



Using print and digital media to promote Library services

Sarah Kelly

USTLG Meeting

Friday 16 May 2014

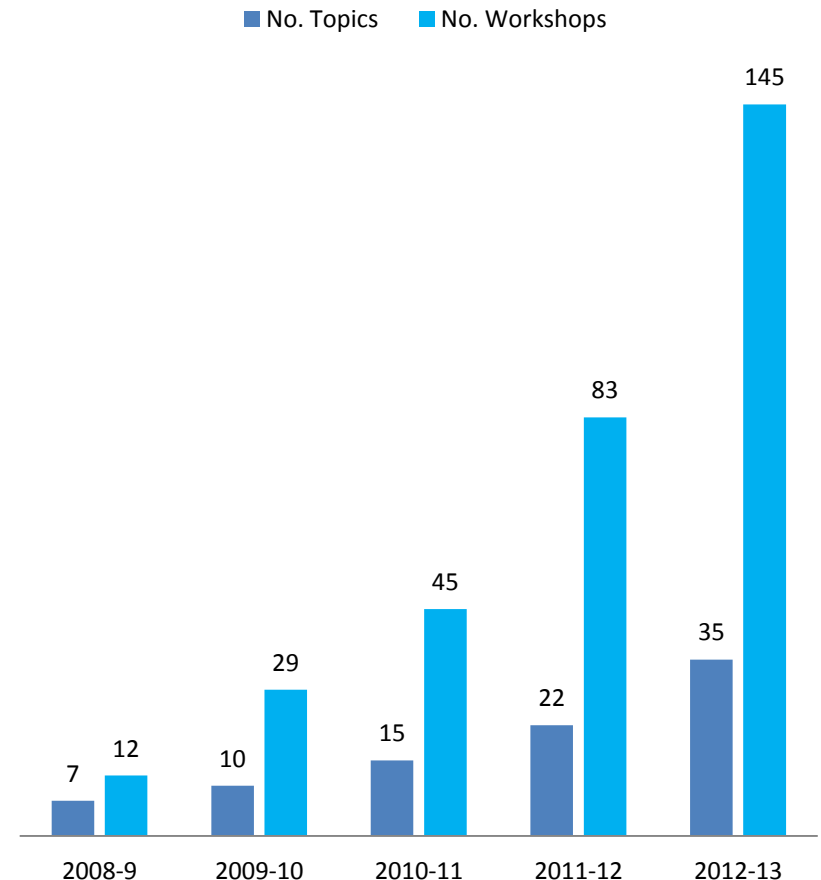
Promoting the role of libraries, library services and librarians
Heriot-Watt University

Overview

- the sorts of things we have done here at HW
 - workshop programme
- what worked well / what didn't
 - we've tried out a lot of things
 - ideas that you may wish to take away...or reject
- other promotional activities
- things that have hampered promotion
 - 'challenges'
- some ideas for the future...

5 years of the Library Workshop Programme

- **2008/9 workshops started**
 - Semester 1: 3 topics / 3 workshops
 - Semester 2: 6 topics / 9 workshops
- **2009/10**
 - Semester 1: 9 topics / 14 workshops
 - Semester 2: 8 topics / 15 workshops
- **2010/11**
 - Semester 1: 8 topics / 15 workshops
 - Semester 2: 17 topics / 30 workshops
- **2011/12**
 - Semester 1: 21 topics / 41 workshops
 - Semester 2: 21 topics / 42 workshops
- **2012/13**
 - Semester 1: 32 topics / 61 workshops
 - Semester 2: 33 topics / 84 workshops



5 years of workshop Marketing

- 2008/9
 - In-house marketing using Adobe In-Design and MS Publisher
 - A3 posters and A5 flyers
 - Workshop description
 - a tagline/question
 - a 'fun and intriguing' title
 - blurb/description

Library Workshops 2008

Anderson Room, Library top floor

What do you want to do?

The library has many resources and services that can help with learning, teaching and research. It's the summer time when everyone is busy, so we know not everyone is aware of the library's help. In an attempt to answer your most frequently asked questions and help you find, use and manage the academic literature, we offer the following workshops:

How can you access full-text articles on and off-campus?

Let's Get It On(Line)
Wed 8th October, 12.15-1.45 (session for students)

Can't make it to the library? Don't have the time to go? Don't want to spend the money on your paper and want to study with your laptop on and a cup of tea in your hand? ...Then come!

OK, it would be nice to see you in the library... we do have lots of printed stuff, computers, individual and group study rooms - and a cafe... but we have loads of stuff available online too which you can access at home or in halls, or from the other side of the world.

Come along and get answers to your questions - What can I get online? How do I login? What passwords do I need? What can I get the full text? What journals do I need?

Confused about citing and referencing?

The Cite is Right
Wed 29th October 12.15-1.45 (session for students)

- I know about citing but I'm confused!

- There's a lot of hard work and I don't know how to do it!

Well, it's a bit of hard work and I don't know how to do it! But we'll talk about what it all means, the benefits of getting things right and how to make the whole thing as easy as... well, citing and referencing.

Must if you want to avoid spending a day finding and typing up your references!

Want to help your students read the right materials for their course?

Finders Keepers, Readers Keepers
Wed 26th November, 12.15-1.45 (session for staff)

By creating research materials for us, we hope to encourage your students to read more appropriate sources for their coursework.

This session is a chance to get good reading materials, directly to students through MASH.

In addition to no common chat reading, we will look at extending other tasks and resources to help students find and use what they need.

Anderson Room, Library top floor. Please bring lunch along. Coffee and tea provided.
www.hw.ac.uk/library/workshops

SEMESTER 2 PROGRAMME

LET'S GET IT ON(LINE)!

- Can't make it in to the library!
- Don't fancy the bus trip to campus!
- Fancy spending the morning in your pyjamas and want to study with your slippers on and a cup of tea in your favourite mug!

...You can!

OK, it would be nice to see you in the library... we do have lots of printed stuff, computers, individual and group study rooms - and a cafe... but, we have loads of stuff available online too which you can access at home or in halls, or from the other side of the world.

Thousands of full-text journals, lots of electronic books and more are all available off-campus 24/7 - that's seven days a week, including Saturdays and Sundays... and Mondays and all other days of the week!

Come along to find out what you can get online, how to login, what passwords you need and get answers to your questions.

Thurs 22nd January 12.15-13.45
Anderson Room, Library Top Floor

Bring your lunch.
Coffee and tea provided.

www.hw.ac.uk/library/workshops.html



- 20010/11

- Increasing numbers of workshops offered
- Non-Library presenters
- Semester 2 devised a new look for our marketing
- Still in-house
- A4 4 page print booklet
- 1st use of quotes from previous participants
- 1st use of A3 chronological poster
- 1st use of plasma screen
 - 1 per topic per week
- 1st evening and weekend sessions
- All activities labour intensive
 - learning new graphic design software

Heriot-Watt University Library
What would you like to do?

update the study teach comment

Library Workshops 2010-11 (Semester 2)

The One is Right
Confused about citing & referencing?
Then "One is Right" is this session. We'll cover what it's all about, what to use, how it can help you avoid plagiarism and how to make the whole thing easier. Give yourself advice on good practice and teacher briefly on EndNoteWeb.

