

Staff

Library checklist

This checklist highlights Library advice, information and resources designed to support you as a member of staff at The Open University.

Welcome

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 Researchers section of the Services for you > Staff page of the Library Services website www.open.ac.uk/library/services/staff

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>

Find out about our Document Delivery and Inter-library Loan services

You can use these to get items that the Library doesn't have in stock <http://www.open.ac.uk/library/services/document-delivery>

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>

Get help with your data management plan (DMP)

See <http://www.open.ac.uk/library-research-support/research-data-management/data-management-plans> to learn 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 at library-research-support@open.ac.uk to request that we review a draft DMP for you.

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>

Familiarise yourself with ORDO (Open Research Data Online)

ORDO is The Open University's research data repository <https://ou.figshare.com/>, 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.

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 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/>. 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.

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. For full details, including terms and conditions go to <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

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