Library & Information Services (LIS)

ROTHAMSTED RESEARCH

Library FAQs

Topics relate to finding and obtaining publications; PDFs; copying; databases; EndNote; theses; laboratory notebooks etc.

1. **For how long can I borrow books and journals from stock?**
   8 weeks. Please use the self-service loan PC to loan them out. There is no limit to the number of publications you can borrow.

2. **How can I renew items on loan?**
   You can renew them, if they have not been requested by anyone else. Renew them online using your account on the Library catalogue or contact us to do it. If you have already had 3 renewals 'unseen' you need to let us have sight of the item before it is renewed again. If you have had several renewals and feel the item is essential to your ongoing work it may be possible to have it on annual loan.

3. **How do I reserve items that are already out on loan?**
   Speak to library staff who can check who has the item and contact them for you. If the publication is not due back for some time we may source it from elsewhere for you.

   Where are the locations for the books and journals as indicated on the catalogue?
   Books 1970+ are on the open shelves. Journals are in the white roller racking. Books pre-1970 and oversize books are also on the white roller racking (far end). Archives, early books/journals, special collections, theses and lab notebooks are in locked roller racking. Please ask staff for access.

   If a department name is given on the catalogue this usually indicates material bought and held by them. Contact the department secretary in the first instance. If a named person is given then that person usually has the material on an annual loan. If so we can recall it for you.

4. **Can I access the catalogue from home?**
   Yes, there is a link on the external website. However, at present, you are unable to access your library account whilst off-site.

5. **How can I get books or journals not held here?**
   You need to complete an online request form. If you need more than one article from a journal, request the whole issue. We can obtain interlibrary loans/photocopies for private use. Please ask staff for the current cost.

6. **What filters do I need to import my search results/alerts?**
   For a book 4 to 5 days, although it is often quicker. The period can be longer if the item is already on loan to someone else. Journals articles now come as secure PDFs to be downloaded via a special email link and usually come fairly quickly within 2 days unless not stocked by the british Library. You will be emailed if there is any problem.

7. **How long can I keep material from the British Library?**
   The British Library loan period is usually 3 weeks plus an automatic extension period of a further 3 weeks. The extension period is cancelled automatically when another reader requests the publication. Note that the British Library charges a minimum of £80 for non-return. You will be charged in full if you lose a book.

8. Help! I need something urgently.

If it is at another institute library we may be able to get it sent 1st class that day (if a book), or a PDF emailed if it is a journal article. We can also obtain items from the British Library Urgent Action Service - this is three times as expensive as their normal service (ie. £20 per item whether supplied or not) so it will only be used if it is really urgent.

Obviously the earlier in the day you contact the Library the better chance we will have of helping you.

9. How do I access papers in the Archives?

You can consult the Rothamsted Archives Catalogue. The archives are in the locked roller racking. Items can be requested in advance from the Library. For more in depth help consult the Heritage Collections Assistant, Liz Allsopp.

10. How can I suggest a purchase for the Library?

Please email library@rothamsted with full details, and ideally for books, a grant code we can use to purchase it.

11. Why (and how) does the Library discard books?

In common with most other academic libraries, we routinely weed the book collection to make best use of space and to ensure that the stock remains up-to-date. Books may be discarded if:-

• they are duplicate copies of older material
• they are superseded editions of non-core texts
• they contain out-of-date information and are not within our core subject area
• they are not within our subject area (some ex-LARS stock)
• they are unwanted donations*

All books are individually assessed before disposal. Older books which are not within our core subject area may be offered to other specialist libraries first. Those which have some commercial value may be offered for sale via our book reseller. Anything else, especially if in very poor condition, are placed in the skip.

*Donations are only accepted on the understanding that we may dispose of any books we do not need.

What is the best way to store PDFs of journal articles?

It is much better to avoid storing them and use linking instead. Use of ejournals is governed by the terms of the site licences we sign. Some publishers for example seem to allow you to put PDFs onto a secure network, but others may not. You would have to check the terms of each individual publisher.

You can link to individual papers using DOIs (Digital Object Identifiers), which are permanent so should continue to work even if publishers redesign their sites. DOIs are located somewhere on the first page of the paper and usually also on the summary available online. You can link to them using the DOI resolver in the form: http://dx.doi.org/ followed by the number copied and pasted from the paper or summary.

