NSCD Library & Archive Guide



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You'll find copies of all library guides & information about the library @ www.nscd.ac.uk/library/guides/ or via Moodle

Accessing library services

In order to become a member of the library and access our services you need to complete a Library Declaration Form. You can complete the form online @ https://nscdlibrary.formstack.com/forms/declaration, or via the library guides page on the website or Moodle & we'll do the rest...

Your library number is displayed on your **Student ID & Library** card, this should be used when borrowing from the library, for logging onto student computers and using the photocopier.

All new students will receive a full library induction during the induction week, this session will be timetabled.

The library section of the school website

More information about the library and its services can be found on the library pages of the NSCD website.

You can also access this information via Moodle. To log into Moodle @ https://moodle.nscd.ac.uk/ you will need to enter the username & password emailed to you by the Student Services team. If you have any issues please ask a member of library staff for assistance or refer to the Moodle Helpsheet provided by the Student Services team.

You can access everything you need to know about the library and its services on our website @ www.nscd.ac.uk/library/ 02

Tip: You'll find a shortcut to Moodle on the NSCD website.

Library guidelines and rules

Please remember the library is a workplace, just the same as any studio or seminar room, and there is a code of practice for using the library just as there is one for the studios.

As a member of the school library it is your responsibility to familiarise yourself with the codes of practice and show consideration to fellow library users and library staff.

Copies of the Code of practice for the Library and School computer systems : conditions of use can be found in the student handbook & on Moodle.



Opening hours

During term-time the library is open during the day, evenings and on Saturday/Sunday.

You will find our standard opening times listed @ www.nscd.ac.uk/library/. A copy of the opening times for any given week can also be found on the library door and on the school's timetable/booking system.

Library websites & social networks

Changes to opening hours, additions to library stock, auditions of interest and any information we need to get to you quickly will be posted via the library Instagram & Twitter accounts @nscdlibrary.

You can also find useful information via our **Facebook** page. Why not follow us and keep up with all things library?

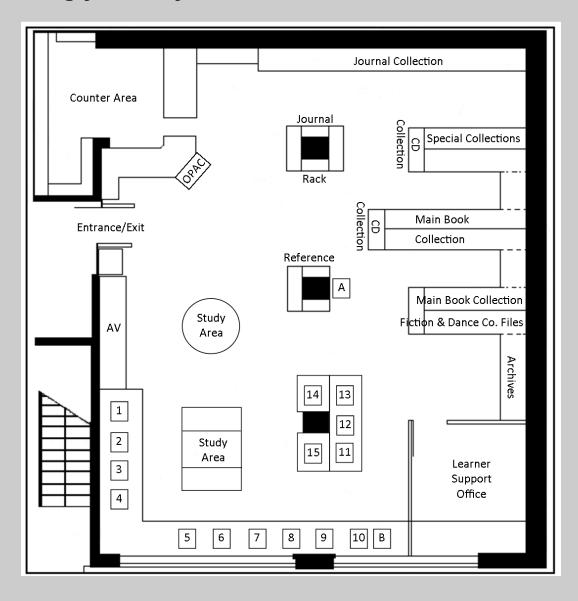
www.nscd.ac.uk/library/

www.facebook.com/nscdlibrary

@nscdlibrary

http://nscdlibrary.tumblr.com

Finding your way around



- AV Audio visual equipment (DVD, CD VHS units)
- 1-15 Student computers
- A Printer/Photocopier/Scanner (Papercut)

The printer/photocopier can print in black & white or colour

N.B. A wireless network is available throughout the college, simply follow the instructions on the 'NSCD Student WiFi Network' posters in the library.

The library catalogue

To find an item in the library use the Library Catalogue (also referred to as the OPAC), you'll find it next to the library counter. You can also access it via the icon on your student computer desktop.

Library OPAC

Enter an author or choreographer's name, words from the title or a keyword to find items of interest.

As part of the library induction all new students will be expected to complete a library exercise, this process will demonstrate how to search for and locate items in the library using the OPAC.

