our teams in the library, or look at our web pages.

[www.nottingham.edu.cn/library](http://www.nottingham.edu.cn/library)
A variety of places to study

The library collection covers different subject areas allowing you to study and borrow. We offer a variety of learning environments.

Opening hours

Sunday-Thursday  8.30am-10.00pm
Friday-Saturday  8.30am-9.00pm

Library opening hours remain the same during term and vacation, except for public holidays. During exam periods, library opening hours will be extended so that you can access the stock, borrow and return items on self-service; print and copy materials and study in a secure environment.

Always remember to bring your University Card for access to the library building and to use services. We operate a strict no card, no entry policy.

Food, drink and noise

Please respect the behaviour expected in different areas of the library. In the busier group study and lending areas, eating, drinking and the use of mobile phones are generally allowed.

Hot food or alcohol is not allowed.
Using library lending services

How many books can I borrow and for how long?
Undergraduates can borrow 15 items, taught postgraduates 20 items and research postgraduates 30 items, including a maximum of 6 short loans.

Most books are ordinary loans and can be borrowed for up to sixteen weeks but if someone else reserves the book, you will be asked to bring it back earlier. Check your university email regularly for recall notices.

Self-service

In our library, you can borrow most items quickly and easily at the self-service machines. You will need your University Card and library PIN to borrow. You can request an email with details of what you have borrowed and when it is due back. Alternatively get a printed receipt. Follow the instructions on screen and always remember to log out before walking away to prevent others from borrowing items on your account.

If self-service machines aren’t available, take your books and University Card to the enquiry desk. You cannot borrow without your card.

Change the PIN

To secure your library account, you may change your PIN via UNNCLOC under the User tab.

Keeping the book for longer

If you want to keep an ordinary loan after the return date you can renew it if no one else has requested it and you have no significant outstanding fines or overdue items. The easiest way to renew them is on NUsearch-UNNC after you sign in with your university network username and password – no need to bring the books back to the library.

Short loans can be returned and re-issued if there is no current request on it, but this must be done at the lending desks.
**Requesting books on loan**

If no copies of an ordinary loan you require are available, you can request a copy currently on loan by logging to NUsearch-UNNC.

This will automatically create a recall from the current borrower who will be asked to return the book within seven days. Once the book is available for you to collect, an email will be sent to your university email. Pick up the book from the Enquiries Desk in the library.

All ordinary loans are subject to recall and you should check your email account regularly to pick up any recall notices.

**Returning items**

Select Return on 24H Book Return or other self-services machines in the Library. Follow the on screen instructions carefully.

Short loan books, audio-visual items recalled items and inter-library loans must be returned to the library lending desks. Please return items promptly so they are available for other people.
Fines for late returns
Like the majority of academic libraries, we charge fines for items which are returned or renewed late. This encourages prompt return and enables everyone to access the books and facilities efficiently. All fines must be paid in full as soon as possible. You need to use University Card to pay the fines.

Charges
Ordinary loans are RMB 0.5 yuan per day but short loans are RMB 10 yuan per hour.

How to avoid fines
• Check the due date and time, especially for short loan items
• Recalls will be sent to your university email address so check it regularly
• If in doubt, check all items by logging in NUsearch-UNNC

Contact us promptly! In exceptional circumstances, fines may be reduced. If you return all your items on time you need never pay a fine.

Tip
If you have an overdue ordinary loan that has not been reserved by another user, you can renew it by asking library staff, stopping your fine from increasing.
Finding subject information for your work

**NUsearch-UNNC: One-stop search engine**

NUsearch-UNNC is a very powerful search engine in exploring library collection. By performing one easy search, you can always find a wide range of results for academic publications, including books, journals and journal articles. Furthermore, you can also find the links to all library subscribed databases.

NUsearch-UNNC is linked from the library website. To access NUsearch-UNNC from any PC, anywhere, please click on here.

**Academic sources of information**

**Books**

Book publishing uses editorial processes that ensure you can reply on the information they provide. Use NUsearch-UNNC to find print and electronic books and details of other types of information including reports, official publications and more.

**Journal articles**

Journal articles are good sources of primary research and a perfect source of information for your assignments and research projects.

Most journals have been through a peer review process with experts deciding if the article is good enough to publish.

Our library subscribes to a number of databases for you to find journal articles on general and specific subject areas.
Accessing electronic resources off-campus

The majority of online resources are available both on and off-campus. Off-campus, you will be asked to log in with your university computer username and password.

Look out for options such as Shibboleth login, institutional login or UK federation Login. The first time you try to login, you will be asked to choose UK as the country and The University of Nottingham Ningbo China as your institution. The examples for how to log in from off campus can be learnt from the library website homepage: “Quick links” – “eResources login methods”. Any problem, please contact the library.

Using internet resources

The internet is a great resource but you should always evaluate the information you find. Anyone can create a website and there are few of the editorial or review processes you get with traditionally published sources.

The same principles for evaluating websites should be applied when using all internet search engines. Ask yourself:

Is the site providing degree level information?

Do you know when the site was created or last updated? If not, can you be sure the information is up-to-date and correct?

Do you know who has written or created the site?

Do you know the author’s credentials and are you sure that they have knowledge in the subject area?