For example: http://dx.doi.org/10.1016/j.anbehav.2004.07.009

Using DOIs gives you the choice of accessing the PDF or the html version of the paper with hyperlinks.
DOIs have been added to Rothamsted publications since 2006.

You should enter the DOI in the Electronic Resource Number field in Endnote.

With Endnote you can now store PDFs in your Endnote library. For more details see the Endnote FAQs guide.

12. Copying and scanning facilities in B45?

There is a B&W copier-scanner in the Library's machine room which can email scans or store to memory sticks. We also have a small flatbed scanner connected to a networked PC for colour scanning.

13. **What can I copy in terms of copyright permissions?**
Please see separate guide.

14. **How do I get an ATHENS password to search eresources off-site etc?**
You just use your Rothamsted email address and IT network password now. If you follow the special links in our Library catalogue you will be taken to the correct landing page. Otherwise look for an Institutional login option and select a UK Access Federation or OpenAthens option if prompted then Rothamsted Research.

Our new authentication method links to the IT directory from the HR system so we automatically know contract start dates, end dates, renewals etc.

15. **How do I get training on Library resources?**
Please contact us and we will discuss the best options for you.

What Tables of Contents (ToCs) services are available?
Zetoc British Library's Electronic Table of Contents of current journals and conference proceedings. Full details are on the Library Home page.

ChemWeb provides alerts to new issues of Chemistry journals. You need to register but the service is free.

16. **I can't access Web of Knowledge/Web of Science, yet it's working on colleagues' PCs?**
We have IP access on site. If, at some time you have accessed WoK with an Athens username, then there will be a cookie on your PC which will prevent you from having IP access. The solution is to remove the cookies from Internet Explorer. Go to the Tools menu, click Internet Options. The Internet Options box should open to the General tab. Choose DELETE COOKIES. You may also want to click on DELETE FILES to clear the cache.**Are there any in-house EndNote training courses?**

17. **How many copies of my thesis does the Library need and how do I claim back the binding costs?**
We take 1 print copy and 1 electronic copy (ideally). You will need an invoice or receipt to claim back the costs. This should be sent to the Head of Library & Information Services.

Where can I get my thesis bound?
We cannot recommend particular binders but have received theses recently which have been bound by:

The Book Binder
Tel: 0781 464 2272 (office hours)

Does thesis binding for the University of Hertfordshire and University of London.
Will collect and return (may be free depending on total cost)

Mr J. Lawrence (Bookbinder)
16 Gloucester Road
Bedford
MK42 9TJ

Tel/Fax: 01234 346692

Charles MacKay
The Herts Book Binder: Cavalry Creative Services
31 Elmwood
Welwyn Garden City
Herts AL8 6LD

Tel/Fax: 01707 321043
email: cavalry@ntlworld.com (details updated March 2015)

Avalon Associates - Chelmsford
23, Dunmore Road,
Chelmsford,
Essex,
CM2 6RY

Tel: 01245 468706,
Mob: 07768 955822
Email: info@avalon-assoc.co.uk (details updated March 2015)

Others are listed in BT Directory Enquiries. Search using 'bookbinding'.

You can send your theses electronically to some binders eg.
Blisset Bookbinders
Bookbinders of London
Riley Dunn & Wilson

18. <u>Where can I find the Lab Notebooks?</u>
Lab Notebooks are held in locked rolling stacks in the Library, where they are archived for 40 years. For more information see the Lab Notebooks (on-site access only) page.

19. <u>Can I borrow Lab Notebooks?</u>
Yes, ask staff for access to the rolling stacks. Issue each notebook out as you would a book, but please do not remove from site.

20. <u>How do I put something in the Bulletin?</u>
The Bulletin ceased at the end of June 2016. You can post messages on Yammer instead.

21. <u>How can I find instructions to authors?</u>
These will usually be on the publisher's website, linked to the journal homepage.

22. <u>When are library tours?</u>
All new staff are offered Library tours as part of their formal induction day organised by HR. But if you want one in the meantime, please email us with your preferred dates/times.

<u>If I bring a laptop into the Library can I connect it to the network?</u>
You will be able to use Eduroam or Cloud WiFi. You can also bring your own devices. See the BYOD policy (you will need to login).