

## Library guide for staff 2010-2011

**The Library**  
Goldsmiths, University of London  
New Cross  
London SE14 6NW

020 7919 7150

Email: [library@gold.ac.uk](mailto:library@gold.ac.uk)

Web: <http://www.gold.ac.uk/library/>

This guide contains information about the Library's services to academic staff, and supplements the Library Guide for Students.

We welcome your feedback on our services. Please send comments or suggestions at any time, or contact your Subject Librarian. You can also speak to your departmental library representative, who attends the termly Library User Group on your behalf.

Mary Nixon  
Librarian

### **Borrowing Library material**

[lending@gold.ac.uk](mailto:lending@gold.ac.uk)

Academic staff may borrow up to 25 books from the main collection, 8 DVDs or videos, and 20 items each from the School Practice book and audiovisual collections.

The ordinary loan period is six weeks for academic staff. If books are likely to be in heavy demand they can be put on 7-day or 3-day loan. It is advisable to make one copy of essential books a reference copy.

### **Fines for overdue items**

Type of loan	Fine per day
Ordinary loan books (3 weeks)	10p
Short loan books ( 7days, 3 days)	50p
Audiovisual items - DVD, VHS (7 days)	£1.00

The maximum fine per item is £15.00. Staff may continue to borrow with up to £10.00 in fines owing.

### **Catalogue**

The library catalogue <http://library.gold.ac.uk> includes books, journals, electronic resources, audiovisual resources, and published material from the Special Collections.

### **Opening hours**

Sept 2010 – June 2011	Mon-Fri	8.00 – 00.00 Last admission 23.30	Self-service before 09.15 and from 20.45
	Sat	9.30 – 00.00 Last admission 23.30	Self-service before 10.00 and from 17.15
	Sun	9.30 – 00.00 Last admission 23.30	Self-service before 11.30 and from 17.15

The Library is closed during the College closure periods at Christmas and Easter. Please note that self-service times may change. For further details see <http://libweb.gold.ac.uk/homelinks/openhours.php>

### **Library Induction**

[subjectlibrarians@gold.ac.uk](mailto:subjectlibrarians@gold.ac.uk)

Library staff aim to see all new students to introduce them to the Library and the resources it offers.

- Basic induction: to introduce students to the Library during the first three weeks of the Autumn Term. Ask your departmental administrator to book this with the Library.
- Further sessions: to include usage of specific resources, e.g. electronic resources relevant to their subject. These are arranged by subject librarians liaising with course tutors.
- Research students: new teaching staff may be part of this group. Sessions are arranged via the Research Office.

Videoconferencing facilities are now available in the Prokofiev Room, 2<sup>nd</sup> floor, RISB. If you wish to use these facilities please book at least 10 days in advance. To book please see <http://www.goldsmiths.ac.uk/media-services/videoconferencing.php>

## **Subject Librarians**

[subjectlibrarians@gold.ac.uk](mailto:subjectlibrarians@gold.ac.uk)

Each department has a subject librarian who liaises with staff in that department, either directly or via the departmental library representative.

<b>Subject Librarian</b>	<b>Subjects</b>	<b>Email</b>	<b>Tel. no.</b>
Sally Houston	Anthropology Politics Psychology	<a href="mailto:s.houston@gold.ac.uk">s.houston@gold.ac.uk</a>	020 7919 7156
Veronica Lawrence	Music (Media vacant – temporary contact)	<a href="mailto:v.lawrence@gold.ac.uk">v.lawrence@gold.ac.uk</a>	020 7078 5321
Mark Preston	Computing, Education, English	<a href="mailto:m.preston@gold.ac.uk">m.preston@gold.ac.uk</a>	020 7919 7169
Helen Stephen	PACE, Sociology	<a href="mailto:h.stephen@gold.ac.uk">h.stephen@gold.ac.uk</a>	020 7919 7299
Elizabeth Williams	Cultural Studies, Drama, History	<a href="mailto:e.williams@gold.ac.uk">e.williams@gold.ac.uk</a>	020 7919 7589
Antonia Williamson	Art Design Visual Cultures	<a href="mailto:antonia.williamson@gold.ac.uk">antonia.williamson@gold.ac.uk</a>	020 7078 5050

## **Recommending resources for the Library**

You may recommend items for purchase at any time by completing the online order form at <http://www.gold.ac.uk/library/using-the-library/book-order-form/> or the pink cards available from the library desks. Orders should be authorised by your department's library representative or (in some departments) by your subject librarian.

