TOTTENHAM LEARNING RESOURCE CENTRE

ILRS | CONTACT

MIDDLESEX UNIVERSITY

An Overview of Distance Learning Provision

http://www.ilrs.mdx.ac.uk

Elements to be covered

- Who are the users?
- What are our objectives?
- What do we provide?
- Do we meet our objectives?
- The future

Who are the users?

- Students on courses validated as distance learning
- Work based learners
- Professional studies students

Work based learners

- build on experience gained in their working lives
- may be awarded qualifications between a Diploma to a Doctorate
- are each unique
- have unique needs

User characteristics

- May be new to academic work
- will require access at any time
- may feel isolated
- may be studying any subject
- may be located anywhere worldwide
- English may not be their first language

What are our objectives?

For Users

- easy to understand
- useful at all levels
- easy to access
- available at all times
- cheap to use
- help available when required

For Staff

- Easy to provide
- clear organisation
- little repetition of material
- variable levels of technology

What do we provide?

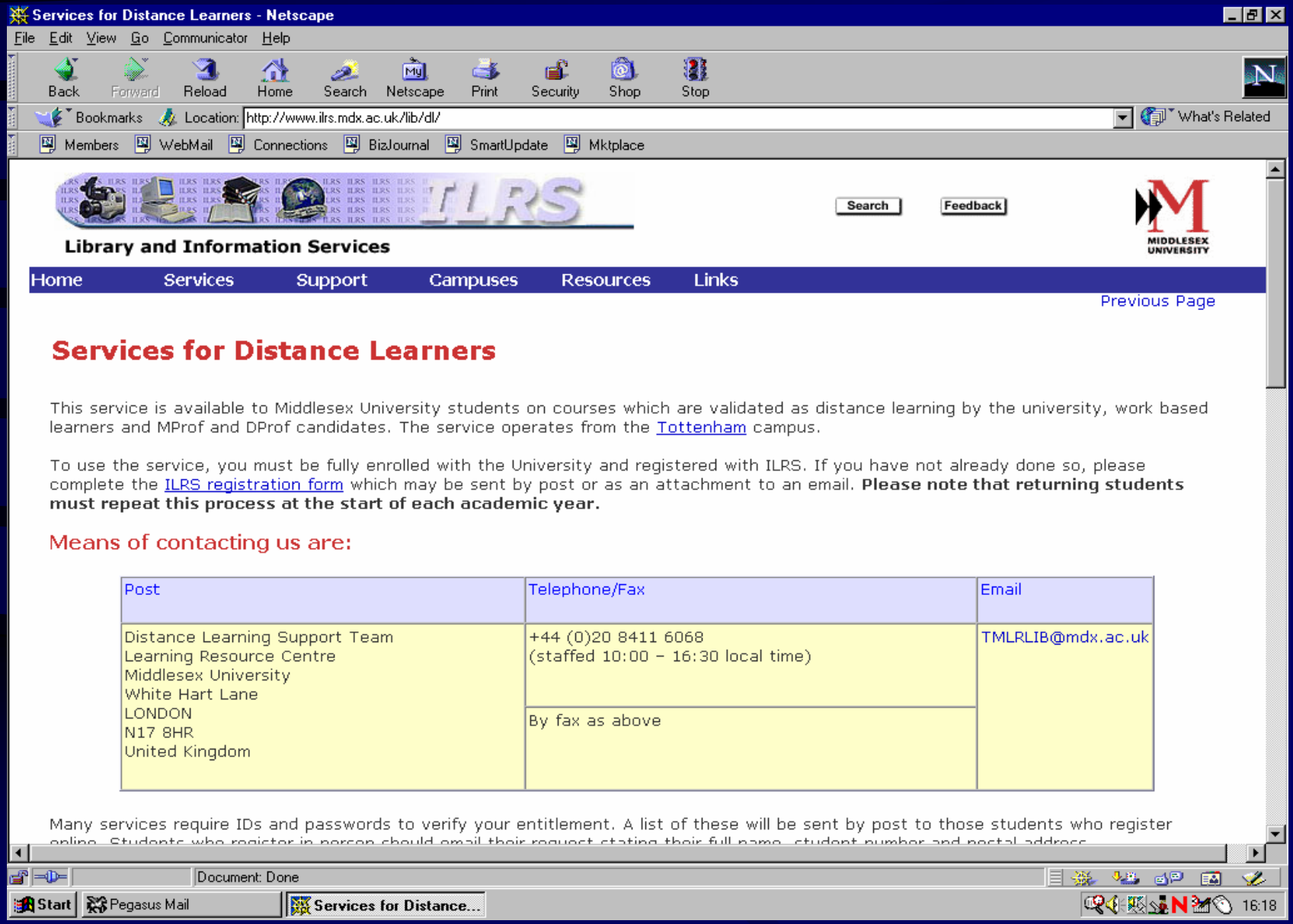
Entitlements

- Photocopies of chapters and journal article from MX collection
- photocopies of articles from non-MX collections
- UK students may borrow 12 x 28/14 day loans
- non-UK students may borrow 12 x 28 day loans

How do we provide it?