If you wish to borrow an item please take it to the library counter with your **Student ID & Library card** and a member of staff will issue it to you. Remember not all library stock can be borrowed, so check the status of the item before you try to borrow it.

Please see the **Managing your library account** section of this guide for details of how to reserve books and manage your library account on the OPAC.

You can view an **eTutorial** (screencast) which provides an introduction to searching the library catalogue (OPAC). Log onto the **NSCD Media Archive** and search for **M34** & **M35**.

The library collections

There are a range of materials available in the library:

Books
ebooks
CDs
Dissertations
DVDs & videos
Online video footage
Electronic resources
Journals
ejournals
Information files
Newspapers

These materials can be found in the different collections held by the library, some of which are colour coded:

Careers Collection (Green)
CD Collection
Dance Company Information
Fiction Collection (Yellow)
Journal Collection
Main Book Collection (Blue)
NSCD Archive Collection
NSCD Media Archive
OpenAthens
Reference Collection (Red)
Special Collections (Yellow)

N.B. Collection locations can be seen on the library floor plan (see p.5 for details)

Books

You will need to use the OPAC to locate books.

Once you find a record for the book you need you can check how many copies the library holds and if a copy is available for borrowing.

The books in the library are arranged using the **Dewey Decimal Classification Scheme** (DDC), this scheme is used in most libraries. The scheme arranges all books by subject, using specific numbers (class marks) for each one.

The DDC numbers range from 000 to 999 - these are the numbers you will find on the spines of books in the library, along with the first three letters of the authors' surname (or the book's title if there is no author).

To locate the item on the shelves you will need to identify the collection in which the book can be found and make a note of the class mark (e.g. Main Book Collection at 792.82 NEE).

A useful tip is to use the first three numbers of the class mark to locate the general subject area where the book can be found on the shelf - then further your search utilising the numbers and letters after the decimal point.

> 792. 82 HOD

Some useful subjects and their class marks

	- 4.4
Human Anatomy	611
Kinesiology	612.76
Modern Art	709.04
Painters	759
Photography	770
Ballet	792.8
Contemporary	792.8
Dance in Education	792.8071
Choreography	792.82
Technique	792.8207

Borrowing a book

How many can I borrow?	4	
How long for?	1 day (overnight loan) 2 weeks (loan stock)	
Overdue charges (per day)	£1.00 (overnight loan) £0.10 (loan stock)	

CDs, DVDs & videos

The CD, DVD and video collections are kept behind the library counter or in special cupboards, you can search the collections using the:

Library catalogue (OPAC)
Video Collection Index (folder)
CD catalogue (folder)

Once you have identified the CD, DVD or video that you want simply make a note of the:

Class mark & genre for CDs e.g. TOR1 & Contemporary Class mark for DVDs & videos e.g C123

Now simply request the item at the library counter.

Borrowing a CD

All CDs can be issued for use in the school studios, but they must be returned the following day.

How many can I borrow?	3
How long for?	Studio use only
Overdue charges (per day)	£1.00

Borrowing a DVD or video

The majority of DVDs can now be borrowed overnight, whilst all videos are for **reference only** use in the library. If you don't have a DVD player ask at the counter to borrow a player overnight.

NSCD Media Archive

Aa well as borrowing DVDs & a player from the library you can access video footage on and off site via the **NSCD Media Archive**.

The **NSCD Media Archive** went live in May 2013 allowing students and staff to view assessments, student and visiting artist performances and off-air recordings (TV programmes) online.

You can log onto the **NSCD Media Archive** on & off-site via https://estream.nscd.ac.uk & search for footage using class mark, title of piece, choreographer or performer name.

If you are using an NSCD computer simply select the **NSCD Media Archive** icon on the computer desktop and you will be automatically logged in. When accessing the platform off-site, simply log in using your NSCD computer account details.



