New web pages

The Library website now features a new group of pages under the heading ‘Finding Resources’. These cover subject pages, electronic books, newspapers, the European Documentation Centre and the Official Publications collections. The subject pages in particular, have undergone a major makeover and we hope you find them useful. They signpost the most relevant printed materials and electronic resources subscribed to by the Library, and also include:

- Online tutorials
- Links within the Library website to other related subject pages eg American Studies links to History
- Information on Special Collections, where relevant to the subject area
- Links to relevant, high quality external resources.

The Barlow Collection

The Library has now taken on the administrative responsibility for the Barlow Collection of Chinese ceramics. The change has been marked by the opening of a new entrance to the Collection’s exhibition area so it is now accessible from the Library’s own exhibition area to the right of the main entrance.

The Collection holds over 400 ceramics, bronzes and jades dating from the 7th Century Common Era (CE) through to the 20th Century, brought together by Sir Alan Barlow (1881-1968). The Collection was bequeathed to the University in 1974 and since then has been used for teaching both Chinese material culture and museum practice. It also plays host to the annual Barlow Lecture given by a distinguished scholar in areas of Asian art and architecture.

The Barlow Collection exhibition is open to the public on Tuesdays and Thursdays, 1.00pm-4.00pm, so why not pop in and visit next time you are in the Library?

Library book sale

This term the Library is holding a sale of withdrawn books. These are extra copies of books withdrawn from the collection following detailed evaluation of usage figures. There will be books from most subject areas available for purchase.

The sale will take place in the Library Foyer, on Tuesday 10 October, with hard backs costing £2 and paperbacks £1. We welcome suggestions about how we should use money raised from this sale for the benefit of our users.
Finding core and recommended reading
The resource list catalogue, accessed from the Library homepage, is used to check what books, articles, etc we have to support your course. Not all the resources you will need will be printed materials. Some may be e-books, digital copies of articles or chapters made under a copyright licence, or possibly electronic journal articles. Searching the resource list catalogue by tutor or course title gives you access to a full list of your core and recommended readings and direct links through to the electronic resource or the book record.
Please let us know if you can’t find your course listed, as it may mean we haven’t received your reading list this year – contact library.learning.teaching@sussex.ac.uk giving full details of the course you are studying and the name of your tutor.

Core collection
The Core collection (previously known as Reserve) is on the ground floor, and has its own Self Issue machine and security gates. We deposit a single copy of each core reading indicated on course reading lists in this collection. Items must be borrowed before being removed from this area, however, you will also find some seating and a photocopier there. Some computer kiosks have also been installed.

Desktop delivery of journal articles
Following the successful pilot service to the School of Science and Technology for the secure electronic delivery (SED) of journal articles, the option for desktop delivery will be available to all requesters this term. SED is an alternative method of document delivery recently introduced by the British Library to provide digitally scanned copies of articles and make them available from their secure server. When the article you have requested is available, Interlibrary Requests will send you an email with a link to the document. The file is only kept on the BL server for 14 days from receiving the email and copyright restrictions mean that it can only be accessed once. Library Privilege documents supplied by SED must not be stored electronically, but a single paper copy can be printed.
To request electronic delivery of journal articles: place the request online via the Library Catalogue PLACE REQUEST menu tab. Complete the online form and indicate “SED Pilot” in the Notes for Library Staff field. Also, please print out the Copyright Declaration form, complete details, sign and return to the Interlibrary Requests office. Further details of the SED service are available from the Interlibrary Request webpage www.sussex.ac.uk/library/ilr

Wireless coverage
The Short Loan collection area now has wireless data coverage. This means that anyone with a laptop or PDA registered for the roaming network can work online from practically anywhere in the Library. Please respect other users and do not use laptops in the silence zones.

Public display screens
The Library has bought six electronic display screens which allow us to give information to users around the building. Four of the screens are positioned in the Library itself, and two will be used specifically for information about Special Collections and the Barlow Gallery.

Changes to loan periods
The collections that are kept behind the counter, such as ResFac and Res AV, will now be issued overnight, due back at 11.00am the next day.

Changes to charges
As agreed by the Library Consultative Group, processing charges on invoices will rise to £17.50 per item at the start of the new term. This charge is non-refundable.
Self Issue and Self Return: some tips

Use of the Self Issue and Self Return machines is increasing steadily. So far in 2006, the Self Service units have accounted for 30-40% of all issue and return transactions each week – an increase of 10-15% over the same time last year.

The great majority of people are using the machines successfully. However, a few common mistakes do keep coming up. If the image shown below appears on the screen while you are using the system it maybe that you aren’t following the steps correctly.

Here are a few tips to avoid the more frequent pitfalls:

• Make sure that you are using the right machine for the right job. The Self Return and Self Issue units are all marked accordingly with signs, stickers and on-screen messages. There is also a scrolling LED display above the Self Return units. In spite of this, some people try to issue books on the return machines and vice versa.
• Make sure the spine of the book is placed against the blue strip on the base of the machine. Holding the book with its spine towards you will cause the machine to ignore it.
• Keep the book’s cover fully open against the back plate of the unit until the transaction is complete. If the cover is not completely open, or you move it before the transaction is complete, the machine will ask you to try again or take the book to the counter.
• Read any information given on screen, including the small print. This might give you an indication of why you are experiencing problems. For example, you might be trying to return a book that has been reserved by another borrower.
• Using the machine when in a rush means it is easy to make mistakes.

There will always be reasons to queue at a counter: to pay fines, collect reservations, ask questions, resolve complicated transactions, etc. But the next time you find yourself waiting in a queue in the Library, take a look over at the Self Service machines. They will have shorter queues, be processing people more quickly, and are ready to take care of your straightforward issues and returns.

The Library wants to make the best possible use of its Self Services. If you have any comments or suggestions to make about the location, usefulness, signage, difficulties or anything else about the machines, please contact library@sussex.ac.uk

When using Self Service machines ensure that the spine of the book is placed against the blue strip on the base of the machine.
**Staying legal**

When you use resources in the Library or online, you need to remember a number of points to keep within the law:

- You may only copy for private study or research for a non-commercial purpose
- You may copy one article from a single issue of a journal (or 5% if greater)
- You may copy one chapter from a book (or 5% if greater)
- You may not make copies for other people
- Using a scanner to digitise pages from a work is treated in the same way as photocopying under copyright law
- Online databases and journals are subject to the same limitations but also have their own licences. Please refer to the individual licence terms displayed on their website
- Articles from online databases and journals cannot be sent to others. This also applies to articles you have scanned in yourself.

Further information can be found on the Library webpages; select ‘Copyright compliance’ from the Library A-Z.