Stage 1 - registration

- Contact through offer pack
- students access web page
- online registration
- staff check status
- send relevant IDs and passwords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Services for Distance Learners
This service is available to Middlesex University students on courses which are validated as distance learning by the university, work based learners and MProf and DProf candidates. The service operates from the Tottenham campus.
To use the service, you must be fully enrolled with the University and registered with ILRS. If you have not already done so, please complete the ILRS registration form which may be sent by post or as an attachment to an email. Please note that returning students must repeat this process at the start of each academic year.
Means of contacting us are:
Post
Telephone/Fax
Email
Distance Learning Support Team
Learning Resource Centre
Middlesex University
White Hart Lane
LONDON
N17 8HR
United Kingdom
+44 (0)20 8411 6068
(staffed 10:00 – 16:30 local time)
By fax as above
TMLRLIB@mdx.ac.uk
Many services require IDs and passwords to verify your entitlement. A list of these will be sent by post to those students who register
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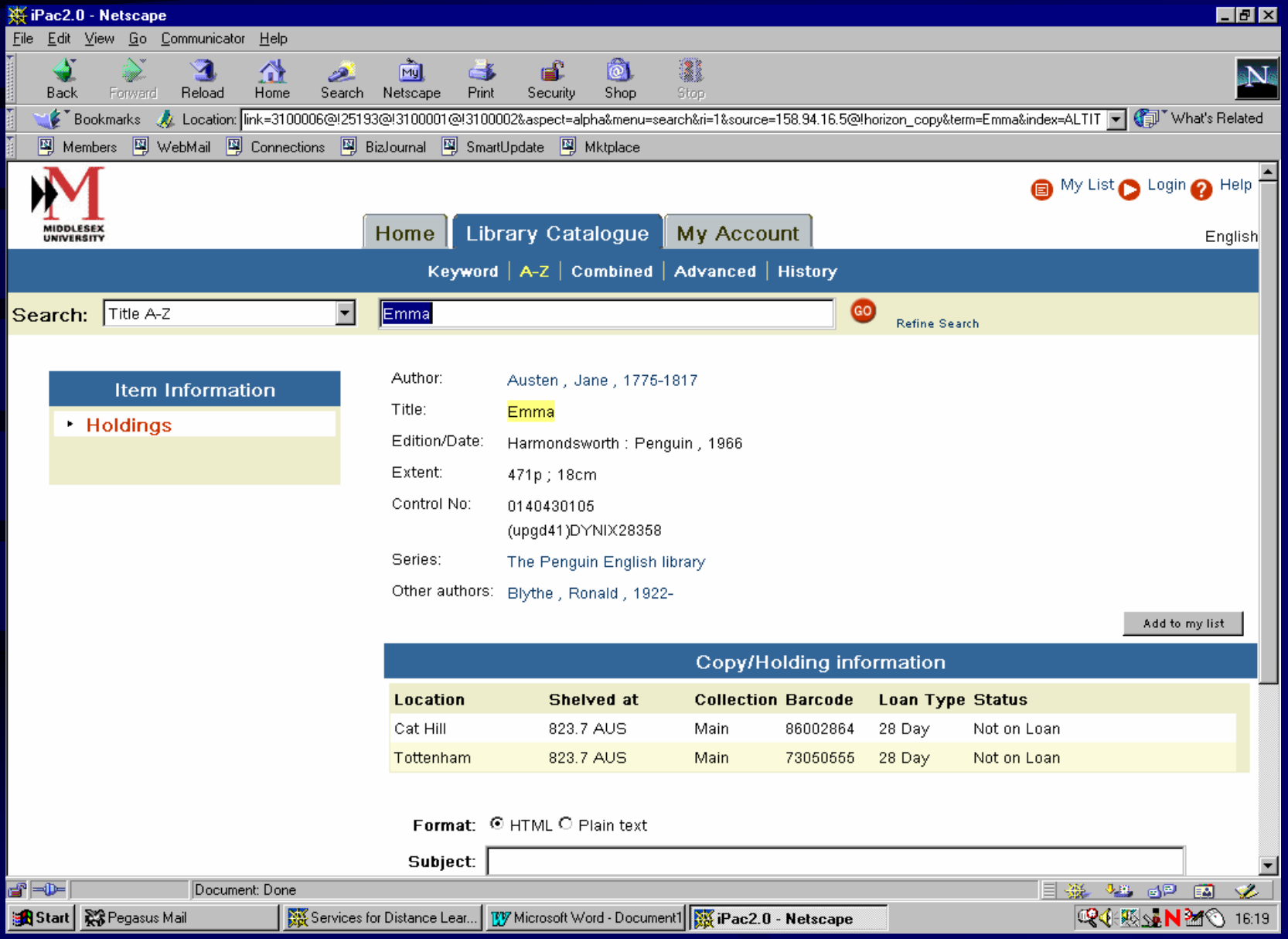
Stage 2 - Finding material

Live links are provided to:

