

# NSCD Library & Archive

## Guide





# CONTENTS

---

## **Welcome**

Accessing library services	02
The library section of the school website	02
Library guidelines & rules	03
Opening hours	04
Library websites & social networks	04
Finding your way around	05

## **Finding and borrowing...**

The library catalogue	06
The library collections	07
Books	08
CDs, DVDs & Videos	10
NSCD Media Archive	11
Electronic resources	12
Journals & ejournals	13
Information files	17
Newspapers	17
NSCD archive collections	18
Special collections	18

## **Information about...**

Setting up an OpenAthens account	19
Accessing electronic books & journals	24
Accessing Moodle	27
Equipment reservations	28
Printing, photocopying & scanning	29
Managing your library account	30
Using other libraries	31

## **Find our more.....**

Library & Archive Website	32
Contact & follow us	33

---

You'll find copies of all library guides  
&  
information about the library  
@  
[www.nscd.ac.uk/library/guides/](http://www.nscd.ac.uk/library/guides/)  
or  
via **Moodle**

# WELCOME

---

## 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/](http://www.nscd.ac.uk/library/)

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

# WELCOME

---

## 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.



# WELCOME

---

## Opening hours

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

You will find our standard opening times listed @ [www.nscd.ac.uk/library/](http://www.nscd.ac.uk/library/). A copy of the opening times for any given week can also be found on the library door.

## Library websites & social networks

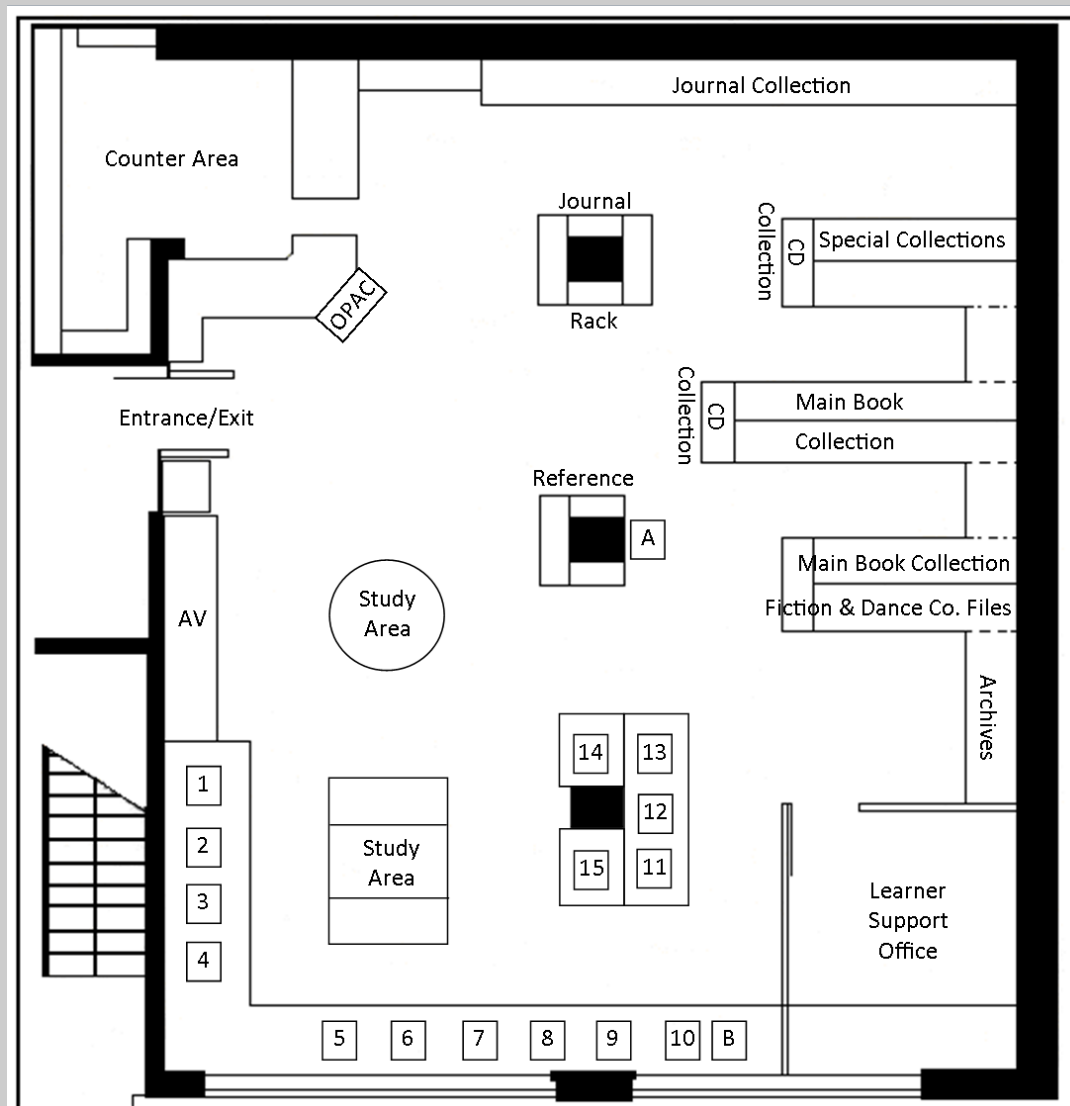
Changes to opening hours, additions to library stock, auditions of interest and any information we need to get to you quickly will be posted via the library Instagram account [@nscdlibrary](https://www.instagram.com/nscdlibrary).

