

# ***ScHARR Library: remote access to information resources***

## **1. Electronic Resources**

Wherever you are in the world - provided you can access the internet with a modern web-browser - it should be possible for you to have 24/7 access to the electronic web-based resources and services provided by The University of Sheffield. These include the University Library's [electronic journals](#), [Ebooks](#) and [subject databases](#), all of which are available to registered students of the University via MUSE (My University of Sheffield Environment). Access through MUSE is the secure, recommended and fully supported route to the Library's electronic resources for both UK and overseas students.

If you have any problems accessing the electronic resources from off-campus you may need to set up a Virtual Private Network (VPN): <http://www.shef.ac.uk/cics/vpn>

### **1.1 Online Reading Lists - MyResource Lists**

Each module you undertake should have an online reading list available via [MyResource Lists](#). Reading lists include links to electronic resources such as full-text journal articles, ebooks and databases in addition to details of items physically held in the library stock.

### **1.2 MyDocuments**

myDocuments is a scanning service provided by the University Library. Articles from print journals or chapters from books held by the university library (providing that they do not exceed 30 pages) can be scanned and delivered to your desktop.

Alternatively, a photocopy of the required item can be posted to you. For a trial period this service is currently offered free of charge. Further details and instructions on how to use the service can be found [here](#).

## **2. ScHARR Library**

ScHARR Library is a dedicated information service for ScHARR students and staff. If you have questions about accessing the electronic resources, or need advice on finding, accessing and referencing information, you can ask us at: [scharlib@shef.ac.uk](mailto:scharlib@shef.ac.uk) or telephone: +44 (0)114 222 5420. We also provide an online course (**IRIS**) to help you develop your information study skills accessible via [MOLE](#).

### **2.1 Borrowing items from the ScHARR Library**

You can search for books and reports held by the ScHARR Library via our [online catalogue](#). A list of the electronic and print journals we currently subscribe to can be found [here](#). We are able to scan book chapters and journal articles and deliver these via email. In addition, our books can be borrowed by post. Please contact [ScHARR Library](#) to use either of these services.

### **2.2 Renewing items from the ScHARR Library**

You can renew any items you have borrowed from the ScHARR library (providing they have not been reserved by another user) via email: [scharlib@sheffield.ac.uk](mailto:scharlib@sheffield.ac.uk) or phone: +44 (0)114 222 5420.

## **3. Inter-Library Loans**

ScHARR Library provides a document supply service for ScHARR students and staff. If you require a journal article or other item that is not available via ScHARR Library or the

wider University library, you can submit an inter-library loan request and we will attempt to obtain it for you from another source.

### **3.1 Submitting requests**

Inter-library loan request forms, and guidance on completing your form, are available [here](#)

- Forms can be emailed to [scharlib@sheffield.ac.uk](mailto:scharlib@sheffield.ac.uk)
- Postal forms should be sent to: Inter-Library Loans, ScHARR Library, Information Resources, ScHARR, Regent Court, 30 Regent Street, Sheffield, S1 4DA.

### **3.2 Receiving your journal article**

We will endeavour to supply your requested journal article as soon as possible, please allow 2-4 weeks for this as we cannot guarantee to provide a service for urgent requests. Where possible we will email you a pdf of the article. Please note on your ILL request form if you wish to have the article posted to you and ensure you provide your full and correct address.

### **3.3 Books on inter-library loan**

The British Library does not permit postal loaning of its items. However if you wish to obtain a book not currently held by ScHARR or the University Library, please [contact us](#) and we will investigate purchasing an electronic or print version of the item for our library collection where possible.

## **4. SCONUL Access**

If you are a student based in the UK, the SCONUL Access scheme enables you to join other participating University libraries. Universities which are not part of the SCONUL Access scheme may allow you to use them for reference purposes only, and some will allow you to borrow on payment of a fee. For further information see the SCONUL website [here](#).

## **5. Local Libraries**

You should also consider the usefulness of your local public library or you may have access to library services via your workplace if you are working as well as studying. Local libraries you have access to may be prepared to obtain material on inter-library loan for you for a charge.

## **6. Further Information and Queries**

For further information about the above, please visit our [webpages](#). Please [contact us at ScHARR Library](#) with any queries.