Wed 19 Jan or Fri 21 Jan or Mon 21 Feb or Fri 25 Feb
12:00 - 12:00
Presenter: Markie Kennedy / Sarah Kelly, Librarian

Citing & Referencing - Harvard Style
Need to know more about citing & referencing with Harvard?
Learn how to cite and reference using the Harvard system. Get an overview of the citing and referencing process with details and examples of how to reference using this (author, date) style.

Tues 21 Jan or Thurs 24 Feb 10:00 - 10:00
Presenter: Linda Knox, Librarian

Excellent workshop.
The most helpful dissertation related lecture so far

EndNoteWeb
Reference notes to a mass? Citing & referencing a bit of a chore?
Are you getting down details of sources on scraps of paper that get lost? Can't find the page numbers of that really good quote? Find out how EndNoteWeb can help you: create references lists & add citations to your text - automatically
export your references to reference lists

Wed 3 Feb 10:00 / Fri 19 Feb 10:00 / Mon 12 Feb 12:00 - 12:00
Presenter: Markie Kennedy, Librarian

Citing & Referencing Clinic
There are so many options provide an opportunity to ask specific questions or be given more detailed guidance on how to properly reference your work. Bring your own work or research to reference on questions to ask.

Wed 26 Jan 11:00 - 11:00
or Fri 25 Feb 10:00 - 10:00
See website for more details

... well delivered, clear, good pace and well prepared
Very good and knowledgeable lecturers.

Anderson Room, Library (top floor)
No need to book. Just come along. You can bring your lunch.
<http://www.hw.ac.uk/library/workshops.html>

Heriot-Watt University Library
What would you like to do?

update the study teach comment

Library Workshops 2010-11, Semester 2

1000000
Monday 17 12:00 - 12:00
Literature Searching/Review
Wednesday 19 12:00 - 12:00
The One is Right
Thurs 20 12:00 - 12:00
Time Management
Friday 21 12:00 - 12:00
The One is Right
Mon 25 10:00 - 10:00
Citing & Referencing - Harvard Style
Wed 26 10:00 - 10:00
How to Stop Putting Things Off: Tips & Techniques
Wed 26 15:00 - 15:00
Citing & Referencing Clinic
1000000
Thurs 1 10:00 - 10:00
Literature Searching/Review
Wed 2 10:00 - 10:00
EndNoteWeb
Thurs 3 12:00 - 12:00
Google - The Twisting Link
Thurs 3 10:00 - 10:00
How to Manage Stress: Tips & Techniques
Thurs 3 10:00 - 10:00
Feedback Your Book
Thurs 3 12:00 - 12:00
Citing & Referencing - Harvard Style
Wed 3 12:00 - 12:00
The Exam Survival Guide
Wed 3 12:00 - 12:00
How to Stop Putting Things Off: Tips & Techniques
Wed 3 15:00 - 15:00
Feedback Your Book
Wed 3 12:00 - 12:00
The Exam Survival Guide

Anderson Room, Library (top floor)
No need to book. Just come along. You can bring your lunch.
PICK UP A LEAFLET IN THE LIBRARY - www.hw.ac.uk/library/workshops.html
CHECK THE WEBSITE FOR WORKSHOP TIMES

• 2011/12

- Continued with the A4 booklet and the A3 poster
- Experimented with aligning workshops with SCONUL 7 pillars
- More non-Library presenters
- External presenter from Springer
 - ‘lunch and learn’ session
- Moving away from ‘fun’ titles
- 1st use of calendar
- Booklet is now 6 pages long
- Plasma screen used for topic and weekly slides

Be Prepared! The Exam Survival Guide
Don't let exams get you down.
Being prepared, as Shanti assert the world will smile, is key to success - especially when it comes to exams. Find out how to:

- mark courses, not books
- decide which questions to answer and in what order
- communicate what you have learned
- avoid what really irritates examiners
- derive revision strategies
- avoid making common mistakes

Wed 09 Mar at 12:15 - 13:15
Presenter: Isabelle Portogues, IDS

Doing Group Work
Tips and techniques for working with others.
Participants will explore group dynamics by working in groups on discussion tasks. They will be encouraged to take on a variety of roles within the group and reflect on their own performance.
Fri 09 Apr 12:15 - 13:15
Presenter: Cheryl Alexander, IDP

How to Manage Stress: Tips & Techniques
Feeling a bit stressed or anxious with lots of work to do? Using Cognitive Behavioural Principles this workshop will show you some useful strategies to remain calm, feel good and manage your workload effectively by applying:

- breathing techniques to help manage anxiety
- time and stress management strategies to cope with your workload effectively

Wed 13 Oct 12:15 - 13:15
Presenter: Emma Telford, Student Support

The Library workshop programme aims to develop key information and study skills, which will help you to:

- Identify** Define your information topic and focus research questions clearly
- Locate** Select an appropriate range of information sources and search tools
- Plan** Construct searches using a range of strategies and search techniques
- Evaluate** Locate and assess the information you need
- Apply** Apply appropriate review and quality checks, to information found and sources used
- Manage** Organise and use information appropriately and effectively
- Present** Communicate information and knowledge in a variety of ways

More online: www.hw.ac.uk/groups/information www.hw.ac.uk/publications/innovated.pdf

www.hw.ac.uk/library/workshops.html

Heriot-Watt University Library
What would you like to do?
Library workshop programme 2011-2012 (Semester 1)

What!
The library workshop programme offers a range of drop-in sessions aimed at enhancing information and study skills. Choose from a variety of topics - from finding information online to preparing for exams and from essay writing to coping with stress. We can search to find out more on how to identify, locate, plan, gather, evaluate, manage and present information more effectively.

When!
Sessions are held at 12:15-13:15 or 16:15-17:15, with many sessions repeated throughout the Semester. See reverse for calendar, dates and times.

Where!
The workshops are held in the Induction Room or the adjacent Library Teaching Room, both on the top floor of the Edinburgh Campus Library (2nd floor) and also on the appropriate rooms.

Remember!
More information online. There's no need to book. Just come along. However, places are limited to available space.

Need links and notes?
If you can't attend, slides are available online - or you can contact the presenter to arrange a one-to-one or group review.