Remember to allow sufficient time for books to reach the library shelves. The average time taken for orders to be supplied and books processed is 6-8 weeks.

## **Reading lists**

For new courses, you will need to send a reading list to the Library by mid-July, or well before the start of the course. Please provide details of the number of students taking the course, whether each title is for essential or further reading, and the number of copies required. We recommend that there should be one copy to ten students for essential reading, unless students are expected to buy the book for themselves. Some, but not all, of these copies may be electronic books.

Any enquiries about ordering resources for the Library should be made to your subject librarian or the Acquisitions department at [acquisitions@gold.ac.uk](mailto:acquisitions@gold.ac.uk)

## **Budget**

Funding for information resources for the Library is allocated to each department at the beginning of the financial year on the basis of student numbers and cost of journals. Additional funding is available for supporting new courses, for interdisciplinary books and journals, electronic resources and audiovisual materials.

Further information about the Library's Collections development policy may be found at <http://www.gold.ac.uk/library/collections/introduction/>

## **Scanned articles and extracts**

[lending@gold.ac.uk](mailto:lending@gold.ac.uk)

Articles or short extracts from books owned by the College or acquired through the 'copyright cleared' inter library loan scheme may be scanned by library staff and put in the College's Virtual Learning Environment (learn.gold) for use on a particular course. If you wish to do this, please contact us for further advice.

## **Examination papers**

[lending@gold.ac.uk](mailto:lending@gold.ac.uk)

Exam papers are available on the web pages. Please ensure that your exam papers are sent to the Library at the end of the academic year.

## **Electronic resources**

The Library subscribes to 2860 e-journals and currently has access to 365 e-books. Electronic books and journals should be accessed through the library catalogue. Many are also available from outside college using your Goldsmiths username and password.

More information on e-resources is available at <http://www.gold.ac.uk/library/e-resources/>

Ask at a library enquiry desk or contact your subject librarian for any further help.

## **Goldsmiths Research Online**

[lib-eprints@gold.ac.uk](mailto:lib-eprints@gold.ac.uk)

Goldsmiths Research Online is the College's institutional repository where researchers can make their papers and other research outputs freely available over the web via a searchable open access database. The repository incorporates facilities for retrieval by browsing or searching. Papers in institutional repositories are ranked higher than those attached to web pages by Google and other search engines.

Deposit in an institutional or subject-based repository is a requirement of some funding bodies. All material submitted for the RAE should also be included in Goldsmiths Research Online.

Since September 2007 the College has been part of the EThOS project, which aims to digitise selected theses. Theses which are already in electronic form can also be added to Goldsmiths Research Online. You may also recommend other student work, such as Masters' dissertations and degree shows, for inclusion.

For more information, see <http://eprints.goldsmiths.ac.uk>

### **Copyright**

[copyright@gold.ac.uk](mailto:copyright@gold.ac.uk)

The Library subscribes to the following licences on behalf of the College:

- Copyright Licensing Agency – Photocopying and Trial Scanning Licence
- Newspaper Licensing Agency – Comprehensive Licence
- Educational Recording Agency
- Design and Artists Copyright Society – Slide Collections Licence

Library staff can advise on copyright issues connected with printed, manuscript, electronic and audiovisual materials.

### **Special Collections**

[special.collections@gold.ac.uk](mailto:special.collections@gold.ac.uk)  
<http://www.gold.ac.uk/library/collections/special-collections/>

The Library acquires and makes available special collections on the creative and performing arts, culture and society, particularly of the nineteenth and twentieth centuries. These include audio and visual materials as well as printed matter and archives.

There is a supervised study area with separate listening and viewing facilities. A digital piano is available. Group visits can be accommodated and you are welcome to organise a seminar or workshop using material from the Special Collections. Please contact us if you would like to visit or find out more about the collections.

Most items in Special Collections are in the library catalogue; lists and finding aids are available for those collections not yet catalogued.

