

## Cardiff University Information Services

# Distance Learning Services for Medical and Health-related Students

### Welcome to Cardiff University.

Distance learners can sometimes experience difficulty in accessing information that they need to complete their courses successfully. The library service offers additional help and assistance to remote and distance learning students recognising their particular requirements.

These services are available to students registered as distance learners with Cardiff University libraries. **To qualify as a distance learning student you must be living beyond a 50 mile radius of the Heath Park campus or 1 hour journey time.**

In order to provide a responsive and personalised level of support, a range of library and information services is available on request and at a modest cost. This guide gives details of the services available to you.

The service is managed and provided by **Mari Ann Hilliar**. All requests for book loans, photocopying and literature searches can be sent to her personally at: -

Mari Ann Hilliar  
Tel: 029 20742078  
Fax: 029 20743651  
E-mail: [hilliarm@cf.ac.uk](mailto:hilliarm@cf.ac.uk)

Distance Learning Service  
Sir Herbert Duthie Library  
Cardiff University  
Heath Park  
Cardiff CF14 4XN

Mari Ann is normally available Monday to Thursday, 9am to 5pm.

Or the Distance Learning Service e-mail: [dls@cf.ac.uk](mailto:dls@cf.ac.uk)

**A useful website dedicated to the University's Distance Learning Students can be found at: -**

**<http://www.cardiff.ac.uk/insrv/libraries/distance/>**

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## How to order journal articles and books

You can place requests for journal articles, books or part of a book online, by fax or by post.

### Requesting Online

- Journal articles and extracts from books can be ordered via an online system.
- **This is the preferred method of making inter-library loan requests.**
- To view your inter-library loan account and to make requests go to:

<http://cardiff.illos.lancs.ac.uk/>

- Your username is your library card number, and a password and instructions will be given to you on enquiry.
- **When you request articles, you must print off and sign a copyright declaration form. This form should be signed and then either posted or faxed to us.**

### Requesting by post or fax

- Requests can also be sent to us using the inter-library loan request form provided at the back of this handbook.
- Please fill in a request form **for each article, book or book chapter.**
- Requests **MUST** be **signed** and should be as accurate as possible to avoid delay.
- Completed requests can be posted to:  
Distance Learning  
Support Services  
Sir Herbert Duthie  
Library  
Cardiff University  
Heath Park  
Cardiff CF14 4XN
- Or faxed to:  
029 2074 3651  
marked "FAO:  
Distance Learning  
Service".
- Please allow 7-10 days for deliver

# Copyright Regulations

## Please read the following Copyright Guidelines

**Most published works are protected by the Copyright, Designs and Patents Act, 1988.**

If you make copies that are not allowed under the Act, you are liable to be held personally responsible. Infringing the Act is a criminal offence.

### **Photocopying for research or private study**

Under the 'fair dealing' provisions of the Act, copying is permitted for research or private study. Only *single* copies may be made unless stated otherwise. Please ensure that copies are marked with source details, both as acknowledgement and for future quotation.

**Journals:** Two articles from any issue

**Books/Pamphlets/Reports:** One chapter or extract amounting to no more than 5% of the whole work.

### What YOU have to do

- A photocopy request form will need to be completed and **signed** for **each individual request** made.
- With Non-Electronic requests, a copyright declaration slip is part of the request form, and this section of the form **MUST** be signed.
- With Electronic Requests, a copyright form will be triggered when a request is made. This form should be signed and then either posted or faxed to us.
- If you have any questions concerning copyright, please contact Mari Ann Hilliar by e-mail: [hilliarm@cf.ac.uk](mailto:hilliarm@cf.ac.uk), or by telephone: 029 2074 2078.

# Where to Find and Obtain Information

## The Voyager Library Catalogue

The Voyager Catalogue contains records of books, journals and other material held in all 18 Cardiff University libraries and 28 Welsh post-graduate libraries. You are able to obtain information from all of these libraries via the Distance Learning Service.

The Voyager Library Catalogue can be accessed at the following web address: <http://library.cf.ac.uk/>

**Voyager Catalogue guides can be found in the Information Literacy Guidebook included in this pack.**

## Books

As Distance Learning Students, you are entitled to borrow a maximum of 12 books, however:

- **Books will not be posted overseas**
- While you will not be charged for borrowing books from Cardiff University libraries, **you will be responsible for return postage.**

Standard loan periods for books from the Sir Herbert Duthie Library to distance learning students is 4 weeks; however, loan periods for books from other Cardiff University libraries may vary.

Books and other loan items can be requested from the Distance Learning Service using the methods described on page 3.

## Journals

Cardiff University subscribes to over 12,000 electronic journals (e-journals). These allow you to view and (in most cases) print full text journal articles. **If an article is available online off-campus, you are expected to obtain a copy yourself.**

E-journals can be accessed via a link from the journal's Voyager catalogue record, or from the following link:

<http://ejournals.cardiff.ac.uk/>

**Guides to accessing and using electronic journals can be found in the Information Literacy Guidebook included in this pack.**

If a journal is available in paper format, but not provided online, you can request a copy of articles from the Distance Learning Service using the methods described on page 3.

### **Books and Journals Not On the Voyager Catalogue**

If you require a book or other loan item that is not on the Voyager catalogue, please request the item anyway, and we will endeavour to obtain the item on your behalf.