If you want to know more about the **NSCD Media Archive** take a look at the **CDD Libraries Helpsheet No.8** @ www.nscd.ac.uk/library/guides/

Or find out more @ www.nscd.ac.uk/library/nscd-media-archive/

Electronic resources

The library provides access to a range of electronic resources via the **OpenAthens** platform. These e-resources include a range of ebooks, ejournals, databases and reference materials

These e-resources are subscribed to by the **Conservatoire for Dance & Drama** and NSCD on your behalf and can be accessed from school or at home.

All you need to access these e-resources is an **OpenAthens** username and password which you will have set up as part of your library induction..

More information can be found on the library website @ www.nscd.ac.uk/library/openathens/ which provides details & quick links for accessing resources and setting up or renewing an account, resetting an account password & logging onto an account.

More detailed information on each resource can be seen on our **OpenAthens** information page on the library website @ www.nscd.ac.uk/library/openathens/.

NSCD library also subscribes to a number of e-books & e-journals on your behalf, which can be accessed on site via the internet. For more information please see the ejournals & ebooks sections of the library website @

www.nscd.ac.uk/library/ejournals/

www.nscd.ac.uk/library/ebooks/

Journals

The library subscribes to a number of journal titles.

Current issues can be found on the journal rack next to the library counter. Back issues are kept in the red box files at the back of the library.

You can find articles in the journals in a number of ways:

Printed journal indexes

These can be found on the journal rack or with the back issues

Library catalogue (OPAC)

Via the computer at the library counter & via the desktop link on the computers in the library

OpenAthens

By searching the Performing Arts Peridoicals Database (PAPD) & the International Bibliography of Theatre & Dance (IBTD) Databases you can locate journal articles of interest & view full text articles

Online Indexes

Indexes of journal articles via publisher's websites & the library website @ www.nscd.ac.uk/library/ejournals/

Online (full text)

Full text journals available via the publisher's websites, PAPD/IBTD & the library website @

www.nscd.ac.uk/library/ejournals/

ejournals

Simply go to the ejournals page on the library website to access quick links to our various online journal collections @ www.nscd.ac.uk/library/ejournals/

EJOURNALS

You can access online content from a number of print journals subscribed to by the library



IBTD

By logging into OpenAthens & selecting the International Bibliography of Theatre & Dance (IBTD) database from the resources list you can browse issues of these journals, as well as view and print full text articles:

- Choreographic Practices
- Contact Quarterly
- Dance Chronicle
- Dance Research I online index
- Dance Research Journal
- · International Journal of Performance Arts & Digital Media
- Journal of Dance & Somatic Practices
- MASKA
- Performance Research
- Research in Dance Education

If you are onsite you can access the database directly on any networked computer.

OPENATHENS

TD I ONSITE ACCESS

PAPD

By logging into OpenAthens and selecting the Performing Arts Periodicals Database (PAPD) from the resources list you can browse issues of these journals, as well as view and print full text articles:

- Dance Europe (index only)
- Dance Europe (index only
 Dance Research Journal
- Medical Problems of Performing Artists
- The Stage

If you are onsite you can access the database directly on any networked NSCD computer.

OPENATHENS

PAPD | ONSITE ACCESS



You can search for articles, browse issues of journals, as well as view and print full text articles... all online.

International Bibliography of Theatre & Dance (IBTD) via OpenAthens (on/off-site)

About the House

Ballet 2000

Ballettanz

Choreographic Practices (Full Text)

Dance Chronicle (Full Text)

Dance International

Dance Magazine (Full Text)

Dance Now (Full Text)

Dance Research (Full Text)

Dance Research Journal (Full Text)

Dancing Times (Full Text)

Journal of Dance, Medicine & Science (Full Text)

Journal of Dance & Somatic Practice (Full Text)

Performance Research (Full Text)

Research in Dance Education (Full Text)

TDR/The Drama Review (Full Text)

Theatre, Dance & Performance Training (Full Text)

Plus the following Full Text journals not in the NSCD print collections:

