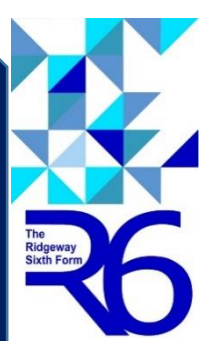# LIBRARY SKILLS & RESOURCES

LIBRARY SKILLS & RESOURCES

Your LRC or library can offer you a wealth of resources to help with your studies and they are all free! To locate resources and use them effectively you need to know what these resources are, where they are and how to access them. This Help Sheet details what services are offered to R6 students in The Ridgeway School and focuses specifically on basic library skills which is the starting point in developing your information literacy and independent study skills.

SERVICES OFFERED FROM THE LRC TO SUPPORT R6 STUDENTS

Physical books	E-Books	Audio Books

Information Literacy support	Independent Study support

Subject Resource Lists for every course offered in R6.

JSTOR	FT Online	We are here to help!

Physical Resources – books and help from a librarian - from the LRC.

Digital Resources – E-books, audio books, JSTOR – login and register through the direct links on the Portal or VLE, FT Online.

Support – available from the librarians on request and through timetabled sessions.

Subject Resource Lists - located on the school website and the VLE.

DON'T FORGET…
You can use Swindon Borough Libraries to access resources.
Some Uni libraries allow you to register with them as a guest.

THE LIBRARY CATALOGUE

What is the library catalogue? A database of all resources stored in the library. It is searchable and is the access point between the user (YOU) and the collection of resources. The catalogue provides details of the resources held, whether they are available and where to physically locate them.

How is The Ridgeway School's library catalogue accessed? Our library catalogue is called ACCESSIT and you can access it via the Portal, VLE, iPads in the LRC and you can load the App onto your personal mobile device. No login is required to search the catalogue, however you can login individually to access your personal library account. ACCESSIT contains details of physical books, both fiction a non-fiction available from the school LRC as well direct links to our audio book service as well as approved educational websites such as National Geographic.

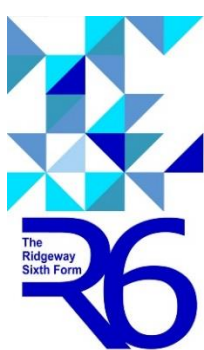The ACCESSIT icon looks like this -   AccessIt Library App
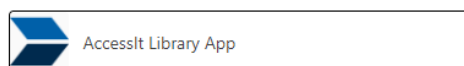
How do I log into my personal Accessit account?

- **Via the Student Portal** - Go to the Student Portal and click on the Accessit icon as shown above. In the top right-hand side of the screen, click on the drop-down menu next to the word "GUEST" and click on the blue bar that says "Login with school email address". As you have already logged onto the school system, you will automatically then be logged onto Accessit. You can check this as your name will appear in the top right- hand corner, replacing the word "GUEST".
- **Personal mobile device** - If you want to load the App onto your personal mobile device, please come to the LRC and we can provide you with a QR code to scan. The login instructions are then the same as those detailed below, when you are using a school iPad in the LRC.
- **LRC iPads** – Using the login button, enter your username which is the first part of your school email address. If your email address is 27finleyb@ridgewayschool.com, your username for Accessit is just 27finleyb. LRC staff will advise you of your personal password.
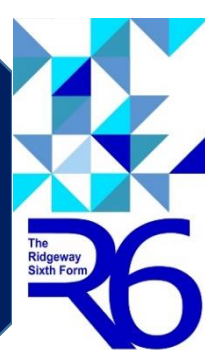
Why benefits do I get by logging onto my personal Accessit account?

You can see –
- Your current loans,
- Your current overdue books
- Your loan history
- You can renew your books
- You can reserve books

HOW TO LOCATE THE BOOK ON THE SHELF

Fiction books – in our library the fiction books are shelved alphabetically by author surname. The spine label details the first three letters of the authors surname so, Trainspotting by Irvine Welsh has WEL on the spine. The catalogue entry will give you these details as the shelf locator.

Non-fiction books – in our library the non-fiction books are shelved numerically using the Dewey Decimal Classification system. The catalogue will indicate the number on the spine ie The Prison Doctor: Women Inside is 365. The catalogue entry will give you these details as the shelf locator.

THE DEWEY DECIMAL CLASSIFICATION SYSTEM

The Dewey Decimal Classification system was introduced in 1876 and is a general knowledge organization tool used by libraries world-wide to catalogue their resources in an organised system. At the broadest level, the DDC is divided into ten main classes, which together cover the world of knowledge. Each class is further divided into ten divisions, and each division into ten sections. This hierarchical system is a simple and effective way of cataloguing and organising books on shelves, whether a library has a thousand or millions of resources.

The book used as an example throughout this Help Sheet, *The Prison Doctor Women Inside*, has a shelf marker of 365 on the DDC –

- 300 for Social Science
- 360 for Social problems and social services.
- 365 for Penal and related institutions.

BETWEEN THE COVERS

A quick reminder of how we find our way around a non-fiction book. Let's talk terminology.

Copyright page: who owns the rights to the text in a book; normally the author. Other credits can include illustrator and editor. Details of the publication date, publisher and ISBN are also included here. Front of the book.

Table of Contents: This page outlines what is included in each chapter of the book, with the relevant page numbers. Front of the book.

Glossary: The glossary is a list of term definitions used throughout the book that might be unfamiliar to the reader. Back of the book.

Bibliography: Most often seen in non-fiction like a biography or an academic text, a bibliography lists the references and sources used in researching or reporting the book. Sometimes if academic, the bibliography is inserted at the end of each chapter. Back of the book.

Index: An alphabetic list of names, subjects, keywords, etc. contained in the book, with reference to the pages on which they are mentioned. Back of the book.