

**Library Services for  
Flexible Learners  
in the Birmingham City  
Business School**

**Library and Learning Resources**



INVESTOR IN PEOPLE

## What is the Service for Flexible Learners?

If you are on a Flexible Learning course you are entitled to the following services:

- Postal book loans from our stock for UK students
- Inter-Library Loans for books not in our stock for UK students
- Articles photocopied from journals in our stock.
- Inter-Library loans for journal articles not in our stock.
- Access to the Library Web pages, databases and electronic resources on campus and off campus for those resources that allow it. Overseas students can access Athens authenticated services.
- Access to other libraries via the Sconul Access scheme for UK students.

If you would like more information, or have a particular query, please contact:

### Distance Learning Office

by phone: 0121 331 5295 or 6862  
by fax: 0121 331 5279  
by email: [distance.learning.pb@bcu.ac.uk](mailto:distance.learning.pb@bcu.ac.uk)  
by post : Distance Learning Services, Kenrick Library,  
Birmingham City University, Perry Barr,  
Birmingham, B42 2SU

Telephone renewals 0121 331 5278  
Library Web Page: <http://library.bcu.ac.uk>  
Distance Learners Web Page:  
<http://library.bcu.ac.uk/frameDistance.htm>

## How do I borrow books?

You will need to register as a borrower at one of the University's libraries by completing and returning the Library Registration Form. You will need to have registered with your faculty and obtained your student ID card. If you have mislaid the library form it is available at <http://library.bcu.ac.uk/cibregform.pdf>

If you are an undergraduate student you are entitled to borrow 12 items, unless you are in your final year when you can borrow 15 items. If you are a postgraduate student you can also borrow 15 items. Not all materials stocked by the Library will be available for loan or postal loan.

Not all materials stocked by the University will be available for loan or postal loan. We are unable to post the following categories of items to you

- Week loan items. It is impractical to post out week loan items as the postage time involved would not allow you to return the items in time. You may borrow these items on a personal visit but should be aware that they are **not renewable** under any circumstances.
- Items in the Kenrick High Demand and Short Term Loan Collections.
- Reference items. We are willing to photocopy up to one chapter of a reference work (subject to UK copyright law).
- Journals - please see 'How do I obtain journal articles?'
- Birmingham City University student theses

## **Postal Book Loans Service**

A postal loan service is available to flexible learners in the United Kingdom. The library will meet the cost of the outward postage but you are liable for the cost of the return postage. Books remain your responsibility until received back at the library. We recommend that you return books by recorded delivery as proof of return or obtain a certificate of posting. You will need to check the return date so as to be able to renew if necessary.

To request postal book loans:

- Please apply for a postal loan in writing (by post, fax or email) to the Office wherever possible, quoting your library borrower number on all correspondence. The distance learners' web page has a book request form on it, which can be printed off, filled in and faxed to us.  
**<http://library.bcu.ac.uk/disbookform.pdf>**
- If the items are in the library, they will be posted to you as soon as possible.
- If the items are on loan, we will reserve them and post them out to you as soon as they are returned.

Two week loans will initially be loaned for five weeks. Further renewals will be for two weeks only. Normal loans may be renewed for a further five weeks. You may renew your loans, as many times as you wish, provided another borrower has not requested them. If another borrower has requested your loans you will need to return them immediately.

You can renew books in the following ways:

- Online through 'My Library Record' via the library catalogue. You will need your library barcode number and your library PIN.
- By phone. Talismessage is our telephone renewal system available on 0121 331 5278. You will need your library barcode number and your library PIN.

Please return or renew your books on or before their return date as fines are charged for their late renewal or return. Fines are charged at the following rates:

**75p per day or part of day will be charged for:**

- Recalled items
- Week loans

**40p per day or part of a day will be charged for:**

- Two week loans

**10p per day or part of a day will be charged for:**

- Normal loans

Books that become over 5 weeks overdue will result in your borrowing rights at Birmingham City University being temporarily suspended.

Renewals **cannot** be made in the following circumstances

- When the item you wish to renew is reserved for another borrow
- When your borrowing rights have been withdrawn
- When you have outstanding charges of more than £10.00 and a phone or self renewal is requested
- When you have any outstanding charges and you are requesting a renewal in person

## **How do I obtain journal articles?**

The library can provide you with photocopies of journal articles (and book chapters), which we have in stock.

To request photocopies of journal articles (and book chapters) held by the library:

- Check the library catalogue and the electronic journals listing to make sure we have the journal in stock.

