Staffordshire Library Resources

By enrolling on an Eastwood Park Degree, you also become a student of Staffordshire (‘Staffs’) University. This gives you access to their libraries and an enormous array of electronic and physical resources, including really helpful and friendly staff.

The following is a brief introduction to the main resources on offer. We strongly suggest you watch this half hour video to get full use of what’s available to you.
General library offerings

- Your username is your student number (2 letters & 6 numbers) and your password is your date of birth (ddmmyy) e.g.

  **Username:** a123456b  
  **Password:** 081017

  This is also your account login when using e-journals, e-books, databases etc.

- Access the library search area at [http://libguides.staffs.ac.uk/libraryresources](http://libguides.staffs.ac.uk/libraryresources) and use this page to search for books, articles, journals etc. to read and embed in your assignments by citing and referencing.

  The best way to get used to this resource is to dive in.

  **Don’t forget to use the video suggested at the start of this doc.**

You may find yourself needing to frequently login as you navigate to different resources; this is because the resources are located in different databases. Look for the ‘Staffordshire Uni’ or similar links, even on Google Scholar hits!

- You’ll see that e-books can be downloaded and saved on ‘the Cloud’. If you want access to an actual book, you will be able to request it using the ‘place hold’ link and either reserve it to pick up, or have it sent to you (you must pay a return postal fee) by adding the term ‘off-campus user’ in the ‘notes’ section having clicked on ‘place hold’. 
RefWorks allows you to create an account to manage your references. It will store references and create a reference list from them in a format of your choice (we follow Staffs Uni’s Harvard Referencing System; beware there are hundreds of Harvard Referencing Systems, you must use theirs! See their ‘Harvard Referencing Guide’ on Moodle.)

Click on the ‘…” next to the resource title & chose ‘RefWorks’. Chose the most recent version, and login using the ‘Use login from my institution’ and select Staffs Uni. Once in RefWorks, use the cog tool to select which reference type you’d like to use e.g. citethemright (see http://www.citethemrightonline.com/).

Hover over icons at the top of the page for a pop-up.

Use the speech marks button to create a reference list (ignore that it calls it a bibliography, you’ll need to always use a reference list in your assignments; a list of what you’ve read and cited in your text only).
Support specifically for you as an off-campus user

- Select the **Off-campus users button**

Or go straight to [http://libguides.staffs.ac.uk/ukpartnercolleges](http://libguides.staffs.ac.uk/ukpartnercolleges)
• [http://www.staffs.ac.uk/support_depts/infoservices/off_campus/](http://www.staffs.ac.uk/support_depts/infoservices/off_campus/)

Click on the ‘current students’ tab to access your Staffs Uni account.

Here you can chose for all Staffs Uni emails to go to your personal email (it’s worth having at least one non-work email that you can use and check out of office hours and that is not restricted by work firewalls etc.)

You can also access your eBook account that allows you to search for key words, add notes to searches, create a virtual bookshelf etc.
Study skills help

STUDY SKILLS

• If you need to refresh your academic skills with academic writing, time management, or you just want to enhance your presentation skills

• Contact our Study Skills team and book an appointment

• Help guides can be found via http://libguides.staffs.ac.uk/academicskills

• Book appointments via http://libguides.staffs.ac.uk/appointments

Contacting Staffs Uni

CONTACT US

• If you need urgent help please email academicskills@staffs.ac.uk

• You can find locations and contact details for our Libraries here http://www.staffs.ac.uk/support_depts/infoservices/library/locations/

• If you need IT help please contact 3800@staffs.ac.uk
Other resources the library allows you access to

- Newspapers
  - We have a database called European Newsstream where you are able to access newspaper articles. Access via http://libguides.staffs.ac.uk/az.php?a=n

- SCONUL
  - SCONUL Access is a scheme which allows members to use each other’s libraries.
  - It is free to join for staff and students and it allows members to borrow items (except for Full-Time Undergraduates, who are allowed reference purposes only.)
  - An online application form, a list of participating libraries and information about the scheme are available via the Off Campus Support Page http://www.staffs.ac.uk/support_depts/infoservices/faq/sconul.jsp
  - If you have any queries please ask at the Customer Service desk or telephone 01782 295770 for details.

- lynda.com
  - Lynda.com contains thousands of instructional videos ranging from I.T to various business systems
  - Need to know how to use PowerPoint more effectively? Learn how via Lynda.com
  - For all courses completed you receive a certificate
  - Access Lynda via this link http://libguides.staffs.ac.uk/az.php?a=l

During your course you’ll be asked to create presentations. Microsoft’s ‘PowerPoint’ (PP) programme has lead the way for this, but there are many other programmes you could choose e.g.

- https://sway.com/
- https://prezi.com/
Don’t let form win over function and spend all your time creating a visually impressive show that doesn’t meet your assignment grading criteria, but this is a great opportunity to enhance your skills beyond module content.

- **BOB**
  - Box of Broadcasts (BoB) allows you to watch, record and store television & radio programmes that are free to air
  - Access BoB via this link [http://libguides.staffs.ac.uk/az.php?a=b](http://libguides.staffs.ac.uk/az.php?a=b)

- Free copy of the full Microsoft Office 365 package

**FREE COPIES OF MICROSOFT OFFICE 365**

- As a student you are entitled to download copies of Microsoft Office for the various devices you own
- You will also be able to access and use Microsoft Office 365
- Find out more at: [http://www.staffs.ac.uk/support_depts/infoservices/it/student_helpdesk/office365.jsp](http://www.staffs.ac.uk/support_depts/infoservices/it/student_helpdesk/office365.jsp)

The package is suitable for PC, Mac, and mobile and also includes a login for OneDrive for Business, allowing you access to personal cloud-based storage where you can store and share files, no-matter where you are.