- MX library catalogue
- other library catalogues
- electronic databases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Item Information
Holdings
Author: Austen , Jane , 1775-1817
Title: Emma
Edition/Date: Harmondsworth : Penguin , 1966
Extent: 471p ; 18cm
Control No: 0140430105
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Series: The Penguin English library
Other authors: Blythe , Ronald , 1922-
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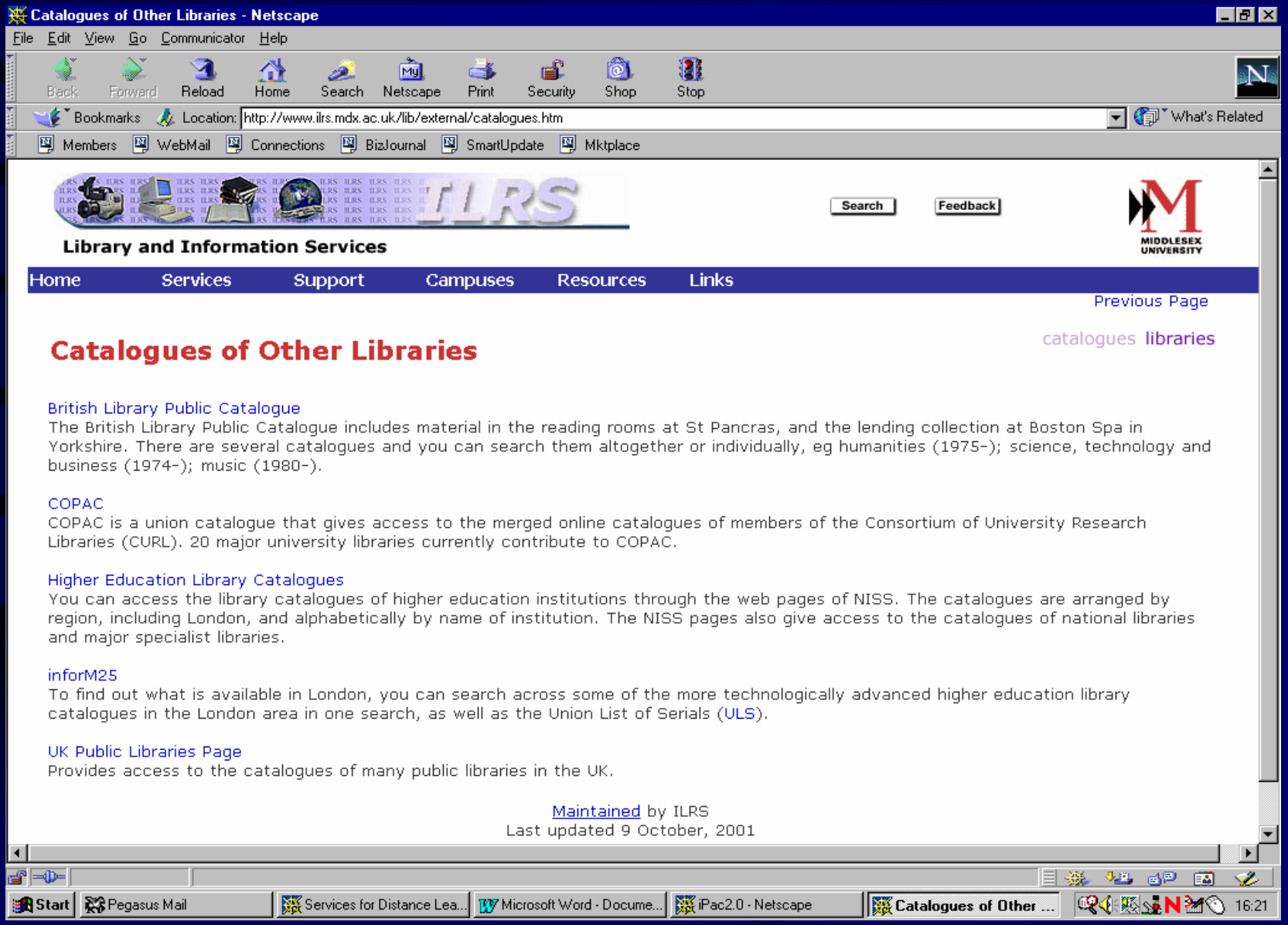
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catalogues libraries
Catalogues of Other Libraries
British Library Public Catalogue
The British Library Public Catalogue includes material in the reading rooms at St Pancras, and the lending collection at Boston Spa in Yorkshire. There are several catalogues and you can search them altogether or individually, eg humanities (1975-); science, technology and business (1974-); music (1980-).
COPAC
COPAC is a union catalogue that gives access to the merged online catalogues of members of the Consortium of University Research Libraries (CURL). 20 major university libraries currently contribute to COPAC.
Higher Education Library Catalogues
You can access the library catalogues of higher education institutions through the web pages of NISS. The catalogues are arranged by region, including London, and alphabetically by name of institution. The NISS pages also give access to the catalogues of national libraries and major specialist libraries.
inforM25
To find out what is available in London, you can search across some of the more technologically advanced higher education library catalogues in the London area in one search, as well as the Union List of Serials (ULS).
UK Public Libraries Page
Provides access to the catalogues of many public libraries in the UK.
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Last updated 9 October, 2001
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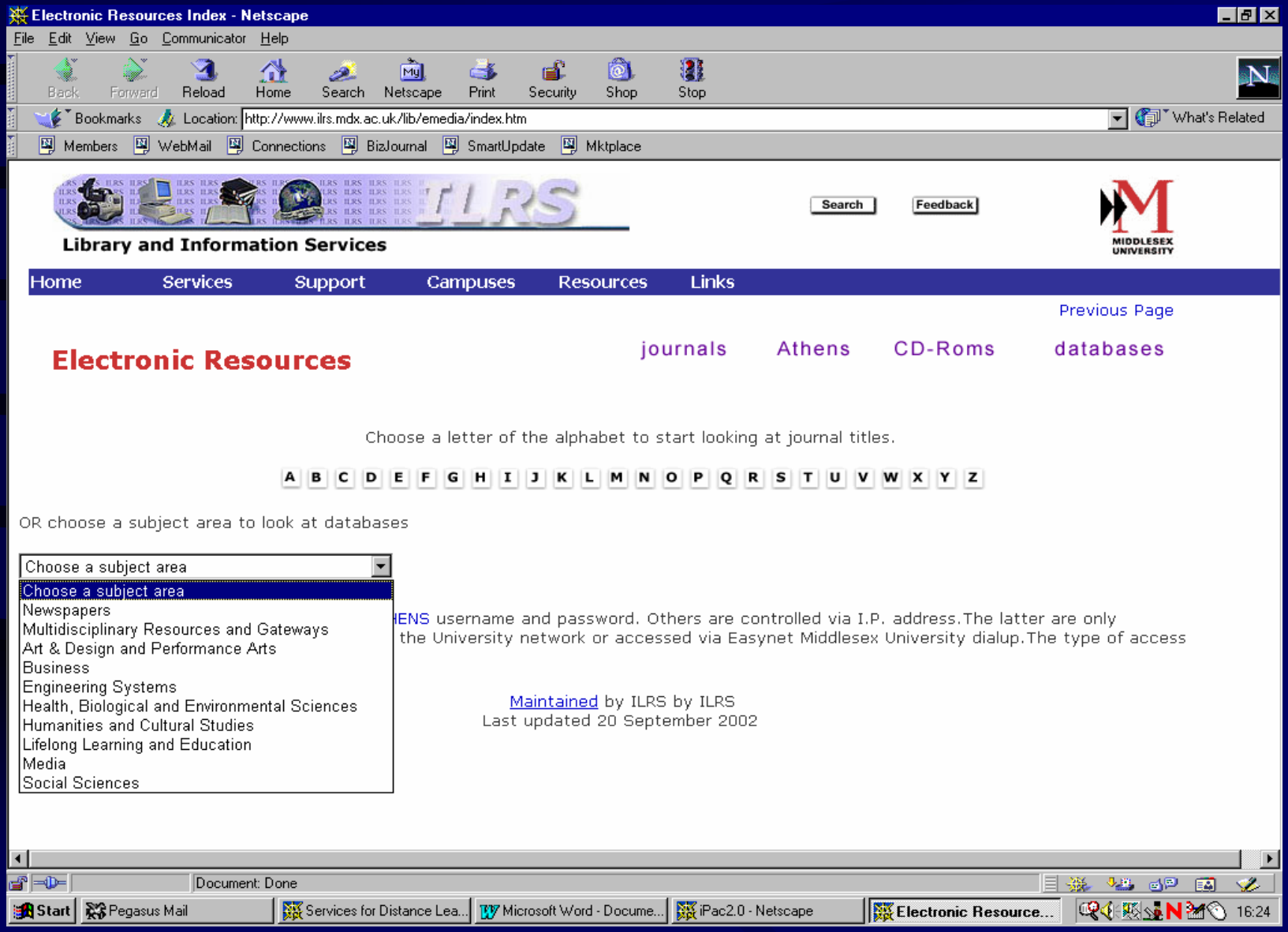
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OR choose a subject area to look at databases
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Newspapers
Multidisciplinary Resources and Gateways
Art & Design and Performance Arts
Business
Engineering Systems
Health, Biological and Environmental Sciences
Humanities and Cultural Studies
Lifelong Learning and Education
Media
Social Sciences
ENS username and password. Others are controlled via I.P. address.The latter are only
the University network or accessed via Easynet Middlesex University dialup.The type of access
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Stage 2 - Finding material