ABOUT THE PRESENTERS

<p>Isabelle Portogues Effective Learning Service (ELS) Isabelle provides one-to-one tailored appointments in any aspect of effective learning (the Induction and study drop-in group sessions/workshops for students in any aspect of effective learning).</p> <p>www.hw.ac.uk/library/els/learning-services.html</p>	<p>David Elgar Academic Enhancement David Elgar (Academic Enhancement) will facilitate the Learning Enhanced Learning (LEL) sessions and deliver on learning techniques including those, the University's virtual learning environment (VLE).</p> <p>www.hw.ac.uk/VLE.html</p>	<p>Gemma Telford Ability Service Gemma provides information, advice and support to students who have disabilities, learning difficulties or medical conditions. Staff can help with learning, academic, mental and emotional support. All academic, technology advice and training.</p> <p>www.hw.ac.uk/ability-service.html</p>
<p>Cheryl Alexander English for Academic Purposes (EAP) Cheryl teaches EAP alongside academic and research skills to students in L2L and other classes. Students receive the University 'Step by Step' guide to help them progress in L2L.</p> <p>www.hw.ac.uk/step-by-step</p>	<p>David McIlinden Centre for Sport and Exercise The Centre for Sport and Exercise provides the facilities, services and programmes to enable everyone to participate and benefit from sport and exercise at the best of their ability.</p> <p>www.hw.ac.uk/sport.html</p>	<p>Academic Support Student Support offers a professional and confidential counselling service meeting personal and disability issues.</p> <p>www.hw.ac.uk/studentsupport.html</p>

www.hw.ac.uk/library/workshops.html

Heriot-Watt University Library
WORKSHOPS BY WEEK

WEEK 2

Mon 16 Jan	12:15 - 13:15	Let's Get it Online
Tues 17 Jan	12:15 - 13:15	Style in Academic Writing
Wed 18 Jan	12:15 - 13:15	Time Management
Thu 19 Jan	12:15 - 13:15	The Write Stuff
Fri 20 Jan	12:15 - 13:15	Tips for Effective Study

Anderson Room or Teaching Room, Top Floor.
No need to book, but spaces are limited.

Heriot-Watt University Library
WORKSHOPS

Citing and Referencing

Wed 25 Jan	16:15 - 17:15
Thu 09 Feb	12:15 - 13:15
Mon 20 Feb	12:15 - 13:15

• Come along to make sure you Cite it Right!

- **2012/13**
 - Big change to marketing
 - Worked with Media Services to create new branding
 - 8 page A4 booklet, an A7 4 page folding card and an A0 chronological poster
 - Merged with IT (Information Services)
 - Formally included IT workshops in programme
 - 16 presenters from across the University
 - Renamed 'Power Hours'
 - Divided topics into themes
 - Purchased A0 poster stand, 3 x A3 poster stand, A3 way finding stand, leaflet holders and a Digital Display
 - Could re-purpose images, blurbs etc
 - Produced in-house Digital Display and A3 posters
 - Produced more detailed plasma slides
 - Continued to produce in-house calendar
 - Did not include the 7 pillars details
 - Did not use verbs





Power Hours Workshop Programme 2012-13 (Semester 1)

TODAY!

LITERATURE SEARCHING / REVIEW

What is a literature review and how do I find suitable sources to review?

Have you been told to find more suitable 'academic' or 'peer-reviewed' material to use in your assignments? Do you have to undertake a literature review? Have you tried searching for good information online (i.e. you've Googled it), but think there must be better information out there? If you still haven't found what you're looking for, then this **non-subject-specific** session outlines good practice to help you get the authoritative information you need.

Mon 24 Sept Mon 22 Oct or Tues 04 Nov **12:15-13:15**
or **Mon 15 Oct** 14:15-17:15

PRESENTER: Sarah Kelly, Library

"Well presented, interesting and clear. Thank you."



Library, The Floor

www.hw.ac.uk/libguides/powerhours



Power Hours Workshop Programme 2012-13 (Semester 1)



WORKSHOPS NEXT WEEK

■ **LITERATURE SEARCHING / REVIEW**
Mon 24 Sept 12:15-13:15

■ **THE WRITE STUFF**
Tues 25 Sept 12:15-13:15

■ **LET'S GET IT ONLINE**
Tues 25 Sept 16:15-17:15

■ **CITING AND REFERENCING**
Wed 26 Sept 12:15-13:15

■ **PRESENTATION SKILLS**
Thurs 27 Sept 12:15-13:15

■ **WORD: ADD A BIT OF STYLE...**
Thurs 27 Sept 12:15-13:15

■ **HOW TO STOP PUTTING THINGS OFF AND FEEL MOTIVATED**
Fri 28 Sept 12:15-13:15

You **MUST** book for these sessions.
Email libhelp@hw.ac.uk giving your name and the workshop title, date and time.

Power Hours

Workshop Programme
2012-13 (Semester 1)
Edinburgh Campus Library, 3rd Floor

The Power Hours programme offers a range of one hour workshops aimed at enhancing information research, study and IT skills. Choose from a variety of topics - from finding information online to preparing for exams - and learn away without to coping with stress.

Distinctly Ambitious
www.hw.ac.uk/libguides/powerhours

Citing, Referencing and Keeping Programmes

12:15-13:15
Mon 24 Sept, Tue 25 Sept, Wed 26 Sept, Thurs 27 Sept, Fri 28 Sept, Sat 29 Sept, Sun 30 Sept, Mon 1 Oct, Tues 2 Oct, Wed 3 Oct, Thurs 4 Oct, Fri 5 Oct, Sat 6 Oct, Sun 7 Oct, Mon 8 Oct, Tues 9 Oct, Wed 10 Oct, Thurs 11 Oct, Fri 12 Oct, Sat 13 Oct, Sun 14 Oct, Mon 15 Oct, Tues 16 Oct, Wed 17 Oct, Thurs 18 Oct, Fri 19 Oct, Sat 20 Oct, Sun 21 Oct, Mon 22 Oct, Tues 23 Oct, Wed 24 Oct, Thurs 25 Oct, Fri 26 Oct, Sat 27 Oct, Sun 28 Oct, Mon 29 Oct, Tues 30 Oct, Wed 31 Oct

Reading and Evaluating Information

12:15-13:15
Mon 24 Sept, Tue 25 Sept, Wed 26 Sept, Thurs 27 Sept, Fri 28 Sept, Sat 29 Sept, Sun 30 Sept, Mon 1 Oct, Tues 2 Oct, Wed 3 Oct, Thurs 4 Oct, Fri 5 Oct, Sat 6 Oct, Sun 7 Oct, Mon 8 Oct, Tues 9 Oct, Wed 10 Oct, Thurs 11 Oct, Fri 12 Oct, Sat 13 Oct, Sun 14 Oct, Mon 15 Oct, Tues 16 Oct, Wed 17 Oct, Thurs 18 Oct, Fri 19 Oct, Sat 20 Oct, Sun 21 Oct, Mon 22 Oct, Tues 23 Oct, Wed 24 Oct, Thurs 25 Oct, Fri 26 Oct, Sat 27 Oct, Sun 28 Oct, Mon 29 Oct, Tues 30 Oct, Wed 31 Oct

Power Hours

Workshop Programme
2012/13 (Semester 2)

CITING AND REFERENCING

Come along to this session to make sure you cite

This overview session will cover the what, why, when and how of citing and referencing. Find out how citing and referencing can help you avoid plagiarism and get tips on making the whole process a lot easier. This session gives general advice on good practice and is not specific to one citation style.

On 18 Jan 12:15-13:15 or Tues 22 Jan, Wed 13 Feb, Wed 27 Feb 12:15-14:15 or Tues 29 Jan, Tues 19 Feb 12:15-13:15.

