

Library & Information Services

Information for new University of Exeter Staff at Penryn Campus

Welcome to Penryn Campus Library. We offer a combined service to staff & students for both University of Exeter, Penryn Campus and Falmouth University. This guide is designed specifically for University of Exeter staff to help you make the most of the services we offer.

Academic Liaison Librarians

The Academic Liaison Librarians are responsible for liaison with the Academic Departments and Colleges to ensure that the library services are supporting the learning, teaching and research activities of the University. Academic Liaison Librarians also provide help with subject enquiries, as well as providing training sessions on finding resources, evaluating information, and reference management. Academic Liaison Librarians also attend Course Committees and Staff/Student Committee meetings.

The Academic Liaison Librarian team offer a team support model which means that instead of having a named Librarian you benefit from the support of the whole team. The team should be contacted using the email libhelp@fxplus.ac.uk. The team is led by Head of Academic Engagement Christina Lake and includes Rachel Browning, Rosie Enys, Anna Connell, Laura Lay, Dawn Lawrence, Catherine Worrall and Alana Bardill.

Library representatives:

Each department has a Library Liaison Officer (LLO), who acts as the main point of contact between the department and the Library. One of the main roles of the LLOs is to authorise and monitor book ordering and expenditure on library resources by the departments.

The LLOs are

- Business: David Monciardini
- Biosciences & Geography: Shakti Lamba
- CSM: Ian Bailey
- English & History: Chris Stokes
- Politics: Sarah Bulmer
- Renewable Energy: Peter Connor

Budgets & book ordering

The University of Exeter operates a system of devolved book budgets. This means that subject resource budgets, together with purchasing decisions, lie with the academic departments. Please forward your requests for new library materials to your LLO; you will need to allow several weeks for the material to arrive.

Borrowing allowances

You are able to borrow up to 50 items (including 6 videos/ DVDs and 6 CDs/ vinyl), and a further 50 directly from the University of Exeter Library. For more information on borrowing, loan periods, reservations and fines at Penryn Campus, see the library website for Penryn Campus: <http://library.fxplus.ac.uk/>

Holds system

Books recalled by another user must be returned within seven days.

The reservation or 'holds' system is also monitored, and when there are a number of requests for a title we may place them on High Demand. In this way we can control the circulation of titles that are in heavy demand.

Library Catalogue

All the books at the Penryn Campus appear on the University of Exeter library catalogue: <http://lib.exeter.ac.uk> and can be requested and borrowed via a link into the shared catalogue for Penryn Campus: <http://voyager.falmouth.ac.uk/>. This catalogue is also the one to use for renewing books you have borrowed from the library at Penryn Campus.

Inter-site loans

All staff and students are entitled to borrow books and journals from the University of Exeter Library service, apart from High Demand and Reference. A van service runs between Exeter Streatham campus and Penryn on Tuesdays and Thursdays in term-time, and on Wednesdays in the vacations.

Inter-Library loans

If we do not stock a particular book or subscribe to a journal from which you need an article, you may be able to obtain the item from our Inter-Library Loans (ILL) service. To request an Inter-Library Loan fill out one of the request forms available at the Library Counter or download the [Inter-Library Loans Request Form](#) from the library website. Requests from staff in Business and CLES will need to be accompanied by a cost code and signature which your LLO can supply. Humanities staff can request Inter-Library Loans via the [Humanities Online Request Form](#).

Access to e-resources

As a University of Exeter member of staff, you have access to all the e-resources funded by the University. Access is controlled by your University of Exeter IT Services username & password. For an A-Z list of available research resources (or a list by subject) go to the **Electronic Library Search** on the [University of Exeter Library Catalogue](#).

Photocopying

Each School has their own photocopy machines, however, if you need to use the Library photocopiers, you can use a departmental code, or add money to your print/ photocopy account. Accounts on these cards can be topped up using machines in the library, or by paying online at <https://secure.falmouth.ac.uk/5/it-services/category.aspx>. Minimum payment £5.00.

Audio-visual materials

We have a large collection of DVDs, videos and radio recordings, all of which are on our library catalogue. We can also record material on request, within Licence restrictions. For any Visual Resources requests contact Alana Bardill on visual.resources@fxplus.ac.uk (or phone 01326 370454 or ext. 1454).

Reading lists and digitisation

If you need any chapters from core texts scanned under the CLA License or want to set up an online reading list, contact digital@fxplus.ac.uk

Feedback and Suggestions

Please contact the Academic Liaison Librarian team libhelp@fxplus.ac.uk or Doreen Pinfold, Director of Library and Academic Skills, D.Pinfold@exeter.ac.uk ext. 1779.