Help is given by:

- online documentation
- user education sessions
- personal contact

Stage 3 - Acquiring material

Personal visits to:

- local libraries
- professional associations
- British Library
- other HE institutions via M25 or UK Libraries+

NISS Campus - home - Netscape

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- Administration
- Colleges & Universities
- Common Room
- Lecture Theatre
- Library & Info Services
- Student Union
- Wider World

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niss

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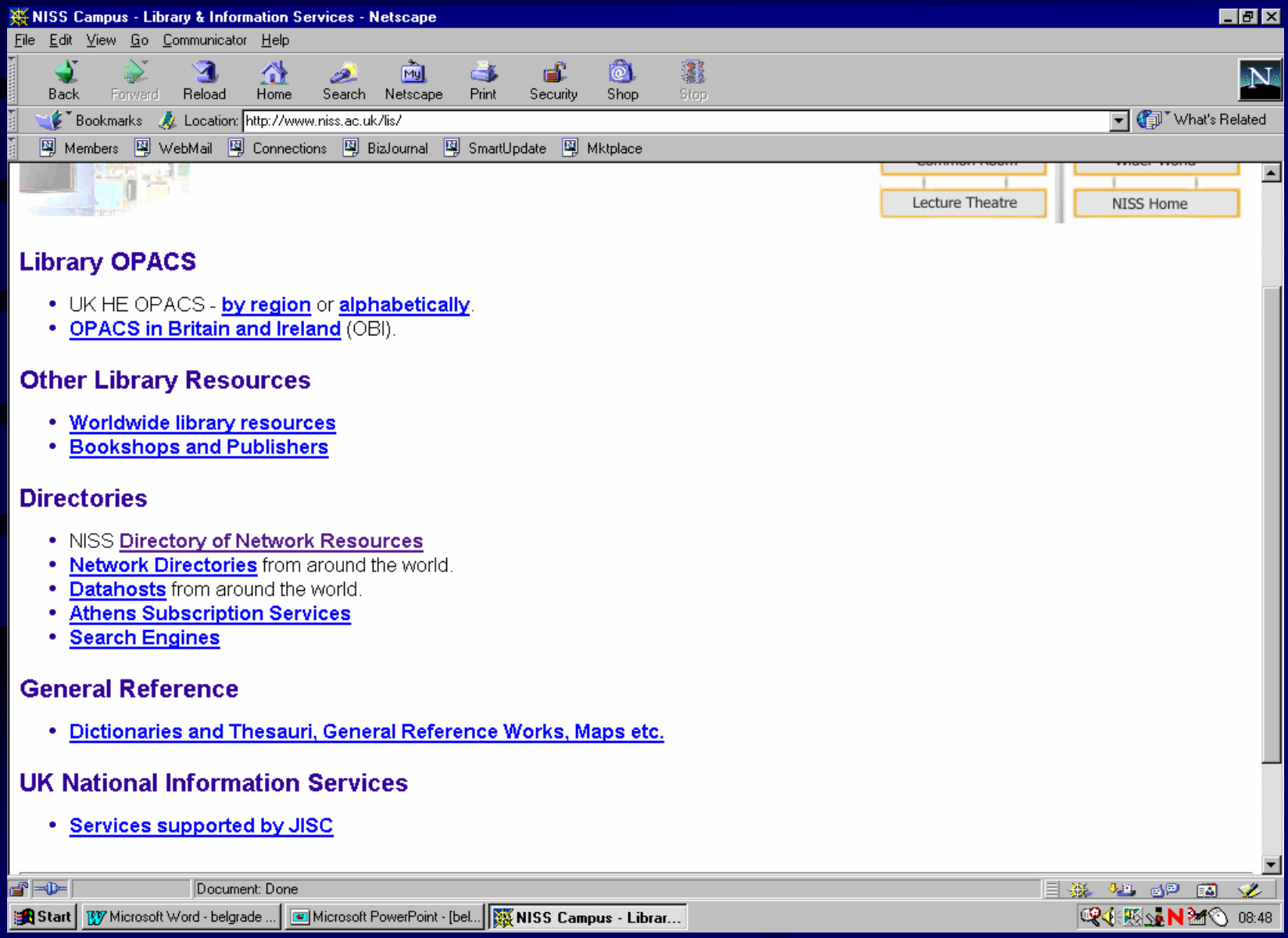