PRESENTER: Sarah Kelly / Marion Kennedy, Library

Pick up a booklet or see <http://lguides.hw.ac.uk/powerhours>

Library & Rapid find a study borrow

"The most helpful dissertation related lecture so far"

Workshop Title	Date	Time	Location	Bookings
Literature Searching / Review	Mon 24 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open
The Write Stuff	Tues 25 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open
Let's Get It Online	Tues 25 Sept	16:15-17:15	Edinburgh Campus Library, 3rd Floor	Bookings open
Citing and Referencing	Wed 26 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open
Presentation Skills	Thurs 27 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open
Word: Add a Bit of Style...	Thurs 27 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open
How to Stop Putting Things Off and Feel Motivated	Fri 28 Sept	12:15-13:15	Edinburgh Campus Library, 3rd Floor	Bookings open

Power Hours Workshop Programme

2013-14 (Semester 2)

Edinburgh Campus Library



FOR WHO?

Most sessions are open to all students and staff. Workshops which are 'Staff Only' are clearly marked.

PhD students may also be interested in researcher sessions run by the Centre for Academic Leadership & Development. Course list and booking at <https://pdms.hw.ac.uk/> or see their website for more details.

WHEN?

Most sessions are held at lunchtimes or in the afternoons. Many sessions are repeated throughout the semester. If you can't attend, slides are available online - or you can contact the presenter to arrange a one-to-one or group session.

DO I HAVE TO BOOK?

In most cases, there is no need to book - you can just come along on the day. However, booking is required for some sessions and others require notes of interest before being run or scheduled. These sessions are clearly marked in the brochure.

WHAT?

The Power Hours programme offers a range of workshops aimed at enhancing **information, research, study and IT skills**. Choose from a variety of topics - from finding information online to preparing for exams and from essay writing to coping with stress.

Power Hours are provided by Information Services and delivered by specialist staff from across the University. More information, slides, additional learning materials and presenter details are available online. See www.hw.ac.uk/is/skills-development/power-hours.htm

WHERE?

The sessions are all held in the Anderson Room or the adjacent Library Teaching Room, both on the top floor of the Edinburgh Campus Library (local notices will direct you to the appropriate room).

Distinctly Ambitious

www.hw.ac.uk/is/skills-development/power-hours.htm

Citing, Referencing and Avoiding Plagiarism

CITING & REFERENCING

Come along to this session to make sure you cite it right!

This session gives a general overview covering the what, why, when and how of citing and referencing. Get some hints and tips to make citing and referencing easier and find out how the process can help avoid plagiarism. Examples used in the session will focus on a version of the **Harvard style** of citing and referencing.

Fri 24 Jan 12:15-13:15, Thurs 30 Jan 17:15-18:15,
Wed 19 Feb 12:15-13:15, Wed 26 Feb 12:15-13:15

PRESENTER: Sarah Kelly / Marion Kennedy / Kirsty Thomson,
Information Services

"The most helpful dissertation related lecture so far."

For specific citing & referencing queries, please contact libhelp@hw.ac.uk

CITING & REFERENCING IN ACADEMIC WRITING

This workshop is intended for those who have already attended the Citing & Referencing workshop, or are familiar with the reasons for citing and referencing and styles used. This session builds on your basic knowledge of citing and referencing and looks in more detail at how to use citations in your academic writing; how you can use information sources to provide evidence and counter-arguments; and how you can show your marker that you have read widely and understand the topic. You will be expected to take part in activities, both individually and with other participants in the class.

Wed 29 Jan 16:15-17:15, Mon 10 Mar 12:15-13:15

PRESENTER: Sarah Kelly, Information Services

ENDNOTE

Find out how this desktop package can help manage your references.

This session introduces EndNote desktop reference management software. Find out how to create and manage your references, use Cite While You Write and generate your bibliography or reference list using this desktop package. The session will cover:

- Building an EndNote library
- Entering and retrieving references
- Searching
- Downloading references
- Cite While You Write
- Generate and format a bibliography/reference list

Endnote desktop is most suited to research students and academic staff.

Please email libhelp@hw.ac.uk to note your interest in an Endnote workshop. Sessions will be organised based on demand.

Vision course available.

See Information Services organisation in Vision.

PRESENTER: Molra Stephen, Information Services

ENDNOTE ONLINE

Spend less time typing up reference lists!

Are you jotting down details of sources on scraps of paper that get lost? Can't find the page numbers of that really good quote? Reference notes in a mess? Citing & referencing a bit of a chore? Find out how EndNote Online can help you: collate, annotate and organise your references, create reference lists & add citations in your text - automatically.

EndNote Online is most suited to undergraduate students.

Mon 20 Jan 12:15-13:15, Fri 31 Jan 13:15-14:15,
Mon 3 Feb 12:15-13:15

PRESENTER: Sarah Kelly / Marion Kennedy / Kirsty Thomson,
Information Services

"I am absolutely delighted! A very useful workshop! Will definitely encourage reading more and save time doing referencing."

UNDERSTANDING TURNITIN

Find out how the plagiarism avoidance tool in Vision can help you cite it right!

- Are you an undergraduate? Does your lecturer use Vision and allow you to check your assignments using Turnitin prior to final submission?
- Are you a postgraduate? Do you want to check your thesis or research papers in Turnitin prior to submission?

If you would you like to know how Turnitin can help you avoid plagiarism caused by misunderstanding and misuse, or if you would like to know how to read and interpret reports generated by Turnitin, then come to this session on Turnitin for students.

Fri 14 Feb, 12:15-13:15

PRESENTER: Nikole Kilpar, Academic Enhancement

"Excellent friendly delivery... well presented."

See also 'Dissertation / Final Year Project' in the 'Finding and Evaluating Information' section



Power Hours Workshop Programme

2013-14 (Semester 2)



SEE REVERSE FOR
LATER SESSION DATES

■ MAKING THE MOST OF YOUR LECTURES

Wed 15 Jan 14:15-15:15

■ ENDNOTE ONLINE

Mon 20 Jan 12:15-13:15

■ MAKING THE MOST OF YOUR ACADEMIC MENTOR

Mon 20 Jan 13:15-14:15

■ LITERATURE SEARCHING/REVIEW

Mon 20 Jan 16:15-17:15

■ CRITICAL THINKING & EVALUATION

Tues 21 Jan 14:15-15:15

■ VISION: INTERFACE & CUSTOMISATION

Wed 22 Jan 14:15-15:15

Please email thelp@hw.ac.uk to book a place



■ WORD: ADD A BIT OF STYLE

Thurs 23 Jan 12:15-13:15

■ CITING & REFERENCING

Fri 24 Jan 12:15-13:15

■ DISSERTATION / FINAL YEAR PROJECT (EPS/PE)

