The Charles Seale-Hayne Library welcomes all Academic Partnership students

This booklet is designed to be your guide and resource throughout your degree studies. As well as all the resources in your college library you can use the books, journals, DVDs and computers in the university library at Plymouth. The library’s electronic resources (online newspapers, journals, e-books, TV programmes) are accessible to partner college students via the Plymouth student portal.

For help and support your first contact would be your college librarians who know all about Plymouth’s library systems and services. They will also be able to advise you on using Primo to find books and journal articles.
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Visiting the Plymouth Library

You are welcome to visit the library for reference purposes at any time.

You do not need a university card although you will need to enter your log-in details at the Visitor Sign-in Kiosk or show some form of ID at reception to pass through the security gates. *(NB: night access 10pm-6am is via university card only)*

The library has a variety of study spaces equipped with whiteboards, widescreen TVs (to practice presentations), computers, and a café and vending machines. You can choose to study in silent or group study spaces. There is a media workshop for wide-format printing and binding your work.

Before setting off on your journey to Plymouth...

- Book a study room in the library before you set off on your journey as it can get crowded in the library during term time: [http://tisselfhelp.plymouth.ac.uk/default.asp?id=346&SID=&Lang=1](http://tisselfhelp.plymouth.ac.uk/default.asp?id=346&SID=&Lang=1)

- Check on your mobile to find the location of a vacant computer on campus. [http://ict-webtools.plymouth.ac.uk/pcfinder/default.aspx](http://ict-webtools.plymouth.ac.uk/pcfinder/default.aspx)

- Bringing your laptop? Check these wifi connection set up instructions first. [http://tisselfhelp.plymouth.ac.uk/default.asp?id=1086&SID=&Lang=1](http://tisselfhelp.plymouth.ac.uk/default.asp?id=1086&SID=&Lang=1)

- Some laptops will work with our wireless printing - check out how it works. [http://tisselfhelp.plymouth.ac.uk/default.asp?id=1313&SID=&Lang=1](http://tisselfhelp.plymouth.ac.uk/default.asp?id=1313&SID=&Lang=1)

Can I bring my laptop or use the computers?

- There are lots of sockets around the library to plug your laptop into
- You can log onto any computer in the library with your Plymouth username & password

**TIP:** Save money....

If you just need to make a copy you can use the free high quality scanner located on Level 1. No need to log onto a computer, simply insert your memory stick and scan.

Students without university cards can also use the scanner to make copies.

Can I photocopy and print in the library?

- Your university card is needed print and photocopy (charges apply)
- How to print/photocopy in the Library: [http://tisselfhelp.plymouth.ac.uk/default.asp?id=1720&SID=&Lang=1](http://tisselfhelp.plymouth.ac.uk/default.asp?id=1720&SID=&Lang=1)

How do I obtain a university card?

If you would like to borrow books in person or use the library printers/photocopiers, you will need a university card:

Information is given on the Partner College study site on the Portal. There is also an application form that you can download from this page: [http://studywithplymouth.ac.uk/card.php](http://studywithplymouth.ac.uk/card.php)
The library website

The easiest way to access the library is via the University website: www.plymouth.ac.uk
There is a library ‘book’ icon in the middle of the page:

The library website:
http://www.plymouth.ac.uk/library

The Library Home page provides information about our systems and services, contact details and a link to Primo: the library catalogue and gateway to online books, journals and other specialist resources.

- You will need your Plymouth username & password to log onto the portal and access the library website
- Your username/password will be given to you by your programme tutor or HE Office at the beginning of your course.
The Library website looks like this:

Primo is the gateway to all of Plymouth’s Print and electronic library resources. Access Primo via the ‘Search Collections’ link on the library homepage: http://www.plymouth.ac.uk/library or direct at http://primo.plymouth.ac.uk

To find books in Primo you will need to utilize the ‘refine’ features:
A note about ebooks:

The contents pages are hyperlinked allowing you to jump to a particular chapter. You can also keyword search inside ebooks.

Printing/saving of ebooks is only permitted in line with copyright regulations. This normally means that only 1 chapter or 5% of the book can be printed.

A small number of our ebooks can be downloaded to computers/ereaders – this number will grow over time. Instructions for ebook download (if available) can be found here: http://tisselfhelp.plymouth.ac.uk/default.asp?id=1406&SID=&Lang=1

How do I access the full text of e-books?

You may need to tell the e-book provider you are a member of Plymouth University by selecting ‘Plymouth’ from the list of institutions.

NB: always leave the password boxes blank. E.g.:
Borrowing books (your library account)

Primo is the gateway to all the library’s resources, both print and electronic.

You can also use Primo to access your own library borrowing account to see when any books you have borrowed are due back and to renew them to keep them for longer.

If you do not plan to visit Plymouth to borrow books then you don’t need to worry about your library account neither do you need a university card. Instead, you can ask your college library to contact Plymouth to have books posted to your library for you to collect.

