Staff Library checklist

This checklist highlights Library advice, information and resources designed to support you as a member of staff at The Open University. It is important to note that some services listed may still be affected by Covid-19 restrictions. Please check the links below for further information and updates regarding service availability.

☐ Look out for training sessions offered by the Library and Library Research Support Team
The Library offers a number of training sessions that run periodically and cover topics such as "Reference management tools - an Introduction" and "Smarter searching with library databases".
https://www.open.ac.uk/library/training-and-events
The Research Support Team offers a range of training sessions across different areas designed to support researchers. This includes sessions on research data management, open access publishing, ORCIDs, and data sharing. Sign up to one of our sessions.
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 postgraduate researchers page on the Library website contains links to relevant information and services to all OU researchers. http://www.open.ac.uk/library/services/researchers

Visiting the Library building

☐ Planning your visit to the Library and COVID safety measures
After a period of closure due to COVID-19, Library Services announced the reopening of the Library building for Open University staff and Postgraduate Researchers, for access to study spaces and print materials, on weekdays from Monday 6th September 2021. Access to the building will be by OU security pass (swipe card) only.

Library staff will be located on the ground floor to welcome customers and assist with library-related enquiries between 9am-5pm, Monday-Friday. Print books on the first-floor shelves and print journals on the second-floor shelves will be available for access. If you want to access something specific, please check Library Search (found on the home page of the Library website) first as some of our collections are in restricted areas. Currently there is not access to AV materials.

You can find the Library reopening news story on the Library intranet site https://openuniv.sharepoint.com/sites/intranet-library/Pages/Library-building-reopening.aspx and updates to services can be found on the Covid-19 (Coronavirus) notice of service availability page. https://www.open.ac.uk/library/node/98698

Further steps

☐ How to join the Open University Library
Find out how to join the Library and borrow, renew, and return items at Walton Hall.
https://www.open.ac.uk/library/borrowing-at-the-walton-hall-library
www.open.ac.uk/library/services/joining-the-open-university-library
be deposited, however if this is not possible or appropriate then please supply bibliographic details and an abstract.

Visit our page on publishing deals for open access publishing fees. Check out our deals and discounts on open access publishing fees.

Familiarise yourself with ORO (Open Research Online)

ORO [http://oro.open.ac.uk/] is The Open University’s open access repository of research publications. 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.
Find out about ORDO (Open Research Data Online)
ORDO https://ordo.open.ac.uk/ is The Open University’s research data repository, where Open University researchers can upload their data for long-term preservation and, where appropriate, sharing e.g., 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.

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

Keep in touch
Email
library-research-support@open.ac.uk

Website
http://www.open.ac.uk/library-research-support/

Blog
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