Mon 27 Jan 12:15-13:15

Please email K.S.Thomson@hw.ac.uk by 20 Jan to book a place on this session



■ CRITICAL READING OF A JOURNAL PAPER

Tues 28 Jan 12:15-13:15

■ TIME MANAGEMENT

Wed 29 Jan 14:15-15:15

■ CITING & REFERENCING IN ACADEMIC WRITING

Wed 29 Jan 16:15-17:15

■ POWERPOINT FOR PRESENTATIONS

Thurs 30 Jan 12:15-13:15

■ CITING & REFERENCING

Thurs 30 Jan 17:15-18:15

■ HOW TO STOP PUTTING THINGS OFF

Fri 31 Jan 12:15-13:15

■ ENDNOTE ONLINE

Fri 31 Jan 13:15-14:15

■ ENDNOTE ONLINE

Mon 3 Feb 12:15-13:15

■ STUDY SUPPORT SOFTWARE

Mon 3 Feb 13:15-14:15

■ STYLE IN ACADEMIC WRITING

Tue 4 Feb 12:15-13:15

■ THE WRITE STUFF

Tue 4 Feb 13:15-14:15

■ VISION: GROUPS

Wed 5 Feb 14:15-15:15

Please email thelp@hw.ac.uk to book a place



■ LITERATURE SEARCHING/REVIEW

Thurs 6 Feb 12:15-13:15

■ MINDMAP WITH MINDGENIUS

Thurs 6 Feb 13:15-14:15

■ GOOGLE GURU

Mon 10 Feb 12:15-13:15

■ TEAMWORKING

Mon 10 Feb 16:15-17:15

■ HOW TO MANAGE STRESS

Tues 11 Feb 12:15-13:15

■ POWERPOINT FOR POSTERS

Tues 11 Feb 13:15-14:15

■ POSTER DESIGN

Wed 12 Feb 14:15-15:15

■ DISSERTATION / FINAL YEAR PROJECT (SLS: MECC)

Thurs 20 Feb 09:15-12:15

Please email M.L.Kennedy@hw.ac.uk by 14 Feb to book a place on this session



■ UNDERSTANDING TURNITIN

Fri 14 Feb 12:15-13:15

See reverse for later session dates

The following workshops will be timetabled based on demand. Please email thelp@hw.ac.uk to note your interest.

ENDNOTE

EXCEL

Level 1: Learn to enter and edit data, perform simple calculations and use common functions

Level 2: Develop your Excel skills using logical functions, conditional formatting and advanced charts

Level 3: Improve your efficiency using Pivot Tables, Lookups, Data tables, What if analysis

WORD

Level 1: Learn how to create and manipulate simple Word documents quickly and effectively

Level 2: Find out about styles, headers and footers, tables and columns

Level 3: Develop skills that will help you automate the way you work with Word

For more information and updates on additional IT workshops see www.hw.ac.uk/is/skills-development/power-hours/it-workshops.htm or contact thelp@hw.ac.uk

Power Hours Workshop Programme

2013-14 (Semester 2)

Edinburgh Campus Library



TODAY!

CITING & REFERENCING IN ACADEMIC WRITING

This workshop is intended for those who have already attended the Citing & Referencing workshop, or are familiar with the reasons for citing and referencing and styles used. This session builds on your basic knowledge of citing and referencing and looks in more detail at how to use citations in your academic writing; how you can use information sources to provide evidence and counter-arguments; and how you can show your marker that you have read widely and understand the topic. You will be expected to take part in activities, both individually and with other participants in the class.

Wed 29 Jan 16:15-17:15, Mon 10 Mar 12:15-13:15

PRESENTER: Sarah Kelly, Information Services

KEEPING CONTROL OF YOUR DATA

When it's not so good to share . . .

Do you know who can see what you post on Facebook or Twitter? Do you store exam board papers, scans of your passport or other important documents on a USB memory stick? Would you have nightmares if you lost the contents of your mobile phone, iPad or laptop? Do you store University or personal data in the cloud? If you use mobile devices or social media for work, study or personal use then this workshop is for you! Come along to find out more about how to avoid common pitfalls and stay in control of your data.

Mon 10 Mar 13:15-14:15

PRESENTER: Ann Jones, Heritage and Information Governance

Distinctly Ambitious

www.hw.ac.uk/is/skills-development/power-hours.htm

Library, Level 3

www.hw.ac.uk/is/skills-development/power-hours.htm



Other promotional media...

Information Services

- ▶ About us
- ▶ Contact/visit us
- ▶ Find resources
- ▶ IS guides
- ▶ IT essentials
- ▶ Library essentials
- ▶ My services
- ▶ News from IS
- ▶ Research support
- ▼ **Skills development**

Induction

Power Hours

Academic writing

- Citing, referencing & avoiding plagiarism
- Finding & evaluating information
- IT Workshops
- Presentations & posters
- Study & lifestyle tips
- Vision (VLE)
- Word for your thesis
- Staff & postgraduate research students

Academic writing

Workshops

Dates/times

Vision

Workshops

Title	Content
Report Writing	A good report is easy to recognise. Its title is precise and informative, its layout and format are well organised, with diagrams, graphs and tables well-presented and fully labelled. The writing style is accurate, fluent and concise, with headings to indicate the content of each section. This workshop will help you understand the purpose of a report, how to plan it and how best to structure it in terms of presentation and layout.
Style in Academic Writing	In this interactive workshop we will contrast academic texts with journalism and other kinds of writing in order to develop an understanding of the audience and purpose of academic texts which determines their structure and style. Participants will be asked to analyse texts and discuss their analysis with a partner.
The Write Stuff	Get advice on the main stages of essay writing: how to analyse titles; how to organise the material you collect; what to look for when editing your drafts; what kind of essays get good marks; how to plan, develop and write a good argument; what to do when writers block hits
Writing a Literature Review	A literature review is a justification for doing research and for doing it in a particular way. Participants will explore the purpose of literature reviews in their field, the degree of criticality expected and the relationship to the rest of the dissertation/thesis or paper. They will also consider features such as finding a voice and taking a stance towards the literature under review.

See also

- ▶ Vision

Contact

- IT Helpdesk
- +44 (0)131 451 4045
- ithelp@hw.ac.uk

Home

Inform

- ▶ About
- ▶ Contact
- ▶ Find
- ▶ IS guides
- ▶ IT essentials
- ▶ Library
- ▶ My services
- ▶ News
- ▶ Research
- ▶ Skills
- ▶ Teaching support
- ▶ Search IS pages

in libraries, group study rooms or PC labs - find a space on your campus.

Study support

Need help to learn better - or to manage your time? Our Effective Learning Adviser can help.

workshops to help you improve your information, research, study and IT skills

WiFi

Set up your devices to connect to eduroam.

Follow

**Heriot-Watt Info Svcs**
@HWU_IS
Power Hours Workshop: Word-Links, Footnotes and Captions wp.me/p2hBb-2cd
2h

**Heriot-Watt Info Svcs**
14 Mar

Information Services (LLIB)

[About this organisation](#)[Book a workshop](#)

Power Hours Workshops

[Intro & folder access](#)[Programme information](#)

Academic writing

[Report Writing](#)[Style in Academic Writing](#)[The Write Stuff](#)[Writing a Literature Review](#)

Citing, referencing & avoiding plagiarism

[Citing & Referencing](#)[Citing & Referencing in Academic Writing](#)[EndNote](#)[Endnote online](#)[Understanding Turnitin](#)

Finding & evaluating information

[Critical Thinking and Evaluation](#)[Critical Reading of a Journal Article](#)[Dissertation & Final Year Project](#)[Google Guru](#)[Library Essentials](#)[Literature Searching and Research](#)

IT workshops

[Excel level 1](#)[Excel level 2](#)[Excel level 3](#)[Word level 1](#)

Understanding Turnitin



Turnitin for Students



Content

- Workshop slides
- Additional HWU screencast videos:
 - Submitting your assignment to Turnitin via VISION
 - Turnitin OriginalityCheck Demo
- Student Turnitin Manual
- Turnitin help for students: Getting Started section from Turnitin



Understanding Turnitin

Player Controls



InformS

News, views, information
Information Services at Heriot-Watt University

Power Hour Workshops (Edinburgh) commencing 18/11

The following workshops will be held week commencing 18 November at the Edinburgh Campus Library (Top Floor):

Keeping Control of your Personal Information

Mon 18 November – 12.15-13.15

The Exam Survival Guide

Tues 19 November – 12.15-13.45

Word: Links, Footnotes and Captions

Wed 20 November – 12.15-13.15

Endnote Online

Thurs 21 November – 12.15-13.15

The workshops are held in the Anderson Room or the Library at the Edinburgh Campus Library (top floor). Signs in the Library will direct you to the correct room.

