

## CREATIVE CAMPUS LIBRARY SERVICES

*Set out in Mar 17 – last updated March 2019*

### Library services available to PG students and staff at the Creative Campus

- Access to all GSA Library digital collections, including online journals, eBooks, the e-magazines service ([Flipster](#)), streaming media ([Planet eStream](#)), and scanned chapters of titles on reading lists.
- Access to Reading Lists including scanned book chapters and articles. The School of Innovation and the Library have a shared commitment to ensure that resources which are identified as key readings for courses at the Creative Campus are digitally accessible.
- Access to subject guides, and self-paced information skills training via Library website ([InfosmART](#)) and orientation videos)
- Access to self-paced technology skills training via Lynda.com
- Help and guidance from Library staff via email ([library@gsa.ac.uk](mailto:library@gsa.ac.uk)) or telephone. Library staff travel to the Creative Campus at least once a year to run Library workshops and offer face to face training.
- Purchase request facility via Library website. Wherever possible, purchase requests will be supplied in digital form.
- Access to the libraries at Aberdeen University and UHI (Inverness and Dingwall) through the [SCONUL Access Scheme](#)
- Access to all [University of Glasgow Library digital collections](#).
- Activating Library accounts: neither staff nor students need to be in Glasgow to start using the online resources. Their accounts are created and activated when they register / are appointed and they then have immediate access to online collections. To borrow from the physical collection, they present their card at the Library desk on their first visit and the barcode is activated.

### Borrowing Print Books and Journals

- All physical collections - print books, journals, zines, artist books, and DVDs - are housed at the GSA Library in Glasgow.
- **Borrowing:** Print books can be borrowed for up to 9 weeks. Each loan period is 3 weeks and can be renewed twice after each initial loan period unless requested by another borrower. Staff and students at the Creative Campus can request an extension to the period of a loan beyond the standard 9 week period. These are

agreed to as long as the item has not been requested by another user. To request an extension staff and students should contact [library@gsa.ac.uk](mailto:library@gsa.ac.uk) Please note that if a book on loan is then requested by another user a recall notice is sent informing the student or staff member they must return the item. Requests to extend loans for recalled items will be refused.

- **Returning:** A drop box is situated in the Forres Administration office for borrowed items to be returned to the GSA Library in Glasgow. These will be uplifted twice monthly by a member of Innovation Design staff and returned to the Library. Students and staff are reminded that it remains their responsibility to ensure items are returned on time.
- **Reserves:** Books on loan can be reserved via the online catalogue [www.gsa.ac.uk/library](http://www.gsa.ac.uk/library). Users will receive an email notification when an item they have reserved is awaiting collection from GSA Library in Glasgow. Reserved items can be collected by the Innovation Design School on behalf of staff and students at the Creative Campus. To do so, users should print the email notification and give it to Susan Robertson in the Forres Administration office. These requests will be printed off and given to Innovation Design staff travelling to the Garnethill Campus. These items will be retrieved from the “Reserved” shelves next to the Service Desk by Innovation Design staff and issued by Library staff to the borrower identified on the email. Reserved items will be kept for 1 week. Staff and students at the Creative Campus can have this period extended until they would next be in Glasgow or are collected as agreed. These requests are agreed to as long as there is not a waiting list of the item, in which case we would usually buy an additional copy. To keep a title on reserve for longer, staff and students can contact [library@gsa.ac.uk](mailto:library@gsa.ac.uk)
- Students and staff have access to the GSA Inter Library loan service. Detail and application form can be found at <https://lib.gsa.ac.uk/inter-library-loans-service/>. Books borrowed via the Inter Library Loan service should be collected from the GSA Library in Glasgow as for reserved items above.

## Learning Technology

Staff and students are able to access Canvas Support directly via “Help and Links” in Canvas, there is the facility to conduct an online chat or a telephone number – these are available 24/7.

In addition, the Blended Learning Co-ordinator offers Canvas training for staff, which all staff are encouraged to complete. Contact [LTHelp@gsa.ac.uk](mailto:LTHelp@gsa.ac.uk)

General Technology orientation information is available at:  
<https://lib.gsa.ac.uk/2018/09/06/technology-orientation-information/>