Library services for University staff

How we support your research, your teaching and your professional development
How we support your research

Providing the research resources you need
- Offering expert support in conducting your research.
- Providing the most appropriate subject resources in your area and showing you how to make best use of them.
- Developing resources to support your activities throughout the research lifecycle.

Research skills training and advice
- Using our databases to keep up to date with new literature.
- Conducting literature reviews and finding quality information.
- Supporting academic writing and referencing.
- Understanding bibliometrics.
- Using social media to communicate your research.

Getting published
- Offering guidance on publisher, journal and funder policies to help you make decisions on where to submit your articles for publication.
- Raising and measuring the visibility and impact of your work.
- Supporting you in writing high quality publications.

Open access
- Supporting you to publish your work as open access.
- Ensuring you meet your research funding requirements.
- Helping you choose the most appropriate publishing route - Gold or Green.
- Managing and offsetting payment of publisher Article Processing Charges (APCs) and providing advice in this area.

Research data management
- Advising you on best practice to find, use, organise, store and share data.
- Working with you to ensure your data meets funder policies and expectations.
- Helping you to write a data management plan.

Making your research visible
- Supporting you in adding your publications to CRIS and developing your academic profile.
- Helping you create an ORCID.
How we support your teaching and PhD supervision

Resources to support your courses

• Contributing to the design of new courses so we understand your learning objectives and can provide appropriate resources and support.
• Helping you develop your course and module reading lists, and making sure we have the materials you recommend to your students.
• Providing texts in the most appropriate format if they are in demand from shared modules or out-of-print, or if learning is taking place away from the campus.

Copyright advice for learning materials

• Providing general copyright advice.
• Obtaining copyright-cleared documents for you.
• Scanning articles or book chapters from our printed resources for you to include in your course packs or course VLEs.

Developing information literacy and study skills

• Building our sessions around your needs, and the needs of your students.
• Offering timetabled introductory sessions at the beginning of the year, then ongoing support for referencing, avoiding plagiarism, writing a thesis, resource refreshers.
• Working with you to develop embedded sessions within courses to support major assignments.
• Offering one-to-one advice and help to students who need additional or more in-depth support in conducting a literature review, writing skills or using appropriate materials.

Access to resources for remote learners

• Planning our provision of access to digital materials and resources for your students.
• Delivering our teaching sessions overseas, providing flexible teaching that fits into your timetable, and offering webinars.
• Offering 1-2-1 help to students via Skype, WebEx or telephone appointments.
How we support your professional development

All University staff are entitled and welcome to use our Library services. We are happy to provide support if you are undertaking a professional development course, studying through distance learning or just want to keep up to date in your field.

Access to resources

- We offer a wide range of online and printed resources covering subjects including marketing, finance and accounting, estates management, and IT (including the ECDL) which may be of use to you in your work at Cranfield. They may also complement or supplement the access you have from your professional institution or other University library if you are working towards an external qualification.

Study skills

- We can help you with writing and referencing, avoiding plagiarism, or just offer one-to-one support in how to search and use specialist online library resources.
- Our printed stock also covers softer skills such as project management, time management and report writing.

Contact us

Your Information Specialist or any member of Library staff will be happy to help you or to answer any questions you might have. Please just get in touch!

https://library.cranfield.ac.uk

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