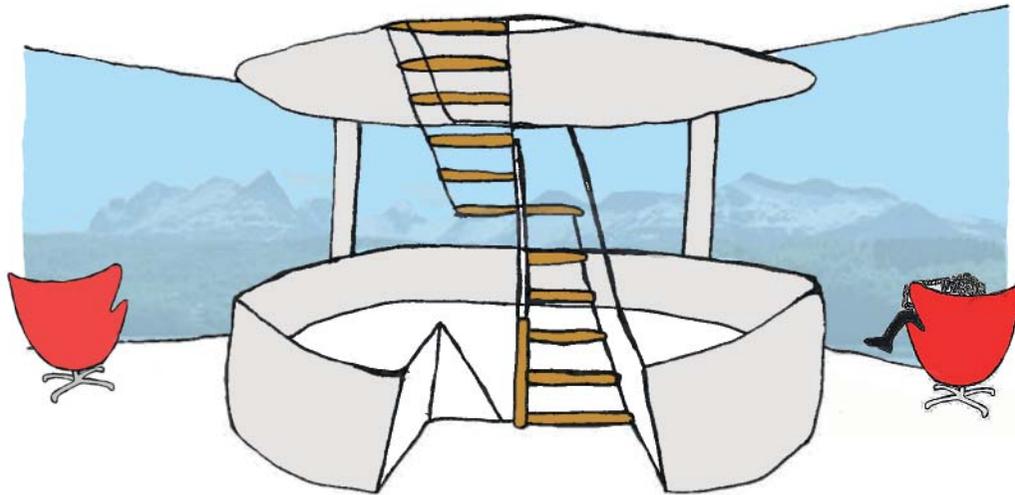


# The international student's library survival guide



## Welcome!

**As an international student**, we know almost for sure that you will spend a lot of time in the Library. We hope you will find the surroundings you need to study well. Moreover, we are here for you. No question is too strange for us. We want to help you find sources you did not know you needed in the first place.

**Our job** is to ensure that you get the most out of the resources available in the Library to support you in your studies.

**Most of this information** is also available at [nord.no/en/library](http://nord.no/en/library), but we know how busy you are. Therefore, we decided to gather the most important information in a handout.

## Opening hours

**The Library** (basement and ground floor):

Monday – Thursday : 8 am – 7 pm

Friday : 8 am – 3 pm (3:45 pm from September 19)

**The study space** (top floor) is open 24/7. You have access with your student card. Access from the side doors outside the Library's opening hours.

## Contact information

Universitetsalléen 11, 8049 Bodø

Ring: 75 51 73 70

Mail: [ubbodo@nord.no](mailto:ubbodo@nord.no)

[nord.no/en/library](http://nord.no/en/library)

Facebook: Nord Universitetsbibliotek - Bodø, Mo i Rana, Vesterålen

## Library card

**Student card = library card**  
**+ after-hours access card**  
**+ printing card**

**You can borrow** from the Library once you have \$ paid your semester fees \$ and collected your student card from the info desk.



## Where do I find the book / article about... ?

**You can search** for almost all our resources in the Library's search engine Oria. Access Oria at [uin.oria.no](http://uin.oria.no).

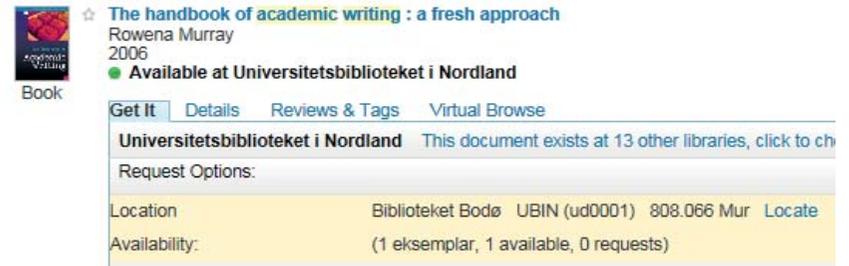
**Search Oria:**

- Click on the Norwegian flag (top right of page) and select English as your preferred language.

- Enter search terms such as the title of the book or article you are interested in, author surname and/or keywords and click the Search icon. Here we will use a search with the term "academic writing" as an example.

**If you can click "Get it" under a result, it is available as a physical resource.**

- Click "Get it" to find out where it is located.