The following information relates to partner college staff and students who wish to borrow books in person from Plymouth:

➢ To borrow books need a university card.

➢ You will need to use the self-issue machines in the library to take books out. A video showing how our machines work is available: [http://youtu.be/ElmWoMqAS5o?list=UUgCqk39VYeWNWjf4tIxzvg](http://youtu.be/ElmWoMqAS5o?list=UUgCqk39VYeWNWjf4tIxzvg)

➢ NB: books you borrow in person will need to be returned to Plymouth and not via your library.
Viewing your library account:

If you have already borrowed books and wish to renew them or see when they are due you first need to “sign in” to Primo with your Plymouth username/password and then click “my account”:

You will see your loans and you can tick which ones to renew.

Or, you can order books through your college librarian to be delivered to your library. You would return these books to your library and not Plymouth (you don’t need a university card to request books in this way).

Finding journal articles

What are journals?

Journals are a bit like magazines in that they are published monthly or quarterly and contain short articles.

Because they are published frequently, they contain the latest up to date research and are therefore a great source to use in your own research.

How to locate a specific article:

Primo is the gateway to all of Plymouth’s electronic and print library resources.

Your lecturer may give you a reading list which identifies specific articles you need to find and read.

A typical reading list might give the following details for a journal article:

Copying some of the main words including an author surname from this reference into Primo will probably find your article. Like this:

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However it is worth bearing in mind that Primo is a first ‘skim’ of all our resources. On occasion, it may not be able to search deep enough into all our resources to find every single article.

If you find no hits for your article you will need to search for the journal first (not the article) and then look inside the journal to find your particular article. Like this:

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How to find lots of articles

You have an assignment to do and you want to find as many articles as possible.

At foundation level you can simply search Primo as this will find lots of articles from many different journals.

[Report any technical errors to your college library.]
How to access the full text of journal articles

Your college machines and your personal computer are not directly part of the Plymouth computing network. You will need to do an extra step of ‘authentication’ to tell the journal and ebook publishers that you are a member of the Plymouth Library in order to access resources that are locked to the public.

In the majority of cases, when accessing resources via Primo, you may be prompted to sign into the Plymouth Portal:

If you don’t see this option, then you may need to choose Plymouth from a list of UK institutions on the provider’s website. This is also known as Shibboleth. Here is an example for Taylor & Francis journals:

Remember: The library buys journals from lots of different publishers and not all of them authenticate off-campus access in the same way.

Full instructions, guidance and screenshots for accessing different e-resources off-campus: http://tisselfhelp.plymouth.ac.uk/default.asp?id=718&Lang=1&SID=
Searching Primo will bring you back books and journal articles. However, deep inside Primo there are also links to specialist resources. Depending on your subject you may need to use some of these resources at Foundation level. As you progress to the dissertation/project stage of your course you will be expected to move beyond the initial Primo search and learn about these resources.

The library’s subject guides provide more information about specific resources for certain subject areas (plus direct links to the resources within Primo). Simply choose your broad subject area from this list: [http://plymouth.libguides.com](http://plymouth.libguides.com)

**e-Newspapers**

At foundation level, one of the more useful specialist resources are the online banks of newspapers accessible via Primo:

Primo > ‘books, journal titles etc.’ search: “Nexis Newspapers” OR “Times Digital Archive”

The Times Digital Archive and 19th Century British Library Newspapers capture contemporary accounts of the late 18th and 19th centuries.

Nexis Newspapers provides the full text of all broadsheets, tabloids and some local papers back to 1995. Guide accessing/searching Nexis: [https://exchange.plymouth.ac.uk/intranet/ast/Public/helpsheets//Nexis%20Instructions.pdf](https://exchange.plymouth.ac.uk/intranet/ast/Public/helpsheets//Nexis%20Instructions.pdf)
BoB – Online TV Programmes

A link to BoB is on the library homepage:  
www.plymouth.ac.uk/library

BoB is the University’s Off-Air Recording System which is made available to Plymouth university members under copyright guidelines. You can watch programmes that lecturers have taped for you; create clips; compile a favourites playlist and share these with others.

Guidance on using BoB: http://tisselfhelp.plymouth.ac.uk/default.asp?id=1231&SID=&Lang=1

Sources of help and support

*** Please contact your college library in the first instance ***

• Library information: http://plymouth.libguides.com/partners
• Student Portal support & IT Training: https://student.plymouth.ac.uk/ithelp

libraryandITenquiries@plymouth.ac.uk

01752 588588

Contact the above number if you have trouble logging into the portal or have forgotten your password. Your college library staff may also be able to reset your Plymouth password for you.

Rules, regulations and further information e.g. library charges for overdue books requested by another user, etc., is online: http://tisselfhelp.plymouth.ac.uk

Good luck with your studies.