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Other Library Resources
Worldwide library resources
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Directories
NISS Directory of Network Resources
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Athens Subscription Services
Search Engines
General Reference
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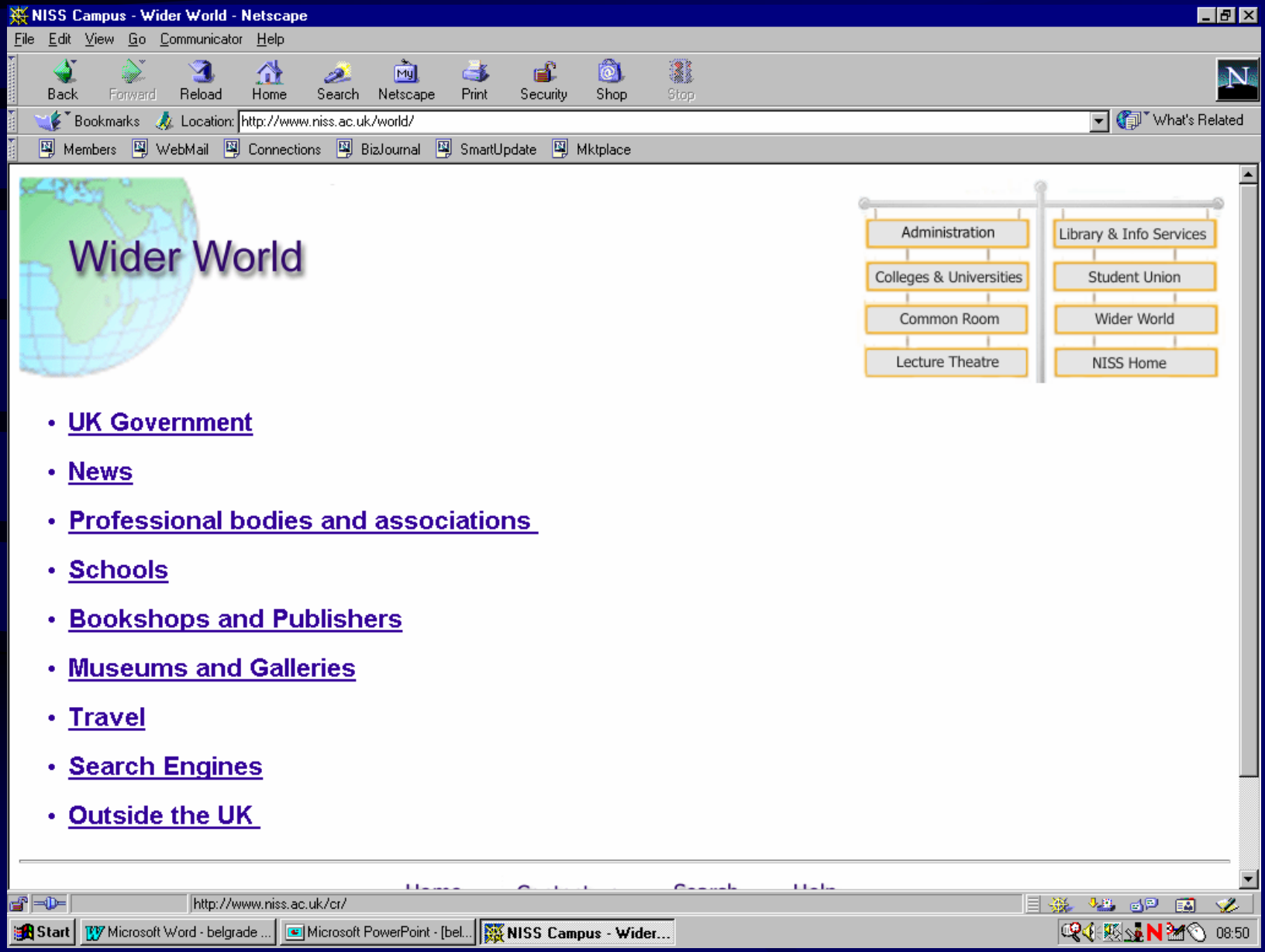
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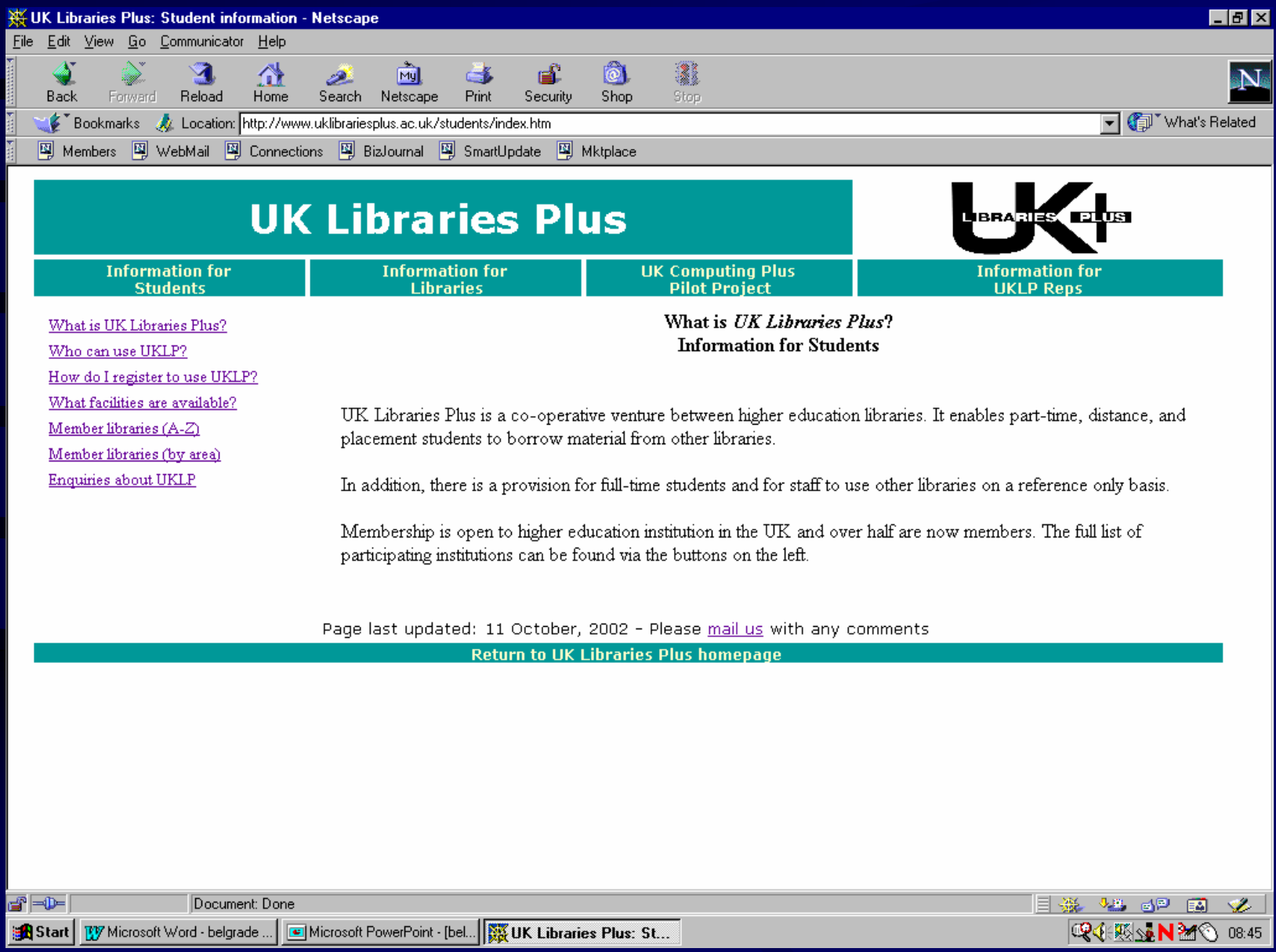
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How do I register to use UKLP?
What facilities are available?
Member libraries (A-Z)
Member libraries (by area)