More information on these sessions and the full Power Hour programme is available [online](#).



Heriot-Watt InfoSvcs

@HWU_IS

News from Heriot-Watt University Information Services. We provide library & information technology services to our students and staff worldwide.

Edinburgh · hw.ac.uk/is

TWEETS

658

FOLLOWING

67

FOLLOWERS

676

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Tweets



Heriot-Watt InfoSvcs @HWU_IS · 3h

Power Hours Workshop: Word-Links, Footnotes and Captions wp.me/p2hBb-2cd

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Heriot-Watt InfoSvcs @HWU_IS · Mar 14

SharePoint upgrade - Tues 18th March - service affected 8 - 10 am UK time - see support.hw.ac.uk/index.php?/Knowledgebase/Article.aspx?id=1111 for details.

Expand

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Heriot-Watt InfoSvcs @HWU_IS · Mar 14

[@DrCarolineBrown](#) Not sure where these have come from. Do you know room number where there's an example, so that we can investigate further?

[View conversation](#)

[Reply](#) [Retweet](#) [Favorite](#) [More](#)



Heriot-Watt InfoSvcs @HWU_IS · Mar 14

Power Hours Workshop: Word-Divide & Conquer Your Page Layout wp.me/p2hBb-2cb

Expand

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Heriot-Watt University Newsletter

Keep up to date with the latest news, events and information

Student newsletter

News

Heriot-Watt students win Edinburgh Apprentice challenge



Heriot-Watt students celebrated success as they were awarded first and second place at the Edinburgh Apprentice, a business challenge competition.
[more...](#)

Upcoming events

Edinburgh

Mar Mindfulness **Mar**
19 [more...](#) **19**

Power
Hours
Workshop:
Making
your
Publication
Open
Access
[more...](#)

Mar Power Hours
20 Workshop: Word:
Divide & Conquer your
Page Layout
[more...](#)

Mar Captivating your
20 audience - Engaging
the Public in your
Research



Current students

Internal information for current students at Heriot-Watt University can be found in this section

News

- ▶ Da Vinci's café - Tuesday 10 June
- ▶ Catering outlets opening times - Monday 26 May until Sunday 29 June
- ▶ Top Chinese institute visits Scottish Carbon Capture & Storage
- ▶ Where will you be for the Scottish referendum?
- ▶ more...

Events

- ▶ MBA Information Event
- ▶ Mindfulness
- ▶ Herbal Walk
- ▶ Mindfulness
- ▶ more...

Online services

- ▶ Information Services
- ▶ Timetabling & room bookings
- ▶ Systems status
- ▶ People finder
- ▶ VPN
- ▶ more...



VISION

VLE



EMAIL

Webmail



SEMESTER

News

- ▶ E-c
- ▶ Lat
- ▶ Las
- ▶ West Gait – One-way only
- ▶ more...

- ▶ Mindfulness
- ▶ Power Hours Workshop: Making your Publication Open Access
- ▶ more...

- ▶ Timetabling & room bookings
- ▶ VPN
- ▶ more...

Marketing Checklist

- A4 booklet
- A0 poster
 - For Library and distributed to contacts
- Digital Display (day and week)
- A3 posters (day)
- Library and IT tab in VLE
- Power Hours information on website
- Email to School contacts
- IS Blog
- IS twitter
- University Newsletter
- University Events
- Each stage has its own checklist

Has it worked?



LIBRARY WORKSHOP FEEDBACK 2011-2012

Name of Workshop: _____
Date of Workshop: _____

Your School:

SBE ☐ EPS ☐ MACS ☐ SLS ☐ SML ☐ IPE ☐ EBS ☐ SoTD ☐
Other: _____

You are:

Staff ☐ PhD ☐ MSc ☐ 5th Year ☐ 4th Year ☐ 3rd Year ☐ 2nd Year ☐ 1st Year ☐
Other: _____

Course Name: _____

1. What were your reason/s for attending this session?

Please mark the appropriate box for the next 3 questions...

Strongly agree Agree No strong feelings Disagree Strongly disagree

2. This session will help with my studies/research/teaching

☐ ☐ ☐ ☐ ☐

3. The session was delivered at the right pace

☐ ☐ ☐ ☐ ☐

4. The handouts/links were helpful

☐ ☐ ☐ ☐ ☐

5. Do you have any suggested improvements? e.g. anything you thought would be covered, which was not?

6. How and where did you find out about this session?

Poster Workshops webpage Flyer Vision Email Twitter Library blog Other

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Details: _____

7. Are there any other topics you would like covered in the lunchtime programme?

Any other comments? _____

Email address (optional) _____

We very much appreciate your feedback. Thank you!

<http://www.hw.ac.uk/library/workshops.html>

Power Hours Workshop Programme



ABOUT YOU

Your School:

SBE ☐ EPS ☐ MACS ☐ SLS ☐ SML ☐ IPE ☐

Other: _____

Course name: _____

You are:

Staff ☐ PhD ☐ MSc ☐ 5th Year ☐ 4th Year ☐ 3rd Year ☐ 2nd Year ☐ 1st Year ☐

An international student: Yes ☐ No ☐

ABOUT THE WORKSHOP

Strongly agree Agree No strong feelings Disagree Strongly disagree

1. The session was delivered at the right pace (i.e. not too fast or slow):

☐ ☐ ☐ ☐ ☐

2. The handouts/links were helpful:

☐ ☐ ☐ ☐ ☐

3. This session will help with my studies/research/teaching:

☐ ☐ ☐ ☐ ☐

4. Please tell us the best thing about the workshop:

5. Please tell us the least useful thing about the workshop or how you think it could be improved:

6. I would recommend this workshop to others: Yes ☐ No ☐

How did you find out about this session? _____

Are there any other topics you would like covered in the workshop programme?

