

Library and Information Resources

Library Services

Richmond has a library on both campuses and while each supports the courses taught at that campus, students have access to and are welcome to use either library. The University libraries contain more than 80,000 volumes, including videos and DVDs, subscribe to some 250 print journals, and have access to over 20,000 online periodical titles. A full list of the journal resources along with subject guides to the Internet, help with research, and details of library services can be found on the library's website at <http://www.richmond.ac.uk/resources/library/index.htm>. While the University library has a lot to offer in support of the courses taught, students are also able to make use of the document delivery service from the British Library (at no cost to the student). In addition, students are encouraged to visit the many specialized libraries within the London area, and library staff can assist in gaining access to these.

Richmond librarians readily assist all students in the development of research skills and in the effective use of information resources. An Information Literacy and Research Methods course is taught to all students as part of ENG 112, and library staff offer classes at the upper division to all Research and Writing Methods students. In addition, students can receive individual, tailored help on a one-to-one basis, through the online reference service, or through the Term Paper Assistance program.

Technology Services

Richmond has eight student computer labs with more than 140 current specification computers and high quality laser printers. In addition, the Center for New Media is an Apple Macintosh lab for multi-media authoring, digital video-editing, and graphics. All computers are connected to an advanced Richmond network with high-speed Internet access.

A growing wireless network enables students with their own laptop computers to connect to the campus-wide network.

Technology is widely used in teaching and learning. Many Richmond courses employ Blackboard®, a virtual learning environment that supplements classroom teaching. There are also three fully equipped smart classrooms. Internet connections supported by laptop computers and data projectors can be used in most classrooms.

Responsible Use of Information Resources

The University's commitment to maintaining the quality of information resources requires all members of the University to use information services wisely. This responsibility is stated in the *Library Rules and Regulations*, the *Computer Network Access and Use Regulations* and the *Guidelines on AV Equipment and Services*. These rules are posted on the website and are available for all members of the University community.

Data Protection Act

The University complies with the provisions of the Data Protection Act 1998 (UK). All data is securely held in the University or on secure systems in the US and is treated confidentially and with sensitivity. These systems also comply with US legislation. Data is used for a range of internal University activities. Under terms of the Act, students, staff, and alumni have the right to know how their data is used for designated purposes.