Ballet-Dance Magazine

Choreographic Politics

Dance News

Dance on Camera Journal

Dance Research Journal

Dance Spirit

Dance Teacher

Journal of Dance Education

Let's Dance

NDD: L'actulite de la Danse

New Dance Review PA.J

Sacred Dance Guild Journal

Performing Arts Periodicals Database (PAPD) via OpenAthens (on/off-site)

Ballet Review Ballettanz Choreography & Dance **Contact Quarterly Dance Chronicle Dance Gazette** Dance International **Dance Magazine Dance Now** Dance Research **Dance Theatre Journal Dancing Times** Medical Problems of **Performing Artists** Performance Research Pulse **TDR** Dance Research Journal

A complete list of the journals we hold can be found on the journals rack in the library.

How many can I borrow?

Print Journals are **reference only** and can not be borrowed from the library.

However you can print articles found in ejournals for research purposes.

Information files

Pre-internet the library actively collected and filed newspaper clippings, brochures and articles relating to dance companies, choreographers and dancers. You will find these in the **Dance company information files collection**.

All newspaper clippings held in this collection have a bibliographical reference. For more up to date information we recommend looking at company websites.

How many can I borrow?

Files and articles in this collection are **reference only** and can not be borrowed from the library, though students and staff can photocopy them for educational purposes under the college CLA and NLA licences.

Newspapers

We provide a number of newspapers for students and staff to read in the library.

We keep copies for a limited period and then any articles of interest are culled and added to the **Dance company** information files collection.

How many can I borrow?

All newspapers are for **reference only** use in the library, though students and staff can photocopy them for educational purposes under the college CLA and NLA licences.



NSCD archive collections

The library also holds the NSCD archive collections, these collections hold a variety of materials:

NSCD dissertations
Terry Cryer negatives & photographs
Jane Dudley notebooks
Royal Opera House programmes
NSCD press cuttings
Riley Theatre programmes and print
Verve programmes and print

How can I access the archives?

All archive materials are for **reference only** use in the library and access is at the discretion of the Librarian.

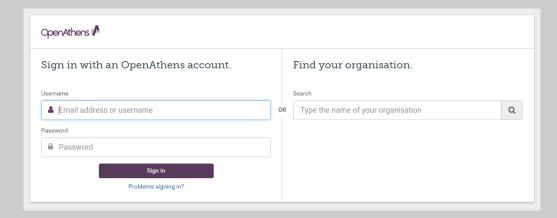
Special collections

The library also holds the private book collections of Jane Dudley and Nina Fonaroff, these books have been placed in the Special collections section of the library.

How can I access the special collections?

The items in this collection are located next to the **Journal collection** and can be used on a **reference only** basis within the library.

Setting up an OpenAthens account



A variety of e-resources are available online for use by NSCD students & staff.

If you are on-site you can access these resources directly on the library computers via the links on the desktop or via the library website @ www.nscd.ac.uk/library/openathens/

To access these resources off-site you need to set up an OpenAthens account.

OpenAthens is an access management platform which provides a single gateway to all the e-resources subscribed to by CDD & NSCD on behalf of students & staff across the Conservatoire - in other words you only need to remember one username & password to access all the resources.

The next few pages explain everything you need to know about the resources available via OpenAthens and setting up an account...

E-resources available via OpenAthens



DV8 Media Portal

Dance Online: Dance in Video I & II

Dawsonera (ebooks)

Digital Theatre+

Drama Online

IngentaConnect (ejournals)

International Bibliography of Theatre & Dance (IBTD)

Performing Arts Periodicals Database (PAPD)

Theatre in Video

Taylor & Francis Online (ebooks)

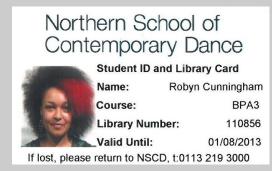
Taylor & Francis (ejournals)

How do I set up an OpenAthens account?

In order to access these resources you need to set up an **OpenAthens** account. Your OpenAthens account will allow you to access all the resources without having to remember lots of different usernames/passwords. This is known as 'single sign-on'.