Why not follow us and keep up with all things library?

[www.nscd.ac.uk/library/](http://www.nscd.ac.uk/library/)  
[@nscdlibrary](https://www.instagram.com/nscdlibrary)

# WELCOME

## 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.

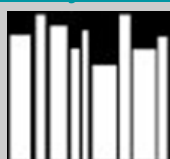


## FINDING AND BORROWING...

---

### 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 or the [library website](#).



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 on to the **NSCD Media Archive** and search for **M34 & M35**.

## FINDING AND BORROWING..

---

### 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

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)

## FINDING AND BORROWING...

---

### Books

You will need to use the catalogue/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. You can browse the shelves to locate a book or use the [Click & Collect](#) service by reserving books on the OPAC.

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

08

## FINDING AND BORROWING...

---

Some useful subjects and their class marks

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)

## FINDING AND BORROWING...

---

### 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.

### Borrowing a DVD or video

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

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.

## FINDING AND BORROWING...

---

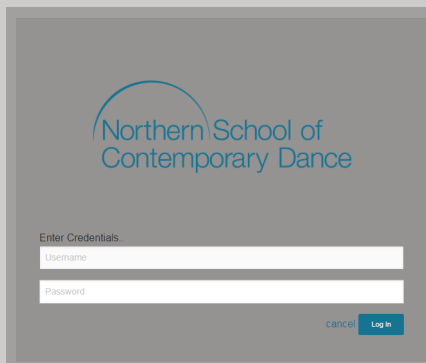
### NSCD Media Archive

As 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/](http://www.nscd.ac.uk/library/guides/)

Or find out more @ [www.nscd.ac.uk/library/nscd-media-archive/](http://www.nscd.ac.uk/library/nscd-media-archive/)

## FINDING AND BORROWING...

---

### Electronic resources

The library provides access to a range of electronic resources on-site & via the **OpenAthens** platform for off-site use. 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 off-site 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/](http://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/](http://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/](http://www.nscd.ac.uk/library/ejournals/)

[www.nscd.ac.uk/library/ebooks/](http://www.nscd.ac.uk/library/ebooks/)

## FINDING AND BORROWING...

---

### 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 Periodicals 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/](http://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/](http://www.nscd.ac.uk/library/ejournals/)



# FINDING AND BORROWING...

## 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/](http://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 | [online index](#)
- Dance Research Journal
- International Journal of Performance Arts & Digital Media
- Journal of Dance & Somatic Practices
- MASKA
- Performance Research
- Pulse
- Research in Dance Education

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

[OPENATHENS](#) [IBTD | 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 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.

You'll need your OpenAthens account if you are using the databases off-site...

## FINDING AND BORROWING...

---

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

PAJ

**Sacred Dance Guild Journal**

## FINDING AND BORROWING...

---

**Performing Arts Periodicals Database (PAPD)**  
on-site & via **OpenAthens** 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.

## FINDING AND BORROWING...

---

### 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 online access to **Arts Professional** on networked computers & you can access **The Stage** via our ejournal databases.

We hold some historical print copies in the journal collections. Historically any newspaper articles of interest were 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.