Book

☆ **The handbook of academic writing : a fresh approach**  
Rowena Murray  
2006  
● Available at Universitetsbiblioteket i Nordland

Get It Details Reviews & Tags Virtual Browse

Universitetsbiblioteket i Nordland This document exists at 13 other libraries, click to ch

Request Options:

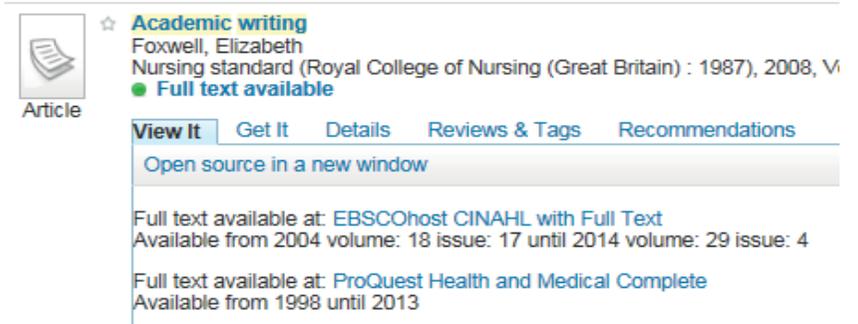
Location	Biblioteket Bodø	UBIN (ud0001)	808.066 Mur	Locate
Availability:	(1 eksemplar, 1 available, 0 requests)			

- In this case there is one copy (= eksemplar) available at the Library in Bodø and it has the call number 808.088 Mur. You need this number to find the book on the shelf.

- Click "Locate" to see exactly where in the Library the book is located.

**If you can click "View it" under a result, it is available as an electronic resource.**

- Click "View it". A list of databases through which you can access the material will now appear.



Article

☆ **Academic writing**  
Foxwell, Elizabeth  
Nursing standard (Royal College of Nursing (Great Britain) : 1987), 2008, V  
● Full text available

View It Get It Details Reviews & Tags Recommendations

Open source in a new window

Full text available at: [EBSCOhost CINAHL with Full Text](#)  
Available from 2004 volume: 18 issue: 17 until 2014 volume: 29 issue: 4

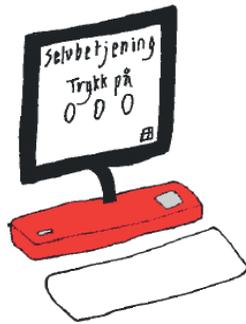
Full text available at: [ProQuest Health and Medical Complete](#)  
Available from 1998 until 2013

- Click on the name of one of the databases to access the material.

- If you are connected to Nord University's wifi, you will be forwarded to a page with the material. If you are off campus, sign in with your student number and Fronter password to access the material.

# How to use the self-service machines

- Press "Språk" (bottom right of screen) to select English or Russian as your preferred language.



## Borrowing

- Press "Checkout"
- Scan the barcode on your student card
- Place all the items you wish to borrow on the rectangle
- Once you see the title of an item on the screen, it is on loan to you
- Finish with a receipt. This way you will have the due date for each item you have borrowed

## Check your loan status

- Press "Patron Status"

## Renew your loans

- Press "Renew all"

# Borrowing times

**Books** = 4 weeks (2 weeks if someone else has requested the book)

**Periodicals and other material** = 2 weeks

**You can** renew your loan as many times as you wish within the first 90 days of borrowing it. Renew your loan via Oria (sign in with your student number + Fronter password and go to "My account"), at the self-service machine or contact us.

**You cannot renew** a loan if another user has reserved the item or if you have unpaid fines.

**To put yourself** on a waiting for a book out on loan, find it in Oria and click "Get it" under it. Then click "Sign in for more options", sign in with your student number and Fronter password and click "Request". You will receive a text message or e-mail when the book is ready for pick-up at the loans desk. You have five days to pick it up after receiving the text message / e-mail.

**You can incur** fines and have your borrowing rights suspended for returning borrowed items after the due date.



## Fines

**1st reminder** = free of charge but you will soon receive the second reminder

**2nd reminder** = NOK 25,- per book

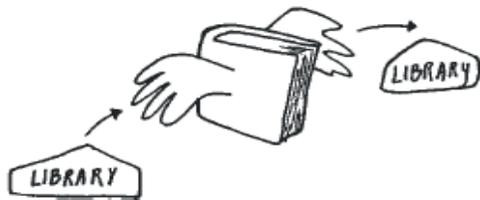
**3rd reminder** = another NOK 25,- per book and a claim for compensation (it is expensive, you do not want to end up here!)