To set up an account you will need your library number (this is the number you use to log onto the school computers).

You will find the number displayed on your **Student ID & Library card** or you can get it from the Librarian or the Library & Digital Assistant.



OpenAthens account set up:

To set up a OpenAthens account, you will need to complete an online form, you can access the form via the library website @ www.nscd.ac.uk/library/openathens/

Log in | Create account | Renew account | Reset password

Or go straight to the registration form @ https://register.openathens.net/cdd.ac.uk/register

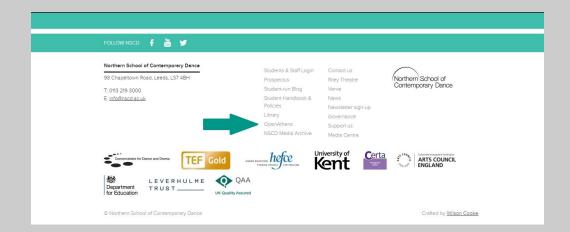
Please note: You will need to register with your NSCD email address.

You will receive an email confirming your personal account and password. This account will be valid until July 2020 - after this date you will have to renew the account via the library website.

Logging into OpenAthens

Now that you have created an OpenAthens account you can access Conservatoire for Dance & Drama and NSCD e-resources in the school library or at home via:

- Click on any of the 'OpenAthens' buttons on the library website @ www.nscd.ac.uk/library/openathens/
- Log on at www.openathens.net/
- Go to www.cdd.ac.uk or www.nscd.ac.uk and select the permanent Athens or OpenAthens link at the bottom of any page, to be taken to the OpenAthens log on screen



Useful information

You can contact the Conservatoire for Dance & Drama OpenAthens Administrator from the OpenAthens logon page or via the help tab once logged onto OpenAthens:

www.openathens.net/
or
by emailing library@nscd.ac.uk



Home

Resources

My Account

Help

Help topics

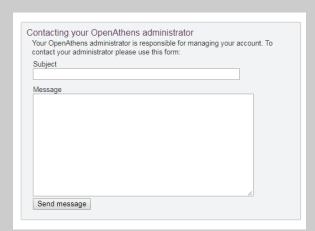
About MyAthens

OpenAthens is an access management system that controls access to online resources. MyAthens enables you to view the resources you are entitled to access and your account details.

your account details.

Please select any of the links listed on the navigation bar at the top of the page to view the facilities available.

- Accessing online resources
- New panels appearing on interface
- Adding panels
- ▶ Moving panels
- Changing your password
- ▶ Viewing your OpenAthens account details
- If you move elsewhere



Accessing electronic books & journals

NSCD Library subscribes to a number of electronic books & journals on your behalf, this section of the guide explains how to access these resources...

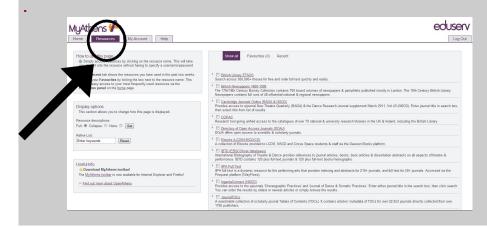


Accessing electronic books & journals via OpenAthens

As well as consulting the print copies you can access a number of books & journals electronically on and off site via your OpenAthens account. You can do this by using the Dawsonera or Taylor & Francis online database to view e-books and the PAPD, IBTD, Taylor & Francis and the IngentaConnect databases to view e-journals.

Simply log onto OpenAthens with your username and password and select the resources tab at the top of the screen.