- Print out and complete the journal request form on the distance learner's web page as fully as possible. <http://library.bcu.ac.uk/disartform.pdf>
- Sign the form and either post it or fax it to us. For copyright reasons we cannot process any unsigned requests.
- Once the library has received your request we will photocopy the article and post it out to you. Normal photocopying charges will apply and to comply with copyright legislation there is a non refundable administrative charge of 25p for each journal article you request. These charges will be added to your library account.
- Please note that the Copyright, Designs and Patents Act 1988 permits only one photocopy of one article from a single journal issue (or one chapter from a book) to be made.

## **How do I obtain books and journal articles not available from Birmingham City University Libraries?**

If you need to obtain material not available in the University Libraries, this can be done via our Inter-Library Loan service. The service may only be open to final year undergraduate students and post-graduate students because the costs of obtaining them are considerable. Please make sure you have checked the library catalogue and electronic journal listing before making your requests.

To request Inter-Library Loans:

- Complete and sign an Inter-Library Loan form for each item required and return to the distance learning office. Request forms can also be found on the Inter-Library Loans page <http://library.bcu.ac.uk/ILL.htm>. These can be printed off, completed, signed and then faxed or posted to the distance learning office. Please note that the Copyright, Designs and Patents Act 1988 permits only one photocopy of one article from a single journal issue (or one chapter from a book) to be made.
- To comply with copyright legislation there is a non refundable administrative charge of 25p for each journal article you request. These charges will be added to your library account.

Please allow plenty of time when making your requests. Books, reports and theses will take at least three weeks to arrive into the Library. Journal articles will take up to two weeks but will be posted out to your home address and are for you to keep.

We must insist that all books obtained for you via Inter-Library loans are returned registered post, as they are not Birmingham City University property. Loans are usually for three weeks. For more details go to <http://library.bcu.ac.uk/frameLL.htm>

## **Online/electronic resources**

**Library Catalogue** - <http://bitalis.bcu.ac.uk/TalisPrism/index.jsp>

This is freely available over the Internet but there may possibly be firewall problems if accessing from work as it used a non-standard port number. Talk to your I.T. staff about this.

**Library Web Pages** - <http://library.bcu.ac.uk>

These are freely available over the Internet.

## **Electronic Databases and Electronic Journals**

You may be able to access the databases and the electronic journals from home. Off-campus, most use an authentication system called ATHENS and requires a user name and password. This is set up automatically for you as a library borrower.

Your ATHENS username and password will be emailed to your official Birmingham City University student email address. You will have been told in your library induction how to access ATHENS. If you are still unclear either ask at your nearest library enquiry desk, or use the web page <http://library.bcu.ac.uk/frameEgateways.htm>

## **UCEEL**

You also have access to UCEEL, the digital library of Birmingham City University at <http://diglib.bcu.ac.uk/webgate/dlib/templates/uceel/index.asp>. The Digital Library system provides a means of integrating text, image, audio and video resources. These resources can then be delivered across a network to authorised users wherever they are located, whenever they need them. At present the active collection of UCEEL includes journal articles, books (and sections of them) student projects and past exam papers, . Future collections under development will contain digital video and digital audio resources. You will need to log on to UCEEL through the library web page in order to access some of its collections. Your UCEEL user name is your Library Barcode Number and your password is your Library Personal Identification Number (PIN). However, you can browse through some of the information on UCEEL without logging in.

## **Can I get access to other libraries?**

The Sconul Access scheme allows UK students to access other University libraries. For further details and an application form please go to <http://library.bcu.ac.uk/frameBorrow.htm> and click on Sconul Access.

As a member of the CIB you are entitled to use the IFS Information Service. (<https://myifslearning.com>)

You are also entitled to use your local public library service.

## **Can I get tutorial help with using library services?**

Yes. Contact Carol Price or Keith Brisland. Details are below.

## **Is there any online help?**

Yes. Visit the Library web pages designed for Banking Students at <http://library.bcu.ac.uk/bankview.htm>. Other useful information may be found via the Library web pages for the Business School at <http://library.bcu.ac.uk/frameBusiness.htm>

## **Other contact details**

### **Athens Administrator**

by phone: 0121 331 5291

by fax: 0121 356 2875

by email: [mark.brown@bcu.ac.uk](mailto:mark.brown@bcu.ac.uk)

by post: Kenrick Library, Birmingham City University, Perry Barr, Birmingham, B42 2SU

### **Carol Price – Liaison Librarian (Learning and Teaching)**

by phone: 0121 331 5299

by email: [carol.price@bcu.ac.uk](mailto:carol.price@bcu.ac.uk)

by post: *As above*

via webpage <http://library.bcu.ac.uk/carol.htm>

### **Keith Brisland - Liaison Librarian (Enquiry Services)**

by phone: 0121 331 5299

by email: [keith.brisland@bcu.ac.uk](mailto:keith.brisland@bcu.ac.uk)

by post: *As above*