Enquiries about UKLP
What is UK Libraries Plus?
Information for Students
UK Libraries Plus is a co-operative venture between higher education libraries. It enables part-time, distance, and placement students to borrow material from other libraries.
In addition, there is a provision for full-time students and for staff to use other libraries on a reference only basis.
Membership is open to higher education institution in the UK and over half are now members. The full list of participating institutions can be found via the buttons on the left.
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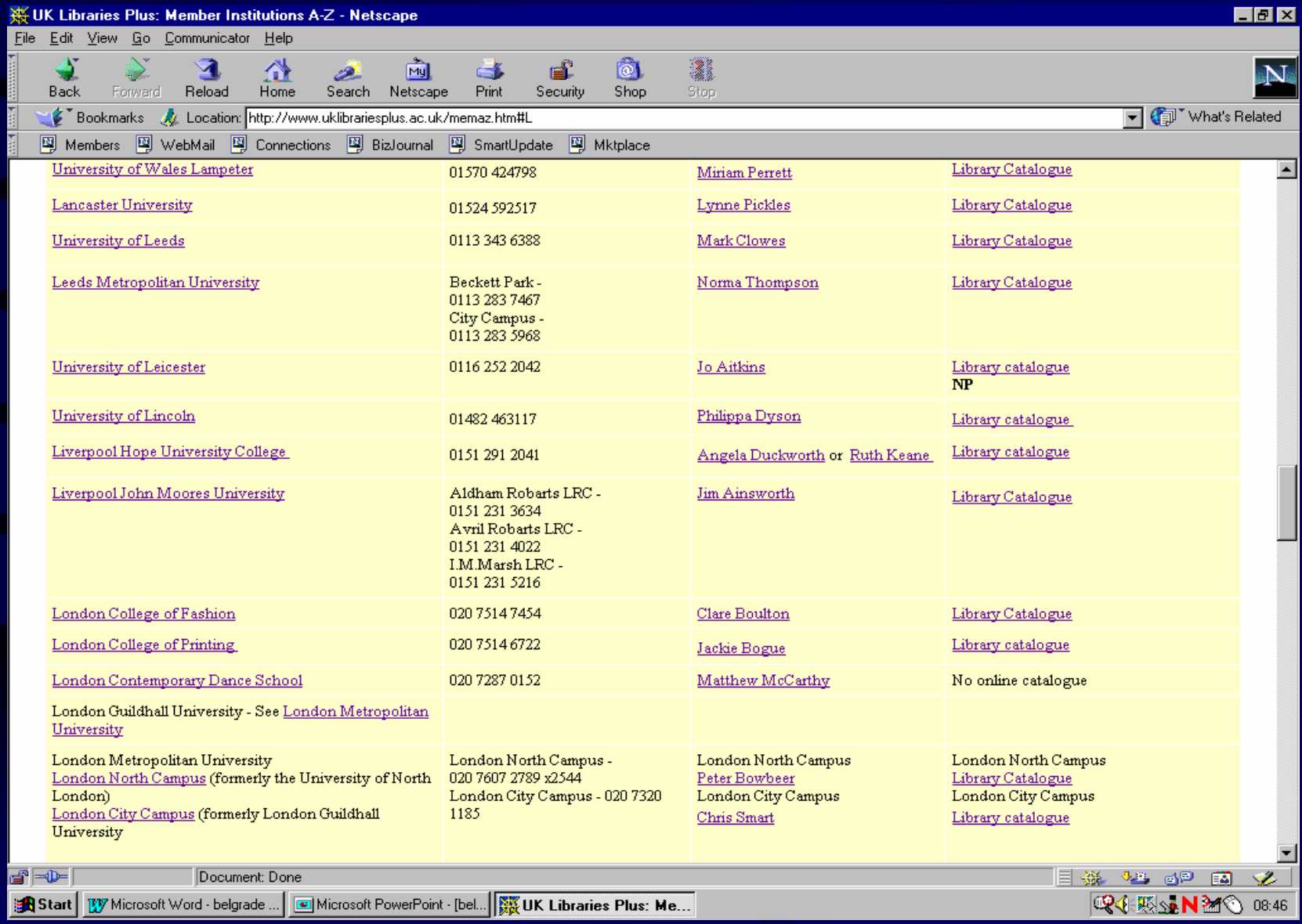