Any other comments/questions? _____

Email address (optional) _____

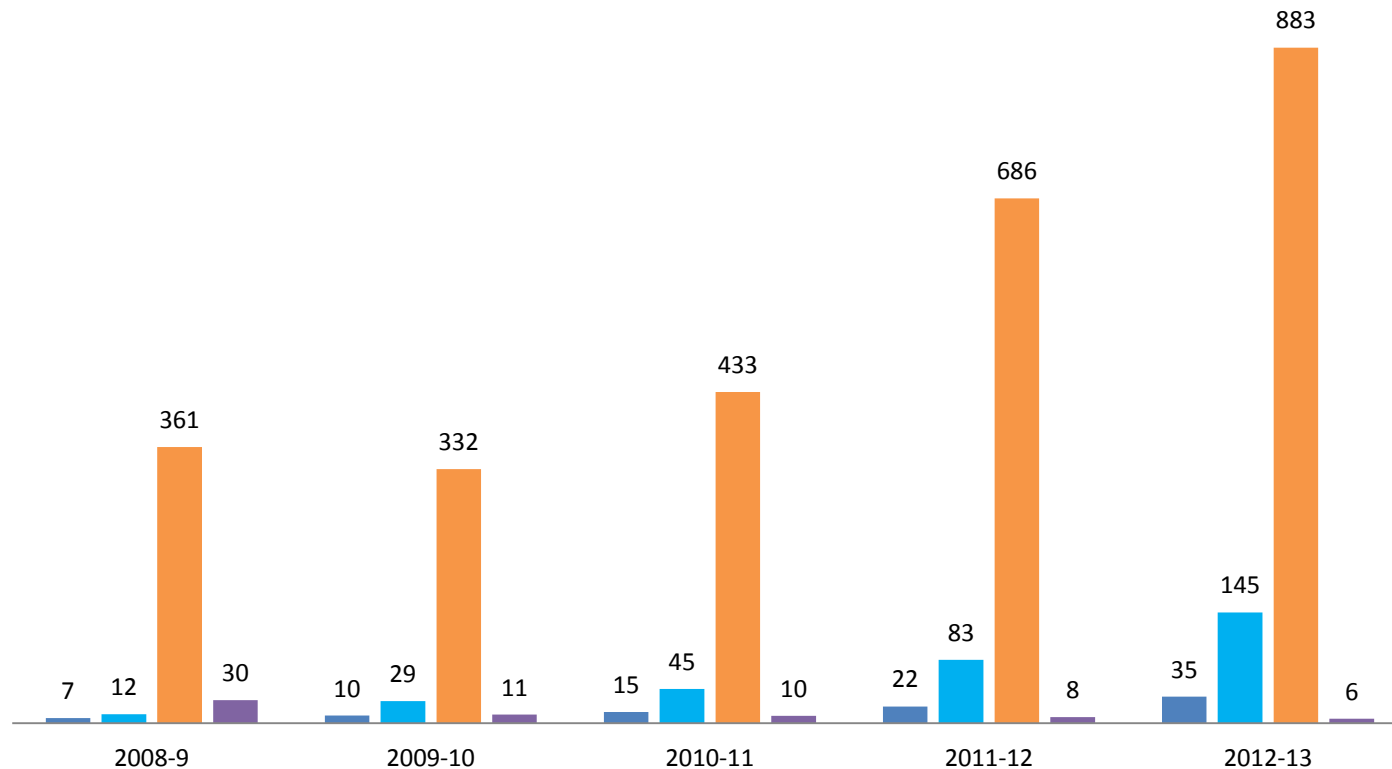
We very much appreciate your feedback. Thank you!

<http://www.hw.ac.uk/is/skills-development/power-hours.htm>

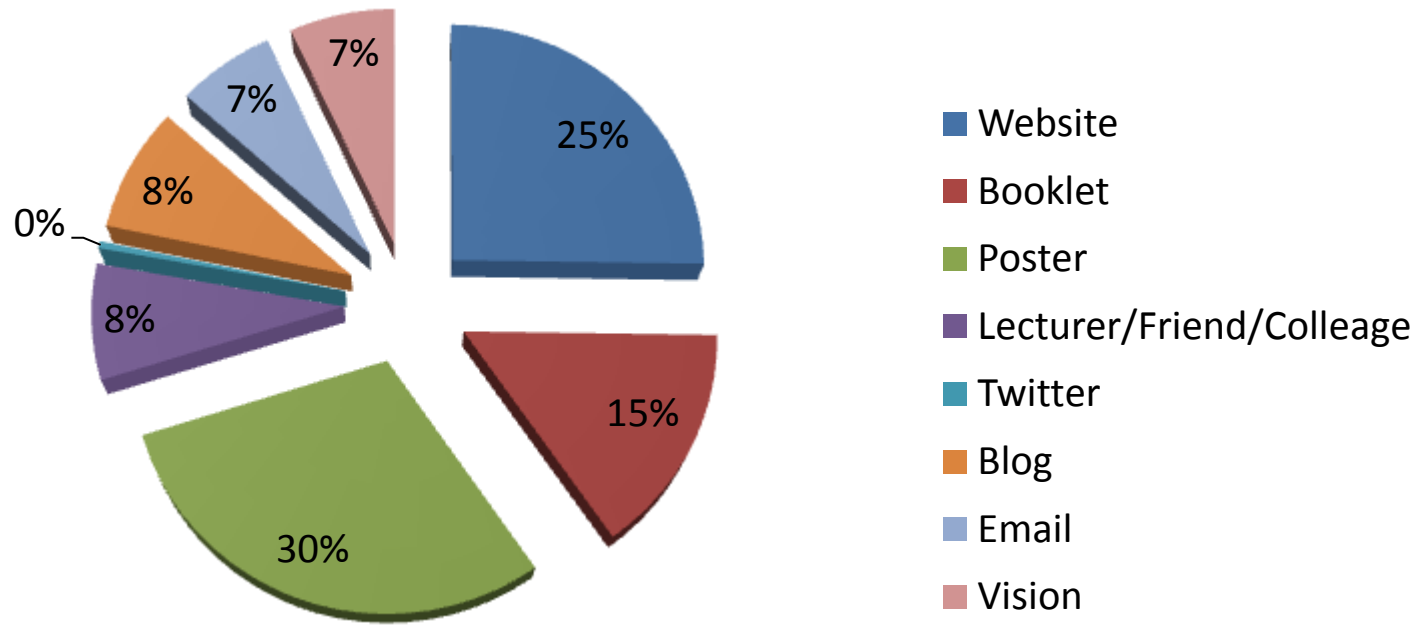
Form has slightly changed over the years, to ask more questions, but stick to one page

5 years of the Library Workshop Attendance

■ No. Topics ■ No. Workshops ■ No. of attendees ■ Average per session



How did they find out about the workshop?

