

ARC students

Library checklist

This checklist highlights Library advice, information and resources designed to help you succeed as a student at an ARC (Affiliated Research Centre) affiliated with The Open University.

Welcome

Attend basic Library online training

We offer a number of basic training sessions, such as "Introduction to Library Services", "Using Library Search for your assignment" and "Smarter searching with library databases". Training sessions run periodically, please see <http://www.open.ac.uk/library/training-and-events> to find out what is currently available.

Look out for emails about training workshops offered by Library Research Support Team and sign up

Visit the Library website to explore library resources

The Library website <http://www.open.ac.uk/library/> 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.

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

Via the Services for you > Postgraduate researchers page of the Library Services website <http://www.open.ac.uk/library/services/researchers>

Further steps

Set up Google Scholar to link to full text resources provided by Library Services

Read the instructions at <http://www.open.ac.uk/library/help-and-support/access-eresources-using-google-scholar>

Learn about tools that will help you manage your references

See the Bibliographic management page <http://www.open.ac.uk/library/help-and-support/bibliographic-management>

Write a data management plan

Formulate how you'll store and manage your research data throughout your project <http://www.open.ac.uk/library-research-support/research-data-management/data-management-plans>. Research data is the evidence on which researchers build their analytic or other work, collected, observed or created for the purposes of analysis to produce and validate original research results. Examples are: images, video and audio; survey results and interview transcripts; experimental observations; text corpuses; notebooks and lab books; models and software.

Read about the potential benefits of sharing your research data

<http://www.open.ac.uk/library-research-support/research-data-management/why-share-your-research-data>

Find out about OU requirements regarding your thesis

We recommend you think about securing permission for any third party copyrighted material early on <http://www.open.ac.uk/library-research-support/open-access-publishing/etheses>. Follow this activity to learn about different forms of plagiarism and how to avoid them during the production of your thesis <https://learn1.open.ac.uk/mod/oucontent/view.php?id=21465> (OU login required).

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 PhD is funded please check funder requirements at 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 <http://oro.open.ac.uk/>. It will contain details of research outputs published by members of your department and theses of former research students. It is expected that your thesis (if applicable) will be deposited in ORO.

Investigate tools that help you find Open Access versions of research publications

Such as <https://openaccessbutton.org/> and <https://unpaywall.org/>

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>

Email

library-research-support@open.ac.uk

Website

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

Blog

http://www.open.ac.uk/blogs/the_orb/

Twitter

@OU_Library