Complete overview at [nord.no/en/library/borrowing](http://nord.no/en/library/borrowing) > **Borrowing - Bodø, Mo i Rana, Vesterålen**

## If we do not have the book you are looking for...

... **you can** order it from another Norwegian academic library FOR FREE via **Oria!** Select the tab "All libraries" in Oria. If you find the material here, you can order it free of charge.

Read more at [www.nord.no/en/library/borrowing](http://www.nord.no/en/library/borrowing) > **Borrowing - Bodø, Mo i Rana, Vesterålen**



## Where do I find pensum (course literature)?

**In Norway** students usually spend a lot of money on purchasing PENSUM books and compendia. We realise that the books are very expensive.

**The Library** only holds a **limited number of copies** of books listed on course reading lists, often 1 to 3 copies. In general, at least one copy of the book can be loaned for one day.

**You will find** journal articles listed on course reading lists in our databases.

**We do not** hold copies of course reading collections (compendia). You may purchase these at Akademika.

### Some suggestions:

- Borrow PENSUM books early in the semester (it will be easier to get a hold of them then!) and make the notes you need. But do not hold on to the books for longer than necessary!

- Share the book with fellow students when it is on loan to you.

- Scan the pages you need. You can scan up to 15 % of a book for your own personal use.

- Find journal articles via our databases and save a PDF to your computer.

### Finding your course literature

- Go to [nord.no](http://nord.no) > **STUDIES > Study programme search.**

- Search for your course or programme.

On the programme page:

- Expand "Programme overview"

- Click on your course

- Expand "Recommended or required reading". If your course literature has not been posted here, you should be able to find it on your course page in Fronter or receive it from the person responsible for your course.

- Search Oria to find your course literature in the Library.

## The Databases List

[nord.no](http://nord.no) > **LIBRARY > FIND RESOURCES > Databases A-Z > Databases - Bodø, Mo i Rana, Vesterålen**

**Databases?** Oh yeah, it is a jungle out there. A huge information jungle.

**The Databases List** is the complete overview of the electronic resources the Library subscribes to.

**The Subject Guides** present the databases most relevant to your academic field.

**Access most of** our e-books via the database Ebrary and international newspapers via the database Factiva.

**Sign in** with your student number and Fronter password to access databases off campus.

# Using the library

**The Library** in Bodø offers working spaces and solutions to suit all types of study.

**No matter whether** you wish to discuss course literature with fellow students over a cup of coffee or study in a calm environment, we have the right study space for you!



## Group rooms (top floor)

**The Library** has 20 group study rooms, each with a PC and a blackboard. Go to [nord.no](http://nord.no) > **STUDENT** > **Room booking** to book a group room.

- Select English as your preferred language (top right of page)
- Click on "Bruk denne link før at logga in via Feide"
- Log on with your student number and Fronter password
- Select "room booking"
- Choose a date and time (in the future) and press OK
- Choose a room (the library rooms are numbered 2524 - 2543) and press PROCEED
- Click "Reserve"

## Quiet reading room (top floor)

**The quiet reading room** is for silent study. No mobile phones or laptops allowed here.

## Wifi and internet

**Stationary PCs** and laptop ports are available to help you get online.

**You may use the wifi network "Student"** after paying your semester fees and activating your student account. **Sign in with your student number and Fronter password.**



## Printing / scanning / copying (all floors)

**There are 5 printers** in the Library: 2 on the top floor, 2 on the ground floor and 1 in the basement.

**You may send** print jobs to the printers from your own computers or one of the computers in the Library.

**How to send a print job to the printers from your own computer:**

- Go to [nord.no](http://nord.no) > **STUDENT** > **Student printing** > **Go to wireless printing - Bodø**
- Sign in with your student number and Fronter password
- Follow the instructions on the screen

## How to send a print job to the printers from a computer in the Library:

- Log on to the computer with your student number and Fronter password

- Open the document you wish to print and set your printing preferences (single- or double-sided, colour or black/white)

- Check that you have selected the printer "FollowMe"

- Click "Print"

- You may retrieve your print job from any printer within in the next hour by swiping your student card

- Press "Utskriftsjobber"/"Release documents", select the print job(s) you wish to print and press "Skriv ut"/"Print"



**Remember** that it is legal to scan or copy up to 15 % of a book for your own use. Please note that scanned documents only can be to your student e-mail.

**As a new student** you have NOK 30,- (approx. 30 double-sided pages) to print for on your student card.

**If you need** to buy printing credit, go to [nord.no](http://nord.no) > **STUDENT** > **Refill printing quota**.

**Depending on** your cardholder's security, you may need a little code/ security gadget to be able to buy printing credit.