If you have not set up an OpenAthens account please read the **Setting up an OpenAthens account** section of this guide or go to the website @ www.nscd.ac.uk/library/openathens/



Accessing electronic books via the internet

The libraries at NSCD & LCDS have purchased the following e-books for students and staff:

- Bremser, M. (1999) Fifty contemporary choreographers, Routledge
- Briginshaw, V. A. (2001) Dance, space and subjectivity, Palgrave
- Burrows, J. (ndg) <u>A choreographer's handbook</u>, Routledge
- Burt, R. (2006) Judson Dance Theater, Routledge
- Carter, A. (ndg) The Routledge dance studies reader, Routledge
- Copeland, R. (2004) <u>Merce Cunningham</u>, Routledge
- Dodds, S. (ndg) <u>Dance on screen</u>, Palgrave
- Foellmer, S. (2018) <u>Performing arts in transition.</u> Routledge*
- Giersdorf, R. (2018) The Routledge dance studies reader. Routledge*
- Haas, J. G. (2010) <u>Dance anatomy</u>, Human Kinetics
- Hackney, P. (1999) <u>Making connections</u>, Routledge
- Hanna, J.L. (2006) <u>Dancing for health</u>, Altamira
- Hawkins, E. (2004) The Body is a clear place, Dance Horizons
- Katan, E. (2016) Embodied philosophy in dance, Palgrave
- Lansley, J. & Early, F. (2011) <u>The wise body: conversations with experienced dancers</u>, Intellect Books
- Lepecki, A. (2006) Exhausting dance, Routledge
- McFee, G. (1992) <u>Understanding dance</u>, Routledge
- Minton, S.C. & Faber, R. (2016) Thinking with the dancing brain, Rowman & Littlefield
- Shurr, G. & Yocom, R.D. (2004) Modern Dance Techniques & Teaching, Dance Horizons

These can be accessed in three ways:

- log into your OpenAthens account @ www.openathens.net/
- log into Dawsonera @ www.dawsonera.com/ or
 *www.taylorfrancis.com/ from an NSCD networked computer
- Search for the title on the library catalogue & click on the link provided. You can view the book there and then or download a copy for later...

If you have not set up an OpenAthens account please see the **Setting up an OpenAthens account** section of this guide.

Accessing electronic journals on and off-site











You can access a wide range of ejournals from the library computers and off-site via OpenAthens.

Access is quick and easy via the links on the library website @ www.nscd.ac.uk/library/ejournals/

EJOURNALS

You can access online content from a number of print journals subscribed to by the library



INGENTACONNECT

By accessing the ingentaconnect platform on any NSCD networked computer or from home via OpenAthens you can browse issues of these journals, as well as view and print full text articles:

- Choreographic Practices
- Dance, Movement & Spiritualities
- JAWS: Journal of Arts Writing by Students
- Journal of Arts & Communities
- Journal of Dance & Somatic Practices
- MASKA

OPENATHENS

INGENTA I ONSITE ACCESS

Or via the OpenAthens page @

www.nscd.ac.uk/library/openathens/

Don't forget to register for an OpenAthens account if you want to access things from home, on the bus or from your sofa...

https://register.openathens.net/cdd.ac.uk/register

Accessing Moodle

The school has created a private virtual learning environment (VLE) just for students, it is called Moodle.

You can access the Moodle from home, on your mobile, tablet or on-site @ https://moodle.nscd.ac.uk/

To log in you will need to enter your computer username and password or ask the IT/library staff for assistance.

Moodle gives you easy access to information and keeps you up-to-date with everything that's happening, it contains a range of resources which you may find useful whilst studying at NSCD.

Don't forget... You can use Moodle to book research/bibliographic 1 to 1 appointments with the Librarian.

Equipment reservations

It is possible to reserve AV kits for use on a particular date. For this system to work it is important that ALL borrowers return AV kits to the library by their due date.

You are able to **borrow**, **collect & reserve** AV kits at the library counter between **9.00-17.00**, **Monday-Friday** (when the Librarian and Library & Digital Assistant are on duty).

- You can request reservations up to 2 weeks in advance of the date you make your request
- Reservation requests need to be made at least 48 hours before the reservation date. e.g. make the request on Monday for a reservation on the Wednesday
- You can ONLY place one AV kit reservation at a time

Collecting AV kits reserved for Saturday.