## FINDING AND BORROWING...

---

### 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.

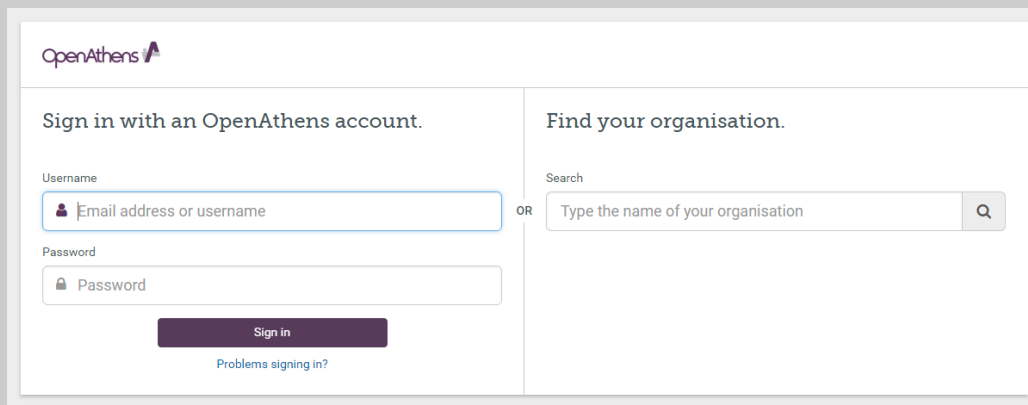
#### How can I access the special collections?

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

## INFORMATION ABOUT...

---

### Setting up an OpenAthens account

The screenshot shows the OpenAthens login interface. On the left, under the heading "Sign in with an OpenAthens account.", there are two input fields: "Username" with a placeholder "Email address or username" and "Password" with a placeholder "Password". Below these is a dark blue "Sign in" button and a link "Problems signing in?". On the right, under the heading "Find your organisation.", there is a search bar with the placeholder "Type the name of your organisation" and a magnifying glass icon. The word "OR" is positioned between the two sections.

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/](http://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...

## INFORMATION ABOUT...

---

E-resources available on-site & via [OpenAthens](#)



[Dance Online : Dance in Video I & II](#)

Digital Theatre+

[Drama Online](#)

IngentaConnect (ejournals)

[International Bibliography of Theatre & Dance \(IBTD\)](#)

Performing Arts Periodicals Database (PAPD)

[Theatre in Video | Theatre Performance & Design Collection](#)

Taylor & Francis Online (ebooks)

[Taylor & Francis \(ejournals\)](#)

You can also access [VLeBooks](#) by logging on via the 'Office 365' option using your school email/computer account credentials.

## INFORMATION ABOUT...

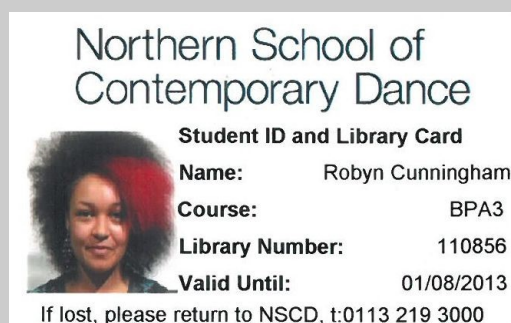
---

### How do I set up an OpenAthens account?

In order to access these resources off-site 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/](http://www.nscd.ac.uk/library/openathens/)

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

[Log in](#) | [Create account](#) | [Renew account](#) | [Reset password](#)

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



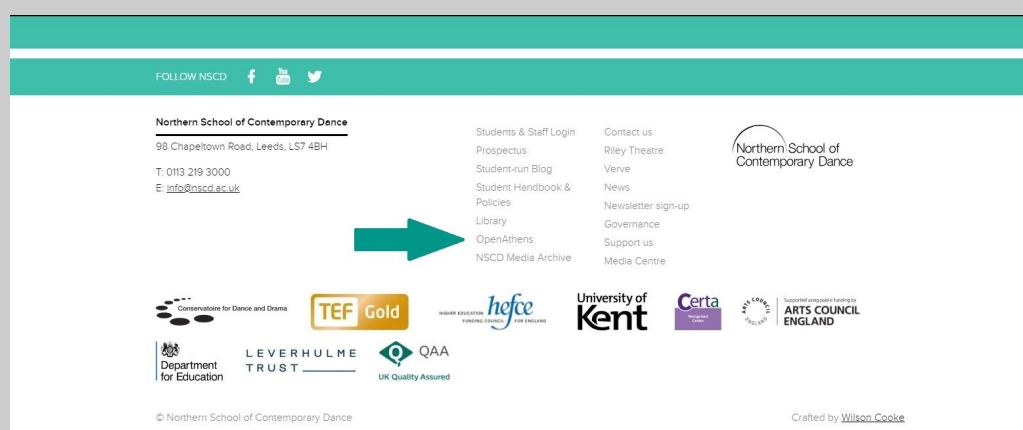
## INFORMATION ABOUT...

