An Overview of Distance Learning Provision

http://www.ilrs.mdx.ac.uk
Elements to be covered

- Who are the users?
- What are our objectives?
- What do we provide?
- Do we meet our objectives?
- The future
Who are the users?

- Students on courses validated as distance learning
- Work based learners
- Professional studies students
Work based learners

• build on experience gained in their working lives
• may be awarded qualifications between a Diploma to a Doctorate
• are each unique
• have unique needs
User characteristics

• May be new to academic work
• will require access at any time
• may feel isolated
• may be studying any subject
• may be located anywhere worldwide
• English may not be their first language
What are our objectives?
For Users

• easy to understand
• useful at all levels
• easy to access
• available at all times
• cheap to use
• help available when required
For Staff

• Easy to provide
• clear organisation
• little repetition of material
• variable levels of technology
What do we provide?
Entitlements

• Photocopies of chapters and journal article from MX collection
• Photocopies of articles from non-MX collections
• UK students may borrow 12 x 28/14 day loans
• non-UK students may borrow 12 x 28 day loans
How do we provide it?
Stage 1 - registration

- Contact through offer pack
- Students access web page
- Online registration
- Staff check status
- Send relevant IDs and passwords
Services for Distance Learners

This service is available to Middlesex University students on courses which are validated as distance learning by the university, work based learners and MProf and DProf candidates. The service operates from the Tottenham campus.

To use the service, you must be fully enrolled with the University and registered with ILRS. If you have not already done so, please complete the ILRS registration form which may be sent by post or as an attachment to an email. Please note that returning students must repeat this process at the start of each academic year.

Means of contacting us are:

<table>
<thead>
<tr>
<th>Post</th>
<th>Telephone/Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning Support Team Learning Resource Centre</td>
<td>+44 (0)20 8411 6068 (staffed 10:00 – 16:30 local time)</td>
<td><a href="mailto:TMLRL1R@mdx.ac.uk">TMLRL1R@mdx.ac.uk</a></td>
</tr>
<tr>
<td>Middlesex University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Hart Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LONDON N17 8HR</td>
<td></td>
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<tr>
<td>United Kingdom</td>
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</tbody>
</table>

Many services require IDs and passwords to verify your entitlement. A list of these will be sent by post to those students who register online. Students who register in person should email their request stating their full name, student number and postal address.
Stage 2 - Finding material

Live links are provided to:

- MX library catalogue
- other library catalogues
- electronic databases
Catalogues of Other Libraries

British Library Public Catalogue
The British Library Public Catalogue includes material in the reading rooms at St Pancras, and the lending collection at Boston Spa in Yorkshire. There are several catalogues and you can search them altogether or individually, eg humanities (1975–); science, technology and business (1974–); music (1980–).

COPAC
COPAC is a union catalogue that gives access to the merged online catalogues of members of the Consortium of University Research Libraries (CURL). 20 major university libraries currently contribute to COPAC.

Higher Education Library Catalogues
You can access the library catalogues of higher education institutions through the web pages of NISS. The catalogues are arranged by region, including London, and alphabetically by name of institution. The NISS pages also give access to the catalogues of national libraries and major specialist libraries.

inform25
To find out what is available in London, you can search across one of the more technologically advanced higher education library catalogues in the London area in one search, as well as the Union List of Serials (ULS).

UK Public Libraries Page
Provides access to the catalogues of many public libraries in the UK.

Maintained by ILRS
Last updated 9 October, 2001
### Electronic Resources

Choose a letter of the alphabet to start looking at journal titles:

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

Or choose a subject area to look at databases:

- Newspapers
- Multidisciplinary Resources and Gateways
- Art & Design and Performance Arts
- Business
- Engineering Systems
- Health, Biological and Environmental Sciences
- Humanities and Cultural Studies
- Lifelong Learning and Education
- Media
- Social Sciences

The Electronic Resources Index username and password. Others are controlled via IP address. The latter are only available via EasyNet Middlesex University dialup. The type of access is restricted to Middlesex University employees. The index is maintained by ILRS by ILRS.

Last updated 23 September 2002
Stage 2 - Finding material

Help is given by:

- online documentation
- user education sessions
- personal contact
Stage 3 - Acquiring material

Personal visits to:
- local libraries
- professional associations
- British Library
- other HE institutions via M25 or UK Libraries+
Library OPACS

- UK HE OPACS - by region or alphabetically.
- OPACS in Britain and Ireland (OBI).