You need to collect the AV kit before 17:00 on Friday.

How will I know my reservation is ready for collection? You will receive an email via your NSCD student email account. You can also ask at the Library counter.

What happens if I do not return my AV kit on time?

If you fail to return a kit you have on loan by the due date you will be fined and another borrower's reservation may be affected. We ask you to respect your fellow borrowers and return AV kits promptly.

Thank you for your co-operation

Printing, photocopying & scanning



A photocopier is provided for students to photocopy, scan or print. Your Student ID card will need to be activated on the library photocopier, the first time you use it. The Librarian or Library & Digital Assistant can guide you through the process.

You are provided with your own Papercut account. When you send items to print or use the photocopier credits will be deducted from your account. There is no charge for scanning

Print Type	Size	Cost/print
Black & white	A4 & A3	1p
Colour	A4 & A3	5p

NSCD has allocated you a number of free credits to get you started. Once these have been used, you can purchase further credits at the Library counter. Library staff will top up your account via software on the student computers.

Please ask the Librarian or Library & Digital Assistant for further assistance.

The school holds a CLA and NLA licence which allow students to copy for educational purposes, guidelines detailing what you can legally copy can be found above the photocopy machine.

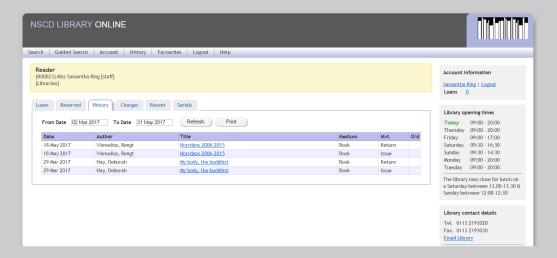
Sheet music and scores are **NOT** covered by the CLA licence.

Managing your library account

Students can access their borrowing record on the library catalogue (OPAC). Simply select the **My Account** icon on the side menu of the basic or advanced enquires screen and enter your library/computer number from your **Student ID & Library card.**

You will now be able to see what you have on loan, your loan history and if you owe a fine...

Using the loan history option in **My Account** can be useful when compiling bibliographies.



Don't forget to select the **log out** option once you've finished...

Using other libraries

The **SCONUL Access scheme** allows Conservatoire for Dance & Drama students and staff at **CBS**, **LCDS**, **NSCD** and **Rambert** to access university library services across the UK.

You can find more details about the scheme on their website @ www.sconul.ac.uk/sconul-access

You will require a library card from your home institution (your NSCD **Student ID & Library card**) and will need to apply online to utilise the scheme, please ask the Librarian for more details.

Or visit the Library website 'visiting other libraries' page for more details www.nscd.ac.uk/library/visiting-other-libraries/



The **SCONUL vacation scheme** also offers access to university libraries out of term. More details can be found @ www.sconul.ac.uk/page/summer-vacation-access

FIND OUT MORE...

Library & Archive Website

You can find **everything** you need to know about the Library & Archive and our collections on our website... **www.nscd.ac.uk/library/**

LIBRARY & ARCHIVE

Keeping you up to date with our resources & collections



EBOOKS

Discover which titles are available in our ebook collection



EJOURNALS

Find out more about our ejournal collections



GUIDES

Access our library guides, helpsheets & blog



NEWS & BLOG

Find out what's new in the library collections including new book titles, DVDs, Media Archive footage, etc



NSCD MEDIA ARCHIVE

Discover more about our media archive



OPENATHENS

Access our subscription databases via OpenAthens including Drama Online, Digital Theatre+ & more



USEFUL ONLINE RESOURCES

Discover & explore free online danresources



VISITING OTHER LIBRARIES

Information about accessing other academic, public & specialist libraries across the LIK

Tel 0113 2193020



www.nscd.ac.uk/library/



https://nscdlibrary.wordpress.com/blog/



www.twitter.com/NSCDLibrary



www.facebook.com/nscdlibrary



http://nscdlibrary.tumblr.com