You will receive an email confirming your personal account and password. This account will be valid until July the following year - 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 at home via:

- Click on any of the 'OpenAthens' buttons on the library website @ [www.nscd.ac.uk/library/openathens/](http://www.nscd.ac.uk/library/openathens/)
- Log on at [www.openathens.net/](http://www.openathens.net/)
- Go to [www.cdd.ac.uk](http://www.cdd.ac.uk) or [www.nscd.ac.uk](http://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

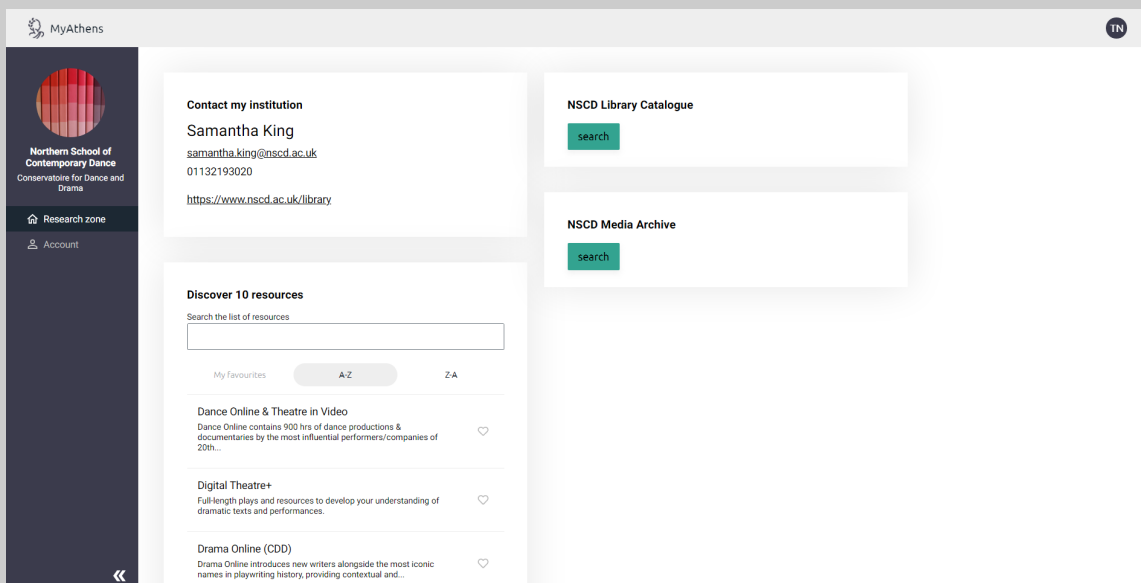


# INFORMATION ABOUT...

## Useful information

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

[www.openathens.net/](http://www.openathens.net/)  
or  
by emailing [library@nscd.ac.uk](mailto:library@nscd.ac.uk)



# INFORMATION ABOUT...

## 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...



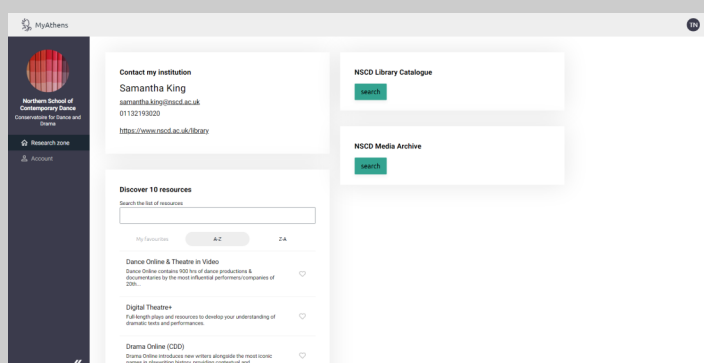
## Accessing electronic books & journals via OpenAthens

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 Taylor & Francis online database to view e-books and the PAPD, IBTD, Taylor & Francis and the IngentaConnect databases to view e-journals. You can also access a range of ebooks on VLeBooks using your email/computer credentials & the O'Office 365' log on option.

To access these databases off-site simply log onto OpenAthens with your username and password and select the resource you wish to access.