University of Wales Lampeter	01570 424798	Miriam Perrett	Library Catalogue
Lancaster University	01524 592517	Lynne Pickles	Library Catalogue
University of Leeds	0113 343 6388	Mark Clowes	Library Catalogue
Leeds Metropolitan University	Beckett Park - 0113 283 7467 City Campus - 0113 283 5968	Norma Thompson	Library Catalogue
University of Leicester	0116 252 2042	Jo Aitkins	Library catalogue **NP**
University of Lincoln	01482 463117	Philippa Dyson	Library catalogue
Liverpool Hope University College	0151 291 2041	Angela Duckworth or Ruth Keane	Library catalogue
Liverpool John Moores University	Aldham Robarts LRC - 0151 231 3634 Avril Robarts LRC - 0151 231 4022 I.M.Marsh LRC - 0151 231 5216	Jim Ainsworth	Library Catalogue
London College of Fashion	020 7514 7454	Clare Boulton	Library Catalogue
London College of Printing	020 7514 6722	Jackie Bogue	Library catalogue
London Contemporary Dance School	020 7287 0152	Matthew McCarthy	No online catalogue
London Guildhall University - See London Metropolitan University			
London Metropolitan University London North Campus (formerly the University of North London) London City Campus (formerly London Guildhall University	London North Campus - 020 7607 2789 x2544 London City Campus - 020 7320 1185	London North Campus Peter Bowbeer London City Campus Chris Smart	London North Campus Library Catalogue London City Campus Library catalogue

