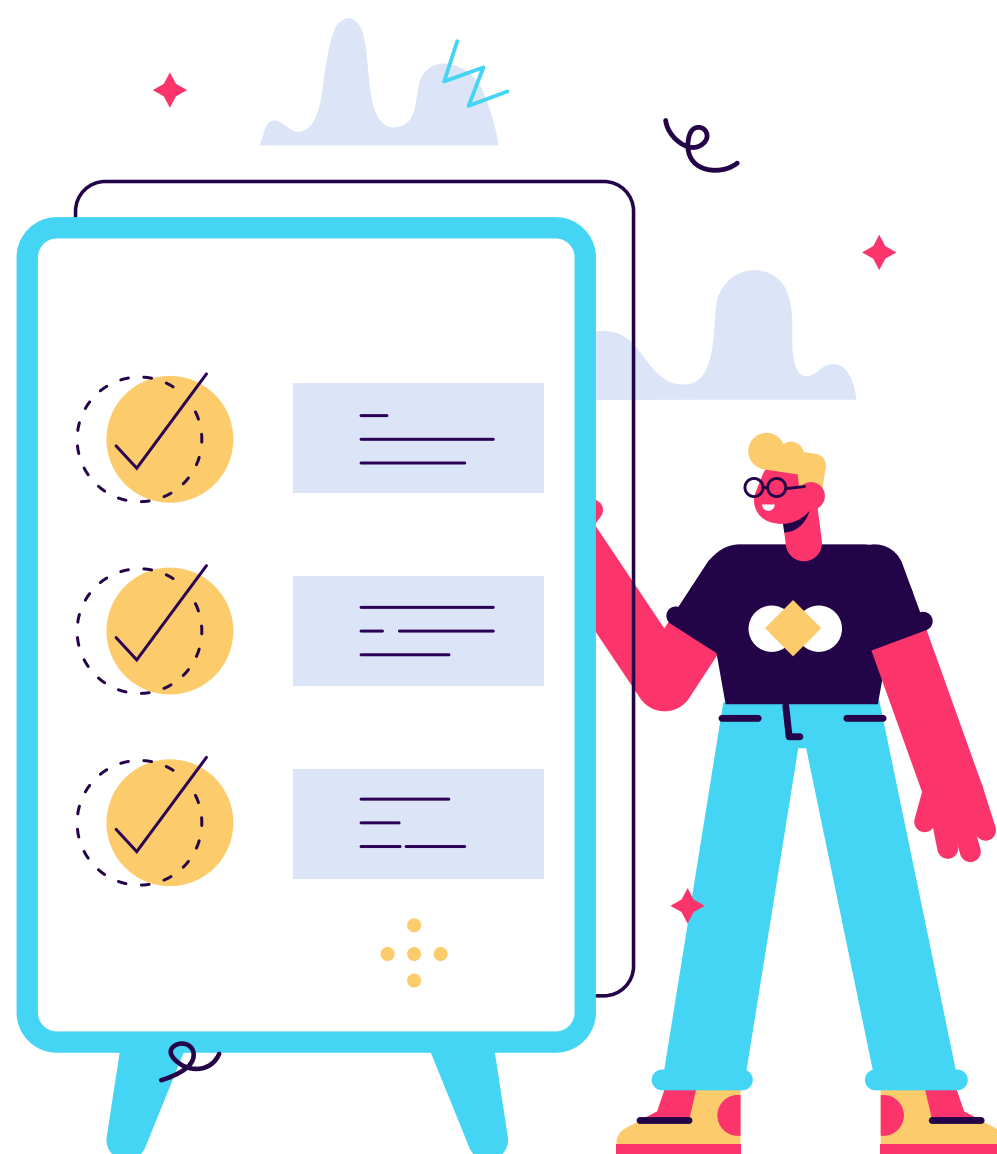


# INDUCTION CHECKLIST

## ALL YOU NEED TO GET STARTED AT THE LIBRARY



Use the resources linked below to complete your library induction.



### Find relevant subject guides.

Go to the [A-Z list of resources page](#) and locate the subject guide for your course.



### Locate the reading lists for your course.

Follow the [reading list guide for students page](#) to locate the reading list for your course.



### Be familiar with your discipline's referencing style.

It is never too early to consult the [referencing guides](#) to find out how to cite properly.



### Use the BCU Library Search to find common resource types.

Accept the challenge and learn how to locate a physical book, an eBook, and a journal article using the BCU Library Search: [Can You Find This?](#)



### Find opening times for your preferred library.

The opening times can vary with the current health and safety guidance. Make sure to check the [opening times](#) before visiting the library.



### Look for available study spaces.

You can study in a quiet area or seek focus in a silent room. Check the availability of study spaces and silent rooms on the [Book a Study Space page](#).



### Book a laptop or a PC.

You can borrow a laptop or a PC on certain campus locations. You will need your Library PIN code. Check the [IT Support page](#) for more information.



### Learn how to borrow items.

You will need your student ID card to borrow physical items from the library. Check the [Borrowing, renewing and returning](#) information to avoid late return fines.



### Sign-in to access full text online resources.

The library subscribes to many books, databases and journals so you can access full text online for free. Remember to click **sign-in** before using the BCU Library Search.



### Identify your subject-expert librarian.

Do you need help to find good quality information? Do you want to get even better at finding information? Get extra support from your subject librarian. They will help you get the best out of your searching skills. Find out who your subject librarian is on the [Book a tutorial page](#).



### Discover your digital skills at BCU and beyond.

To be digitally literate is hugely important in the modern world. BCU encourages all students to continually improve their Digital Literacy. In order to help you assess and improve your skills BCU has have joined with the Joint Information Systems Committee to provide you the opportunity to discover your digital skills at BCU and beyond. Take the time to invest in your future and [complete the JISC Discovery Tool](#).

## YOU ARE ALL SET NOW. WELCOME TO BCU LIBRARY!