## Getting help

**We are available** to offer individual guidance. The Library also offers workshops and training to help you succeed in your studies.

## Loans desk

**Visit the Loans desk** to collect your reserved materials and for help with searching Oria, renewing loans and borrowing.

The self-service machines are located opposite the Loans desk.

## Workshops and training

**We offer courses** in EndNote referencing software, database searches and academic skills.

Visit [nord.no](http://nord.no) > **LIBRARY** > **WRITE AND CITE** > **Workshops and training** to read more and register.

**You can also** make an appointment for individual help with EndNote, searching, source evaluation, questions regarding plagiarism.

E-mail [ubbodo@nord.no](mailto:ubbodo@nord.no).

## IT helpdesk

**Problems with** your student card? Access denied @ the printer? Unable to connect to the wifi?

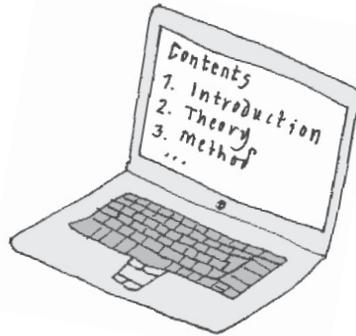
**Contact the IT Helpdesk** at [helpdesk@nord.no](mailto:helpdesk@nord.no) or on 75 51 72 72. Exit the Library on the top floor - to the right.

# Our tips for writing an academic paper

## Check out the Library's search tips

A good academic paper often sheds light on a research question based on a wide range of sources.

Check out our tips to help you as you search for sources for a paper at [nord.no/en/library/finding-sources/finding-sources-paper](http://nord.no/en/library/finding-sources/finding-sources-paper).



Reference list  
Aubretsch, D. (2012). *Entrepreneurship Management Decision*, 50(5)  
Neel, S. G. & Fuligni, A. (2010). *Of School Belonging and Across High School. Child* 678-692. doi:10.1111/j.

## Cite your sources correctly

When writing an academic paper, you will inevitably use information sources, for example when you present background information on your topic or write about ideas and theories that support or challenge your argument.

It is good academic practice to acknowledge that you have used the ideas of others by referencing, that is crediting your sources both in the body of your paper and in your reference list.

To avoid plagiarism we strongly recommend that you make sure you know how to reference correctly.

You should also familiarise yourself with rules and regulations regarding referencing at Nord University: [nord.no/en/studies/exam](http://nord.no/en/studies/exam).

At [nord.no/en/library/write-and-cite](http://nord.no/en/library/write-and-cite) you will find resources to help you with citing sources.

The Graduate School of Business, the Faculty of Social Sciences and the Faculty of Biosciences and Aquaculture primarily use the Harvard referencing style, whereas the Faculty of Professional Studies primarily uses the APA 6th referencing style.

You will find guides to these styles at [nord.no/en/library/write-and-cite](http://nord.no/en/library/write-and-cite).

## Outsource your referencing to Endnote

Citing your sources correctly is tricky. Using the reference management software EndNote makes it all much easier. EndNote helps you collect and store references from any database, cite systematically in Word and create instant bibliographies.

EndNote is installed on all the computers in the Library.

Want your own copy? Download it from the EndNote page in the Fronter room "Information all users -o- Informasjon alle brukere".

Want to learn how to use EndNote? The Library runs courses on a regular basis. Keep a look out for information on our info screens, the Library website or ask us. It takes 1-2 hours to learn and the course is free.

# Norwegian - English dictionary

**Bibliotek** = library

**Kopimaskin/skriver** = printer

**Kort** = card

**Brukernavn** = user name

**Passord** = password

**Kart** = map

**Tidsskrift** = periodicals / journals

**(Purre)gebyr** = fines

**Veiledning** = information / guidance

**Utlån** = loans desk

**Åpningstider** = opening hours

**Utlånsfrist** = due date

**Grupperom** = group room(s)

**Bestille** = request

**Stille lesesal** = quiet reading room

**Logg på** = sign in / log in

**Logg av** = sign out / log off

**Dagslån** = one-day / overnight loan

**Pensum** = course literature

**Utskrift/skriv ut** = print

**Utskriftsjobb** = print job

**Andre etasje / 2. etg.** = top floor

**Første etasje / 1. etg.** = ground floor

**Underetasje / u. etg.** = basement level

**Utlånsautomat / utlån** = self-checkout machine

**Innlevering** = return of books

**Selvbetjening** = self-checkout/  
self-service