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/](http://www.nscd.ac.uk/library/openathens/)



## INFORMATION ABOUT...

---

### Accessing electronic books via the internet

The library at NSCD has purchased a range of e-books for students and staff, you can access a full list on the library website:

<https://www.nscd.ac.uk/library/ebooks/>

These ebooks can be accessed in three ways:

- Off-site | Log into your OpenAthens account @ [www.openathens.net/](http://www.openathens.net/)
- Access VLeBooks or [www.taylorfrancis.com/](http://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 are off-site you'll need an OpenAthens account to access our Taylor & Francis ebooks.

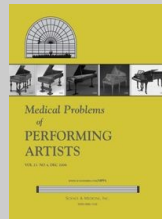
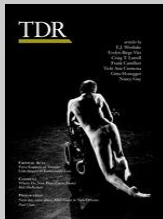
If you have not set up an OpenAthens account please see the **Setting up an OpenAthens account** section of this guide.

To access VLeBooks off-site you'll need your NSCD email/computer log on credentials, using the 'Office 365' log on option.

Access is also available via the Library website @ <http://www.nscd.ac.uk/library/ebooks/>, simply click on the title you wish to view...

# INFORMATION ABOUT...

## 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/](http://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 | ONSITE ACCESS

Or via the OpenAthens page @

[www.nscd.ac.uk/library/openathens/](http://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>

# 26

## INFORMATION ABOUT...

---

### 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 or the Library & Digital Assistant..

## INFORMATION ABOUT...

---

### 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.

You can also borrow AV kits on spec, if they are available. Simply ask at the counter between 9:00-17:00, Monday to Friday.

**Thank you for your co-operation**

## INFORMATION ABOUT...

---

### 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.



# INFORMATION ABOUT...

## 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** in both fields.

You will now be able to see what you have on loan, your loan history and if you owe a fine... you can also reserve books via the [Click & Collect](#) scheme.

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

The screenshot shows the NSCD Library Online interface. At the top, there's a navigation bar with links: Search, Guided Search, Account, History, Favourites, Logout, and Help. Below this, a yellow box identifies the user as 'Reader (R00023) Miss Samantha King [staff] [Librarian]'. The 'History' tab is selected, showing a table of loan records. The table has columns for Date, Author, Title, Medium, Mvt., and O/d. The records show loans from May 2017 for books like 'Horridans 2006-2015' and 'My body, the buddhist'. On the right, there's a sidebar with 'Account information' (Samantha King | Logout, Loans), 'Library opening times' (Today 09:00 - 20:00, etc.), and 'Library contact details' (Tel. 0113 2193020, Fax. 0113 2193030, Email Library).

Date	Author	Title	Medium	Mvt.	O/d
18 May 2017	Vansellus, Bengt	Horridans 2006-2015	Book	Return	
18 May 2017	Vansellus, Bengt	Horridans 2006-2015	Book	Issue	
29 Mar 2017	Hay, Deborah	My body, the buddhist	Book	Return	
29 Mar 2017	Hay, Deborah	My body, the buddhist	Book	Issue	

The **Reserved** section allows you to check on the status of items you have reserved.

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

## INFORMATION ABOUT...

---

### 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](http://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/](http://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](http://www.sconul.ac.uk/page/summer-vacation-access)

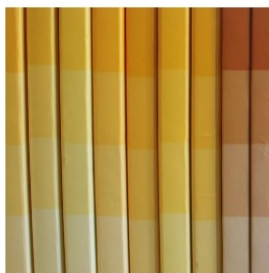
## FIND OUT MORE...

### 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/](http://www.nscd.ac.uk/library/)

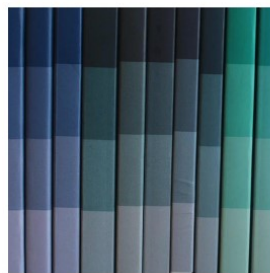
## LIBRARY & ARCHIVE

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 dance resources



#### VISITING OTHER LIBRARIES

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



## CONTACT & FOLLOW US...

---

**Tel** 0113 2193020

**@** library@nscd.ac.uk

[www.nscd.ac.uk/library/](http://www.nscd.ac.uk/library/)



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



[www.twitter.com/NSCDLibrary](http://www.twitter.com/NSCDLibrary)



[www.facebook.com/nscdlibrary](http://www.facebook.com/nscdlibrary)



<http://nscdlibrary.tumblr.com>



**Follow us on Instagram for the most up to date news on new books & changes to opening times...**

**[@nscdlibrary](#)**

**NOTES...**

---

**NOTES...**

---