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M25 Consortium of Higher Education Libraries

...working together for London's academic library users

InforM25 enables simultaneous access to over 120 college and university library catalogues in the London (UK) area.

InforM25

- Find a Library
- Search Catalogues
- Union List of Serials (ULS)
- How to Use

Access to libraries

- M25 Access Scheme
- British Library
- Public Libraries
- UK Libraries Plus
- SCONUL research access scheme

About

- the Consortium
- faq (frequently asked questions)

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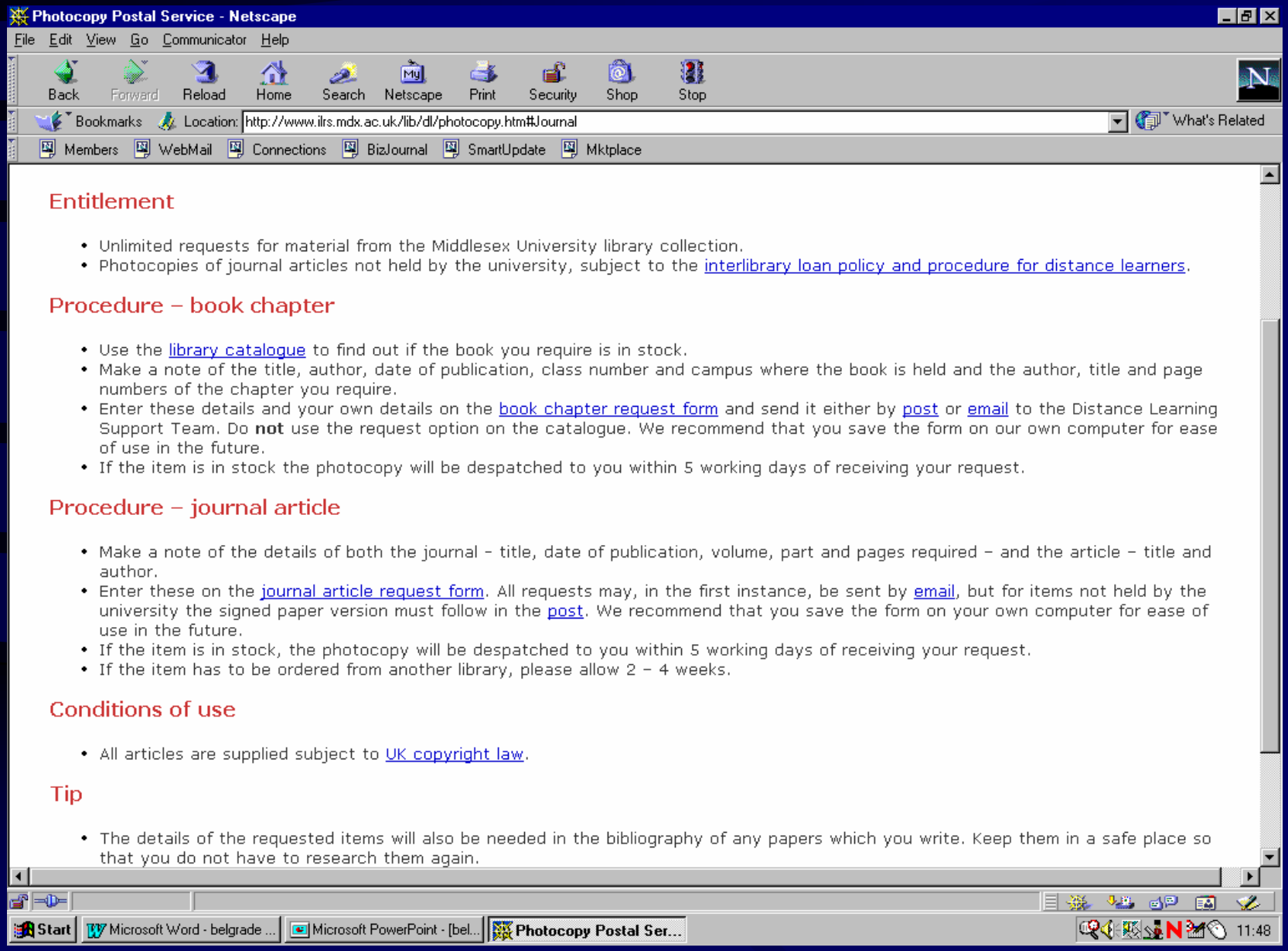
Stage 3 - Acquiring material

Apply to MX

- procedure included as live link
- word application form attached
- sent as email attachment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Entitlement
Unlimited requests for material from the Middlesex University library collection.
Photocopies of journal articles not held by the university, subject to the interlibrary loan policy and procedure for distance learners.
Procedure – book chapter
Use the library catalogue to find out if the book you require is in stock.
Make a note of the title, author, date of publication, class number and campus where the book is held and the author, title and page numbers of the chapter you require.
Enter these details and your own details on the book chapter request form and send it either by post or email to the Distance Learning Support Team. Do not use the request option on the catalogue. We recommend that you save the form on our own computer for ease of use in the future.
If the item is in stock the photocopy will be despatched to you within 5 working days of receiving your request.
Procedure – journal article
Make a note of the details of both the journal - title, date of publication, volume, part and pages required – and the article – title and author.
Enter these on the journal article request form. All requests may, in the first instance, be sent by email, but for items not held by the university the signed paper version must follow in the post. We recommend that you save the form on your own computer for ease of use in the future.
If the item is in stock, the photocopy will be despatched to you within 5 working days of receiving your request.
If the item has to be ordered from another library, please allow 2 – 4 weeks.
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All articles are supplied subject to UK copyright law.
Tip
The details of the requested items will also be needed in the bibliography of any papers which you write. Keep them in a safe place so that you do not have to research them again.
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Stage 3 - Acquiring material

For ease, students are advised to:

- save request forms to their own computer
- save completed forms to support bibliography

Stage 3 - Acquiring material

- Staff receive email attachments
- requests material
- send to user
- no charge for photocopies
- books sent by post - issued at the time of posting
- students can view their own accounts and renew online

Do we meet our objectives?

Students - Ease of understanding

- Plain English
- brief overview
- bold headings
- in logical sequence
- provided contact at the beginning

The bold headings are:

- Means of contacting us
- What does the service offer?
- How do I find appropriate material?
- How do I acquire the material I need?
- Other resources

Students - Useful at all levels

- Provides material in a variety of formats
- provides electronic access to different types of catalogues and databases
- physical access from public library to HE Institution

Students - Easy to access

- Web based
- word documents and PDF files
- ATHENS accounts allow access to most databases anywhere
- physical access to different institutions

Students - Availability at all times

- Web based
- email links allow contact to staff BUT
- staff availability limited to local time

Students - Cheap to use

- Online costs mostly limited to local costs
- free except for postal return of books
- many pages are quickly downloadable

Students - Availability of help

- Contact through telephone, fax or email
- online documentation

Staff - criteria

- Tasks and responsibilities related to existing ones
- simple process
- accompanying documentation prepared in advance
- use existing resources

Staff - criteria continued

- provide pointers in a logical sequence
- use a variety of technologies

Other services offered

- University email
- biCSS
- documentation
- dialup accounts

Problem areas

- Creating a sense of identity
- providing help
- testing and improving skills' levels

The Future - solutions?

- Training academic staff
- creating virtual communities
- providing information in other forms
- making greater use of a VLE