Is the purpose of the site for academia rather than personal, political or sales purposes?
Interlibrary loans

If the items you need for your studies are not in our stock, you can request them from other libraries through the interlibrary loan service by sending requests to ILL@nottingham.edu.cn. You will receive a quota of requests for each academic session:

<table>
<thead>
<tr>
<th></th>
<th>Maximum number of requests</th>
<th>Cost per request</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Students</td>
<td>40</td>
<td>free</td>
</tr>
<tr>
<td>Taught postgraduate</td>
<td>20</td>
<td>RMB 5.00</td>
</tr>
<tr>
<td>Undergraduates final year*</td>
<td>10</td>
<td>RMB 5.00</td>
</tr>
<tr>
<td>Undergraduates second year*</td>
<td>third year*</td>
<td>RMB 5.00</td>
</tr>
<tr>
<td>Undergraduates first year*</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* only with authorisation from tutor/supervisor, contact the library for further details

Please check carefully that the item you require is not in stock in the UNNC library by using NUsearch-UNNC before making an interlibrary loan request. Visit the library website for more detailed information about how to get an interlibrary loan.
How to get your reading list items

Most modules include a reading list of the items you should read. This may be a separate list or provided within a module handbook.

The recommended readings have been built up in the library’s Reading Lists system. When there is a reading list in a module, the Reading List link is available in your Moodle module. If any query, please check with the module convener.

Getting hold of the items

The majority of items recommended for reading by your lecturers will be textbooks. However, you may find that you have also been referred to other types of resources to support your studies, for example, journal articles, websites or electronic books.

You can click on the items provided in the online reading list system to quickly and easily check library holdings and access electronic texts and websites.
Moodle - your secret weapon

What is it and why would it be of benefit to my studies?

Moodle is the centrally supported Virtual Learning Environment at the University. Together with physical classes, you can get the module resources easily in Moodle. The module conveners provide and facilitate teaching materials via Moodle, such as lectures handout, online discussions, assessment, assignment submission, etc.

As you will learn, all the resources linked to your studying live in the university e.g. students’ information from Academic Services Office and the faculty offices and academic language (English) study materials from Self Access Centre, and etc. can be obtained from Moodle. In addition, a number of Nottingham Advantage Award (NAA) modules are available. Please check with Career Development Office for NAA modules.

How to log in Moodle

Use your University username and password to log in via “Quick links” on Library homepage, or Moodle.nottingham.ac.uk.
Moodle - your secret weapon

Online assessment

The University uses Turnitin as the online assignment tool for written essays and dissertations. It helps to check your submission for plagiarism. Turnitin is integrated in Moodle, you will be given clear guide from your lecturer and/or relevant faculty offices on coursework online submission.

Why can’t I see my modules?

If all your classmates cannot see the module, please check with your lecturer to make sure the Moodle module is available to you and to see if they have put anything into it. If you continue to experience problems, contact the local Moodle support by emailing: e-learning-support@nottingham.edu.cn.

Students Moodle FAQ.
Know your responsibilities

Copyright

Copyright exists to protect the rights of authors and creators. As a student at a British university, you are required to abide by UK copyright law. This applies to photocopying and printing of material and downloading and reproducing material found online. Just because something appears free online, it isn’t free to copy. To be on the safe side, you can use material that has been created under a creative commons license. This allows the re-use of material according to the conditions of the creator. For more information about the license that are used with these resources visit http://creativecommons.org/.

If you wish to photocopy or print from a book or a journal article, a fair dealing clause in UK legislation allows you to:

Print, photocopy or scan one chapter or up to five per cent (whichever is greater) of a book

Print, photocopy or scan one article from a journal issue

The copies must only be used for your own personal use and should never be passed on or sold.

Further exceptions to copyright permit some copying for purposes of criticism or review, and copying in the text of an answer to an examination question (may include a thesis or dissertation connected with a higher level degree). If it is not clearly indicated on the resource site, you are suggested to discuss with a library staff.

Plagiarism

Plagiarism is an academic offence so always ensure that the original source is acknowledged by providing a reference.
Referencing

Referencing allows you to acknowledge the sources that you have used transparently and consistently. This is a courtesy to other writers, assists readers of your work, and above all helps to avoid plagiarism.

With regards to choosing bibliographic styles, you are recommended to learn from students’ handbook or check with your faculties that which system they would prefer you to use. These systems enable you to place a citation in the text of your document. Depending which system you use, this could be a number or the author and the year. This acts as a signpost to the full reference of the source in your reference list or bibliography at the end of your assignment or project.

The reference management software centrally supported by the university library is EndNote. It is installed in all the computer labs on campus. Also, the web version of EndNote called EndNote Online is available to all registered members at UNNC. For detailed information, please refer to the Library website.

Be considerate

Behaviour can help or hinder successful study. While you are using any of the library and computer rooms you are expected to behave courteously and with respect to all other users and staff. Failure may result in disciplinary action.

Code of practice and library regulations

Codes of practice and regulations exist for your use of computing and library facilities. Please make sure that you are aware of these codes and regulations and that you abide by them. For more information, visit the “Policies and structure” section on Library website.

www.nottingham.edu.cn/library
Here to Help Student

Library Helpline

t: 86 (0)574 88180152 (ext. 8152)
e: LIBRARY@nottingham.edu.cn

www.nottingham.edu.cn/library