**Please do not pay for articles or subscribe unnecessarily to electronic journals. The Distance Learning Service exists to obtain articles not held in Cardiff University for you.**

Items not available on the Voyager catalogue can be requested via the Distance Learning Service using the methods described on page 3.

### **Cost and Payment**

Articles obtained from Cardiff University Libraries will cost 10p per printed page.

**You will not be charged for articles obtained from external libraries.**

When you submit your first article request, you will be asked to provide a payment credit of £3. Each time an article from a Cardiff University library is requested, the cost of the article will be deducted from your credit.

If the costs of your requests exceed your initial credit, additional money will be requested. Payment can be made by cheque, cash or credit card. Cheques should be made payable to "Cardiff University".

### **Databases**

Cardiff University subscribes to a number of online medicine based databases. These databases can be used to search for journal articles, reviews, websites and other media on your chosen topic. The core medical databases supported by Cardiff University are listed below.

A more comprehensive list is accessible through the following web page:  
[www.cardiff.ac.uk/insrv/eresources/](http://www.cardiff.ac.uk/insrv/eresources/).

Some of the Databases currently used for literature searches and available to Cardiff University students include:

#### **Ovid online**

The Ovid Gateway contains a range of medicine-based databases, including Medline and CINAHL

### **The Cochrane Library**

This is a web-based library resource dedicated to evidence based medicine and systematic reviews.

### **Web of Science (Within Web of Knowledge)**

This is a reference website that also contains the Science Citation Index

Guides for many of these databases can be accessed at this web page:

<http://www.cardiff.ac.uk/insrv/educationandtraining/guides/>.

**For more advice on accessing and searching online databases, please refer to the Information Literacy Guidebook included in this pack.**

### **Requesting a Literature Search**

While it is more satisfactory if you are able to carry out your own literature searches, I can perform literature searches on your behalf.

To ask for a search, please fill in a Literature Search Request form found on page 14 of this handbook and either post or fax the completed form to the Distance Learning Service.

The quality of the results of your search will depend on how accurately you describe your topic on the search request form.

- For example, if you were interested in doctors' and patients' attitudes to the self-administration of pain relief after surgery and you only define your topic as 'pain' or 'pain control', this will yield thousands of documents about all aspects of pain and would not be useful to you.

Try to define your subject in terms of keywords, single terms, which accurately define all the aspects you are interested in.

- For example, surgical patients; pain relief; self-administration; patients' attitudes; doctors' attitudes.

The request will be dealt with as quickly as possible and the documentation returned to you by post. **There is no charge for this service.**

# Literature Search Request Form

Name..... **LIBRARY USE ONLY**

Address..... Search number.....

..... Date Received.....

..... Run.....

Telephone..... Phoned.....

Fax..... Faxed.....

Email.....

Notes

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**1 DETAILED STATEMENT OF SEARCH TOPIC:** Please define the subject of your enquiry as closely as possible. Indicate any aspects of particular importance and any that are to be excluded.

**2 URGENCY? (Where Possible)**

- Not urgent, please supply results within 7-10 days
- I need the results urgently – by (date).....

Please transmit the results by:

Email Post  FAX  Phone

**3 SOURCES ALREADY TRIED** (e.g. Pub Med, library catalogues journal indexes, etc.)

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**4 SEARCH SPECIFICATIONS:**

**Years**

Last 4 years       Last 10 years       Last 20 years

Or specify years.....

**Language:**

English only       All languages

English & Following (please specify).....  
.....

**Research subjects:**

Human only       Male only       Female Only

Human and Animal

If particular Animal(s) please state.....

**Age Groups:**

Infant (birth to 23 months)       Child (0 – 18 years)       Adult (19 – 44 years)

Middle Aged (45 – 64 years)       Aged (65 years an Over)

Or specify age.....

**Evidence based reviews only?**

Yes       No

**5 ABSTRACTS:** Do you want abstracts (where available) included?

Yes       No

**6 SCOPE OF SEARCH:** Do you wish the search to be:

Selective, i.e. limited to papers treating your topic in depth?

Broad, i.e. retrieve as many related references possible regardless of emphasis.

**7 HOW MANY REFERENCES?**

25       25-100       100-200       200+

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Please send to: Distance Learning Support Services, Duthie Library, Cardiff University,  
Heath Park, CARDIFF CF14 4XN  
Tel: 029 20742078 Fax: 029 20743651

# Inter-library Loan Request Form

Title of

Journal/Book.....

Title of article.....

Year ..... Volume No..... Page Nos.....

Author of article/book .....

(For Books Only)

Publisher .....

Place of publication ..... Edition.....

Page numbers ..... Date .....

*Please ensure that the bibliographical details, which you supply, are **accurate**. Incomplete or inaccurate references frequently cause delays and may have to be returned for correction*

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## Copyright Declaration for Photocopies

To the Librarian of the Sir Herbert Duthie Library, Cardiff University, Heath Park, Cardiff, CF14 4XN

Please supply me with a single copy of \*the article in the journal/\* the part of the published work, the particulars of which are given above, required by me for the purposes of research or private study.

1. I declare that:
  - (a) I have not previously been supplied with a copy of the same material by you or any other librarian;
  - (b) I will not use the copy except for research **for a non-commercial purpose** or private study and will not supply a copy of it to any other person; **and**
  - (c) to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
  
2. I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

**The Librarian may only permit the making of single photocopies if the applicant signs this declaration.**

NAME ..... SIGNATURE .....

This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent is NOT acceptable. \*Delete as appropriate