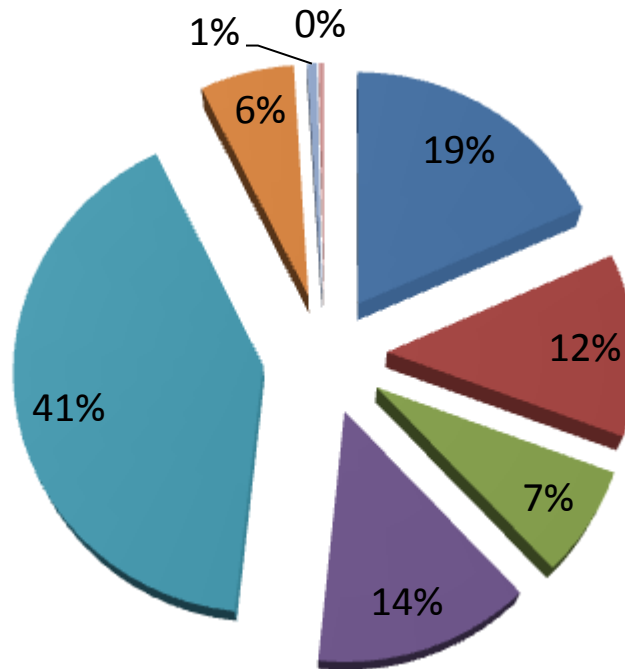


Raising the profile: visibility

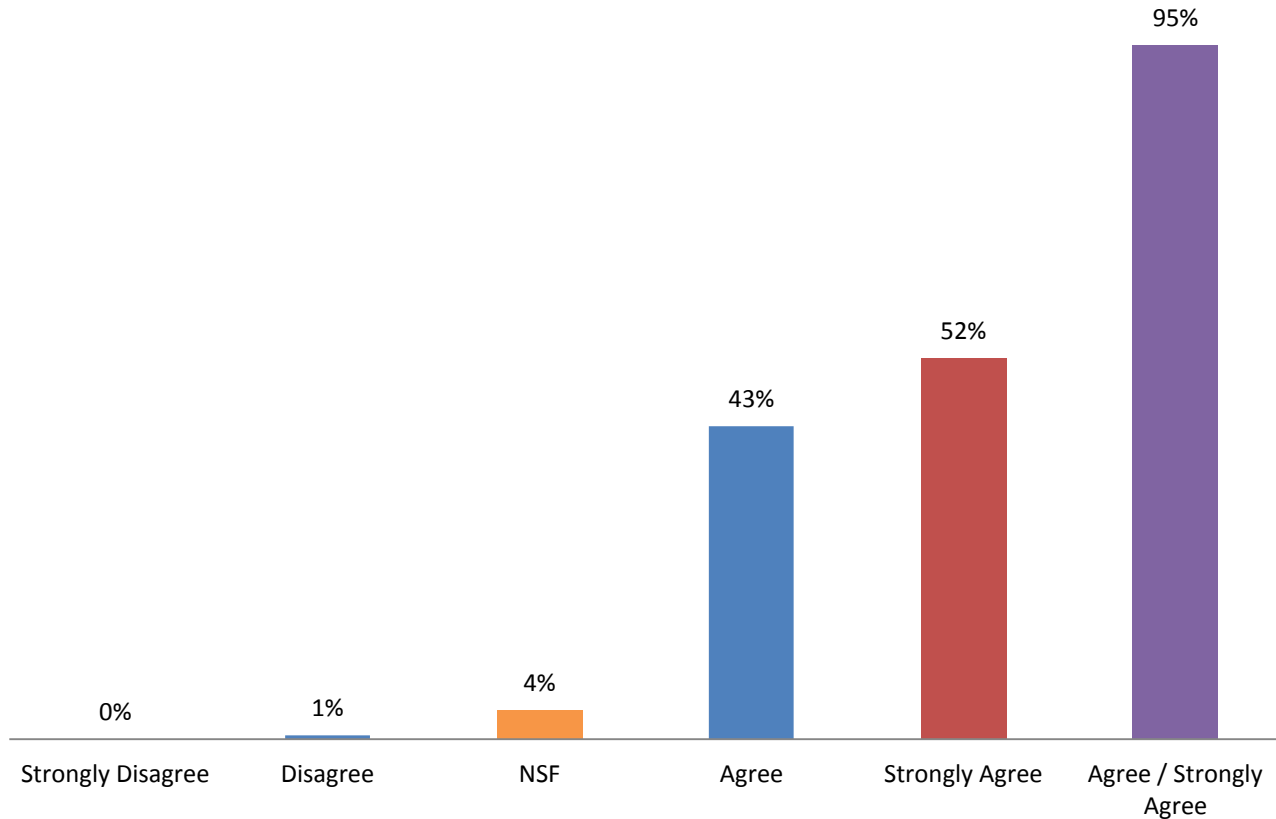
- Greater awareness of the services and support for learning, teaching and research IS can provide
- Academic, teaching and support staff direct students to the programme
 - Academic and teaching staff
 - Induction & Transition
 - Student Union support advisers
 - International Office
- Academic staff request tailored sessions to be delivered to their students

Reaching Science & Technology Subjects?

■ SBE ■ EPS ■ MACS ■ SLS ■ SML ■ IPE ■ EBS ■ SOTD



Help with their studies?



- 95% agreed or strongly agreed the workshops will help them with their studies, research or teaching

The content of the lectures
are really helpful for
improving my academic skills

It made me understand how
to efficiently use the library
and it's resources

Very helpful and now more
confident to start my essay.

Helped me understand
and solve lots of questions

Really interactive,
easy advice . . .

Great explanation
and great class
interaction

Thank you very much.
All in all very well done
HW and all library staff

Amazing!

Very well done & delivered.
Really enjoyed and learned a
lot from the workshop. I really
admire the way you talk and
your teaching style.

Awesome
job. Give the
guy a raise!

Very good!

Perfect. Just
what I wanted.

The workshop
was extremely
useful

Challenges

- **Success of programme – 16 presenters, 35 distinct topics and 117 sessions, in 6 themes**
 - Timetabling and subsequently marketing requires resources
- **Changes or cancellation to advertised date/time**
 - Promotion via so many channels, requires changes to many channels
- **Lack of proper marketing budget**
 - seen as an ‘add-on’ activity
- **Lack of support from senior management re printed material**
 - an assumption that students get all their information online

Future Plans - Workshops

- Re-introduce the marketing options in the workshop feedback form
 - Focus energies accordingly
- Now that process/procedures are in place, delegating some tasks
 - Free up time to work on consistent templates/branding and procedures for all print/digital marketing (not just workshops)
- Introducing 'Power Bytes'
 - Promotion
- Making more material available via Vision
 - Promotion
- Looking at calendars in Vision
 - To 'pop up' on student dashboard

Future Plans – General Promotion

- Continuing to look at best practice and borrow ideas from others (universities and others)
- Requesting appropriate marketing budget based on existing and planned promotional activities
- Using evidence from Student Liaison committees that reiterated the need for printed material, especially during Induction
- Looking into more digital displays in other locations on campus, to attract non-building users
 - Issues of who should have displays where
- Introducing a ‘you-said-we-did’ board
- Introducing more regular ‘facts and figures’ (statistics and benchmarking group)

Summary

- Create a 'look an feel' for your service
- Create in-house or professionally if budget allows
 - Something in print is useful for raising profile
 - Poster is particularly useful for students
- Repurpose design elements across all media
- Use all other channels as resources allow
- Solicit feedback

Questions?



Non-Workshop Marketing

- **Digital Display/ A3 posters are also used for:**
 - Opening Hours
 - Library Policy
 - Announcement / Events
 - New Resources / Services
- **Plasma Screen:**
 - uses far fewer slides, now around 6
 - Library Policy
 - New Resources / Services
- **Other print material we have tried:**
 - Study, Research, Teach and International Students booklet
 - Induction z-card