Other Library Resources

- Worldwide library resources
- Bookshops and Publishers

Directories

- NISS Directory of Network Resources
- Network Directories from around the world.
- Dat servers from around the world.
- Athens Subscription Services
- Search Engines

General Reference

- Dictionaries and Thesauri, General Reference Works, Maps etc.

UK National Information Services

- Services supported by JISC
• UK Government
• News
• Professional bodies and associations
• Schools
• Bookshops and Publishers
• Museums and Galleries
• Travel
• Search Engines
• Outside the UK
UK Libraries Plus

What is UK Libraries Plus?
What can use UKLP?
How do I register to use UKLP?
What facilities are available?
Member Libraries (A-Z)
Member Libraries (by area)
Enquiries about UKLP

Information for Students

UK Libraries Plus is a co-operative venture between higher education libraries. It enables part-time, distance, and placement students to borrow material from other libraries.

In addition, there is a provision for full-time students and for staff to use other libraries on a reference only basis.

Membership is open to higher education institution in the UK and over half are now members. The full list of participating institutions can be found via the buttons on the left.

Page last updated: 11 October, 2002 - Please mail us with any comments

Return to UK Libraries Plus homepage
InforM25 enables simultaneous access to over 120 college and university library catalogues in the London (UK) area.

InforM25

Find a Library
Search Catalogues
Union List of Serials (ULS)
How to Use

Access to libraries

M25 Access Scheme
British Library
Public Libraries
UK Libraries Plus
SCONUL research access scheme

About

the Consortium
faq (frequently asked questions)

M25 Copyright Notice

Map © Bartholomew Ltd 2001
Stage 3 - Acquiring material

Apply to MX

• procedure included as live link
• word application form attached
• sent as email attachment
Entitlement

- Unlimited requests for material from the Middlesex University library collection.
- Photocopies of journal articles not held by the university, subject to the interlibrary loan policy and procedure for distance learners.

Procedure – book chapter

- Use the library catalogue to find out if the book you require is in stock.
- Make a note of the title, author, date of publication, class number and campus where the book is held and the author, title and page numbers of the chapter you require.
- Enter these details and your own details on the book chapter request form and send it either by post or email to the Distance Learning Support Team. Do not use the request option on the catalogue. We recommend that you save the form on your own computer for ease of use in the future.
- If the item is in stock the photocopy will be despatched to you within 5 working days of receiving your request.

Procedure – journal article

- Make a note of the details of both the journal – title, date of publication, volume, part and pages required – and the article – title and author.
- Enter these on the journal article request form. All requests may, in the first instance, be sent by email, but for items not held by the university the signed paper version must follow in the post. We recommend that you save the form on your own computer for ease of use in the future.
- If the item is in stock, the photocopy will be despatched to you within 5 working days of receiving your request.
- If the item has to be ordered from another library, please allow 2 – 4 weeks.

Conditions of use

- All articles are supplied subject to UK copyright law.

Tip

- The details of the requested items will also be needed in the bibliography of any papers which you write. Keep them in a safe place so that you do not have to re-search them again.
Stage 3 - Acquiring material

For ease, students are advised to:

• save request forms to their own computer
• save completed forms to support bibliography
Stage 3 - Acquiring material

- Staff receive email attachments
- requests material
- send to user
- no charge for photocopies
- books sent by post - issued at the time of posting
- students can view their own accounts and renew online
Do we meet our objectives?
Students - Ease of understanding

- Plain English
- brief overview
- bold headings
- in logical sequence
- provided contact at the beginning
The bold headings are:

• Means of contacting us
• What does the service offer?
• How do I find appropriate material?
• How do I acquire the material I need?
• Other resources
Students - Useful at all levels

- Provides material in a variety of formats
- Provides electronic access to different types of catalogues and databases
- Physical access from public library to HE Institution
Students - Easy to access

- Web based
- Word documents and PDF files
- ATHENS accounts allow access to most databases anywhere
- Physical access to different institutions
Students - Availability at all times

- Web based
- email links allow contact to staff

BUT

- staff availability limited to local time
Students - Cheap to use

• Online costs mostly limited to local costs
• free except for postal return of books
• many pages are quickly downloadable
Students - Availability of help

- Contact through telephone, fax or email
- Online documentation
Staff - criteria

- Tasks and responsibilities related to existing ones
- Simple process
- Accompanying documentation prepared in advance
- Use existing resources
Staff - criteria continued

• provide pointers in a logical sequence
• use a variety of technologies
Other services offered

- University email
- biCSS
- documentation
- dialup accounts
Problem areas

• Creating a sense of identity
• providing help
• testing and improving skills' levels
The Future - solutions?

- Training academic staff
- creating virtual communities
- providing information in other forms
- making greater use of a VLE