Staff Library checklist

This checklist highlights Library advice, information and resources designed to help you as a member of staff at The Open University. Some services listed may currently be affected by Coronavirus restrictions. Please check the links below for further information and updates regarding service availability.

Welcome

☐ Attend training workshops offered by the Library Research Support Team
   Topics for training sessions include research data management, open access publishing, ORCIDs, and data sharing.  
   http://www.open.ac.uk/library-research-support/research-support-team/training

☐ Visit the Library website to explore library resources
   The Library website is your gateway to the extensive library content provided by The Open University. Use the Library Search box to start searching for resources such as ebooks, databases, journals or journal articles. Alternatively, use the Library Resources tab to browse for resources. Most of our content is available online.  
   http://www.open.ac.uk/library/

☐ Learn about our 24/7 Chat to a Librarian Service
   Use our webchat service if you need assistance with library resources or services. Links to Chat to a Librarian can be found on every page of the Library website.

☐ Discover key services for researchers
   The Services for You page on the Library website contains information relevant to OU researchers. 
   http://www.open.ac.uk/library/services/researchers

Further steps

☐ Set up Google Scholar to link to full text resources provided by Library Services
   Instructions for setting up Google Scholar are available on the Library website. 
   http://www.open.ac.uk/library/help-and-support/access-eresources-using-google-scholar

☐ Find out about our Document Delivery and Inter-library Loan services
   You can use the Document Delivery and Inter-library loan services to get items that the Library doesn’t have in stock.  

☐ Learn about tools that will help you manage your references
   See the Bibliographic management page.  
Get help with your data management plan (DMP)
Visit our pages on data management plans to find out what a data management plan (DMP) is, learn what research funders expect from a DMP and find guidance on writing a DMP. You can also contact us to request that we review a draft DMP for you.

Read about the potential benefits of sharing your research data
There is lots of information and guidance on data sharing on the Library Research Support website.
http://www.open.ac.uk/library-research-support/research-data-management/why-share-your-research-data

Familiarise yourself with ORDO (Open Research Data Online)
ORDO is The Open University’s research data repository, where Open University researchers can upload their data for long-term preservation and, where appropriate, sharing – at the end of a project or supporting a publication. Data stored in ORDO will be kept for a minimum of ten years after project completion. Published data will be given a DataCite digital object identifier (DOI), providing a permanent, citable web link.
https://ordo.open.ac.uk/

Find out about Open Access publishing
Open Access aims to make the research process more transparent and the data and published outputs from research accessible to all. Making research outputs Open Access can increase their readership and impact.
http://www.open.ac.uk/library-research-support/open-access-publishing

Research funders increasingly require research data and published outputs to be made Open Access – if your research is funded please check your funder’s requirements.
http://www.open.ac.uk/library-research-support/open-access-publishing/open-access-policies

Familiarise yourself with ORO (Open Research Online)
ORO is The Open University’s open access repository. The University Code of Practice for Research states that all applicable research publications should be deposited on ORO. ORO disseminates the outcomes from our research, helping to facilitate its impact, influence on policy and practice and ability to change lives for the better. As an Open University researcher you are automatically pre-registered as a user of the repository and can self-deposit your research papers and other research outputs. Ideally the full text of the item should be deposited, however if this is not possible or appropriate then please supply bibliographic details and an abstract.
http://oro.open.ac.uk/

Get discounts on open access publishing fees
Library Services has deals with certain publishers, meaning you can publish your research open access for less money. Visit our page on publishing deals for full details, including terms and conditions.
http://www.open.ac.uk/library-research-support/open-access-publishing/article-processing-charges-apcs-and-offsetting-deals

Investigate tools that help you find Open Access versions of research publications
Take a look at Open Access Button https://openaccessbutton.org/ and Unpaywall https://unpaywall.org/
There is also CORE https://core.ac.uk/ and EndNote Click, formerly known as Kopernio https://kopernio.com/

Set up ORCID
ORCID is a unique digital identifier that helps ensure you get credit for your published work.
http://www.open.ac.uk/library-research-support/researcher-visibility/orcid