Welcome!
Croeso!

Your Librarians are:
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Katherine Jones
Sian Neilson

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www.swansea.ac.uk/iss
Today’s Plan

1. Introduction to the library and what it has to offer (hint – more than books!)
2. How to find books, journals, articles and more
3. Where to find help
4. Library assessment exercise for ASC100 module
Logging in

**Username:** your student number e.g. 123456

**Password:** your student number/your date of birth e.g. 437846/07/01/1997

For information on IT Services go to:  
[http://www.swansea.ac.uk/it-services](http://www.swansea.ac.uk/it-services)
Opening Times

- **Building:**
  - Open 24 hours a day
  - 362 days per year

- **Staffed hours:**
  - Mon-Fri 8 am–12 am
  - Sat-Sun 10 am-12 am

- [http://www.swansea.ac.uk/library/ourlibraries/singletonpark](http://www.swansea.ac.uk/library/ourlibraries/singletonpark)
Register your student card at one of the multi-purpose machines (you will be asked to set up a 4 digit PIN)
Put money on your card using a re-valuer
Use the machines with your card and PIN
5p per page for black and white double sided printing
Available online at https://ifind.swan.ac.uk/

Available through myuni.swan.ac.uk/

Gives access to books and e-books, journals and e-journals, articles, and databases

Signing into “My Account” shows what items you have on loan and any fines you may have
Searching for books on iFind

Let's look for:

A book on i-Find


Online access. Library access.

Request Options:

Location  Availability
Singleton Park Library Main  (11 copies, 6 available, 0 requests)
HV40 .B544 2013

Singleton Park Library Reference use only  (1 copy, 1 available, 0 requests)
HV40 .B544 2013
Searching for journals on iFind

- Search for journals using Books and More
- Change drop down menu to Journal Title
- A journal may have a print version or an electronic version or both versions
- Search for Criminology & Public Policy on iFind
Online books and journals

- Many of our books are available online as e-books
- Most journals are available as e-journals
- All of the online books and journals that we have access to can be found using the iFind catalogue
- Search for **Routledge Handbooks Online**
- Use your Swansea University Login username and password to access most online resources
Loan Periods

- **Reference Only** – can only be used in the library
- **24 hour Loan** – due back the following day at midnight (blue dot) – can be renewed once at desk
- **Short Loan** – due back the following day at midnight (green dot) – can be renewed at desk
- **Normal loans** – initial loan of 4 weeks but renewals are automatic unless there is a reservation

If normal loan books are reserved they will be recalled immediately. Check your university e-mail regularly!!!!
Fines

- Fines will be charged on any Short Loan or 24 hour Loan which is not returned on time
  - £2.00 per day to a maximum of £20
- Fines will be charged on any normal loan (4 week) item which is not returned within 7 days (including weekends) of it being recalled
  - £2.00 per day to a maximum of £20
On loan?
Request it!

<table>
<thead>
<tr>
<th>Location</th>
<th>Library and Information Centre Main (W/ CR1641 .S57 vol 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Options</td>
<td>Request</td>
</tr>
<tr>
<td>Availability</td>
<td>(1 copy, 0 available, 0 requests)</td>
</tr>
<tr>
<td>Barcode</td>
<td>Type</td>
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<tr>
<td>1004314789</td>
<td>Book</td>
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Criminology books will mainly be found in the West Wing on Level 1.

Criminology book Call Numbers range from HV4999 to HV9960.

Journals are at HV1.
Criminology books in other locations

- **Short loan books** – kept behind the Information Desk and have Short Loan as their location
- **Folio books** – extra tall books which don’t fit on normal sized shelves
- All folio sized books are shelved on **Level 2 West** and have Folios as their location
What is a Journal?

- Published on a regular basis (weekly, monthly, quarterly etc.)
- Each issue contains a collection of articles reporting the latest research and developments within a specific subject discipline
- Peer-reviewed/Scholarly – reliable information on recent research which has been assessed by a board of experts
If you just know the name of the journal use the basic iFind Books and More search and type in the name of the journal.

But if you are searching for a particular article or researching a topic use iFind Articles and More.

We should have online or print access to everything shown in Articles and More.
You can do a subject search eg. Criminology

Do a topic search eg. “overcrowding in prisons” or “electronic tags”

You can narrow your search down by using some of the filters shown on the left hand side of the page

Or if you know which article you are looking for type in the author and title of the article

You can also search on subject databases eg. ASSIA is very good for criminology
Need Help? Just Ask!

➤ Our Home Page
http://libguides.swansea.ac.uk/criminology

- lawcrimlib@swansea.ac.uk
- Make an appointment
- Follow us on Facebook
- @SwanseaCrimLib
- @SwanseaUniLib
- Suggest a book
- Click the button below to chat online with a librarian

Neb ar-lein / Offline