### **Music:**

Serge Prokofiev Archive Centre for Russian Music (CRM)  
Alan Bush Collection (East European music)  
A L Lloyd Collection (world traditional music)  
MacColl-Seeger Collection (British & Irish folk music)  
Denis Stevens Collection (Claudio Monteverdi)  
Elizabeth Barnard Collection (music at Goldsmiths)  
Clarinet & Saxophone Society Library

### **Drama and Media:**

London International Festival of Theatre (LIFT) (videos of drama performances by companies from around the world)  
BBC Arena videos  
Terence Kelly Collection (radio broadcasting)

### **Visual Arts:**

Women's Art Library/MAKE  
<http://www.goldsmiths.ac.uk/make/>  
Creative Curating MA archive  
Nimarkoh Indent archive (magazines and newspapers published by artists)  
Bank Archive (set of exhibition announcements etc. from the group Bank)  
Engaged Magazine archive

### **Other collections:**

Dr. Albert Ellis Collection (Rational-Emotive Behaviour Therapy)  
Richard Hoggart Collection  
National Campaign for the Arts Archive  
College Publications Collection  
College Archives

### **Audiovisual Collection**

[audiovisual@gold.ac.uk](mailto:audiovisual@gold.ac.uk)

The Audiovisual Collection is on the 2nd floor. It contains DVDs, compact discs, videocassettes, vinyl discs, audiocassettes and slides.

The collection of DVDs and videos includes feature films and documentaries, many of which are in a foreign language. Viewing facilities are available including bookable viewing rooms for groups and individuals. Most DVDs and videocassettes are available for loan for 7 days.

The collection of sound recordings consists of recordings of Western classical music, jazz, popular music, non-Western music and sound effects. Most items may be used on College premises only. There are listening and recording facilities available; material may only be recorded for educational purposes. There is also a collection of radio programmes in cassette and audio CD format which may be borrowed by students and staff.

The slide collection covers art, architecture, design, textiles and related subjects. Slides may be borrowed for teaching and study purposes, but must not be copied or scanned. A card index of names and subjects is available.

### **Languages Resource Centre**

[lrc@gold.ac.uk](mailto:lrc@gold.ac.uk)  
<http://www.gold.ac.uk/lrc/>

The Languages Resource Centre (LRC) provides the facilities and services which support language teaching throughout the College.

### **Staff and student inductions**

Training and advice for staff, and group inductions for language students, are available in all aspects of open-access language learning. LRC staff also offer full training in the use of the digital language laboratories.

### **Borrowing materials**

Materials in the LRC are intended primarily as a reference collection for use by students in the Open Access area. However, tutors may borrow non-reference materials for a limited time period. Please refer to our Lending Policy for further details.

### **Requests for new materials**

If you have any suggestions for materials for use in the Open Access area, please fill in a request card available from the Language Advisory Desk.

Please note, however, that these materials are intended for use by students in Open Access and would not constitute a personal copy for private use. Please refer to our Purchasing Policy for further information.

### **Off-air TV and satellite recording requests**

Tutors are invited to request recordings from the satellite/terrestrial TV channels by completing a Recording Request Form at least three working days in advance. A selection of TV guides is available from the Language Advisory Desk.

### **Specialist sound and video editing**

LRC staff can offer sessions for language tutors on how to create and edit audio and video using the sound studio recording facilities and Wavelab/Final Cut Pro software.

### **Using other libraries**

#### **Senate House Library**

Goldsmiths staff and students are entitled to use Senate House Library. To register you will need your Goldsmiths card. You will then be able to borrow books and use many of their electronic resources from your desk top. The catalogue and a list of contacts, including academic liaison librarians, is available on the web site <http://www.ull.ac.uk/>. When directing students to Senate House Library, please bear in mind that it does not stock multiple copies of text books.

#### **Other academic libraries**

[lending@gold.ac.uk](mailto:lending@gold.ac.uk)

Through the SCONUL Access scheme academic staff and research students may borrow from other academic libraries, including those of other University of London schools and colleges. Please ask library staff for further details and an application form, or go to : [http://www.sconul.ac.uk/using\\_other\\_libraries/](http://www.sconul.ac.uk/using_other_libraries/)

#### **Inter Library Loans**

[Inter.library.loans@gold.ac.uk](mailto:Inter.library.loans@gold.ac.uk)

If you require a book or article that is not available here or at Senate House Library, you may request an inter library loan through the library catalogue. There is a charge of £3 per item; check with your department to see if they will pay this fee.