Welcome to our first issue of the BPP Library and Student Experience newsletter.

During the current Covid-19 situation, online resources have never been more important. This issue has a range of exciting content for you including a ‘Did You Know’ section, details of our Virtual Book Club and information about free online resources available to you. We also have dedicated online training sessions and a live chat function on our online library for all students.

If you have any comments, queries or suggestions, I am always available at shahbanaziz@bpp.com

Shahban Aziz
Head of Student Experience and Library Services
Did You Know?

We have the following resources available to you for free on our online library

bpp.libguides.com/Home

HARVARD BUSINESS REVIEW

Harvard Business Review (HBR) is a management magazine which brings together ideas, advice and commentary for all fields of management and administration. Articles are written by experts from a range of fields such as career planning, strategy and innovation. HBR releases 6 issues a year.

How to access: Search for 'Harvard Business Review' in the 'Find a Journal' box on the library homepage.

THE ECONOMIST

The Economist is a weekly magazine covering world news, business, finance, science and technology. BPP’s access covers the weekly magazine, as well as the web versions which includes podcasts and videos.

How to access: Search for 'The Economist' in the 'Find a Journal' box on the library homepage ('The Economist Online' is the website version).

THE LAW SOCIETY GAZETTE

Keep up to date with the latest developments in the legal profession. The Law Society Gazette is a weekly magazine written by journalists, solicitors, barristers and experts in the profession. The online version includes news, columns, editorials and 'In Practice' articles.

How to access: Search for 'Law Society Gazette' in the 'Find a Journal' box on the library homepage. Or search in the 'journals' tab of LexisLibrary.

ANATOMY.TV

This site offers interactive 3D models of the human anatomy. Includes quizzes and activities to aid your learning.

How to access: Go to the 'Online Resources' tab on the library homepage.

REFWORKS

RefWorks is a great tool to manage the references for your assignments. This is a web-based tool which allows you to import references from ebooks, journals, and web pages and keep them in one place. You can format the references into OSCOLA, Harvard or APA to copy into your assignment, or even add an extension onto Word.

How to access: Go to the ‘Study Support’ tab on the library website, then choose the ‘Referencing tools’ tab in the ‘Referencing’ box.
Microsoft Office Specialist Programme

Get free certification through the Microsoft Office Specialist (MOS) Programme
MOS stands for Microsoft Office Specialist and are certifications awarded by Microsoft to formally recognise skills in Office 2016 functions Word, Excel, Outlook and PowerPoint. There are no pre-requisite skills or qualifications needed to sign up.

So why should anyone sign up for a MOS exam? They are a great addition to your CV. Many job descriptions will ask that candidates are proficient in the Office suite. With certification you can prove this. While exams only take around 45 minutes, they are good practice for other exams you may be sitting. And of course, they will improve your skills. All four functions addressed, Word, Excel, Outlook and PowerPoint, are familiar to us all, however they all have a huge range of capabilities which we rarely touch upon. Improving our personal expertise will improve our productivity as well as employability.

MOS exams are open to students and staff for free, so while we are having to use online learning more than ever, get the benefit of practicing your Microsoft Office Specialist skills and be ready to sit the exams once the centres re-open.

The MOS tests are sat in standard exam conditions, on dedicated terminals often in Computer Based Assessment (CBA) rooms with an invigilator (for MOS exams they are known as a Proctor). Exams are advertised on the library website where candidates can book their preferred date. Of course while BPP Centres are closed these have had to be postponed. However now is a great time to prepare.

Though it may depend upon your current level of expertise, 12 hours of practice is recommended for each test. And there is more support available ... because the BPP Library and Student Experience team provides you with free access to LinkedIn learning, you can access video tutorials whenever it suits you, including viewing sample exams.

To sign up, go to the library site and you will find more information and the links you need to prepare and take the exams under the ‘Study Support’ tab.

Get the most out of your time at BPP and sign up to become a Microsoft Office Specialist.
The BPP University Library and Student Experience Service is passionate about ensuring that both our physical centres and online library resources welcome all our students with a professional, inclusive and supportive study environment.

As part our commitment to upholding the BPP core values of ‘Everybody Matters’, ‘Stronger Together’ and ‘Student, Learner and Client Centric,’ our Library teams have put together a series of displays and Library campaigns focused around equality and diversity issues, and enhancing some of these displays and campaigns have also developed as the result of student feedback on displays that they would like to see within the Library, facilitating positive professional relations between students and staff, and enabling the Library space to reflect our diverse range of students and their values. Many of these displays have also encouraged direct student involvement, for instance, through interaction and communication with the BPP Students’ Association and various BPP student societies, and through students sharing their own inspirational heroes from the LGBTQ+ or feminist community (for Pride Month and Women’s History Month), to add to the display.

Look out for more online and physical displays in the coming months!

PREVIOUS SUCCESSFUL LIBRARY DISPLAYS HAVE PROMOTED:

- Black History Month
- Pride in London
- Women’s History Month
- LGBTQ+ History Month
- Love Your Libraries Week
- Stress Awareness Month
- University Mental Health Day
- Dyslexia Awareness Week
- Halloween
- Lent, Easter, Hanukkah and Ramadan
- Student Wellbeing
THE ONLINE LIBRARY

• From the main page of the Online Library, you can:
  - access your Library Account to renew your loans (all items currently on loan have been automatically extended until after centres open);
  - access your printing account to top up your print credit;
  - access Office 365 and find our guides; and
  - check contact details and opening times.

• You can also access the Library catalogue to find a book, find a journal, or to use the search everything function. If you are only interested in accessing online resources, you can search for those via the search bar, using the arrow to select 'electronic resources' in order to filter your search. You can use the Online Resources page to access databases, such as Westlaw, RefWorks and LinkedIn Learning.

• You can use the Using the Library page under the heading 'can't find what you need' to request an Inter-Library Loan if we don't have a book in our collection that you need.

• You can use the Study Support page to find recordings of previous Digital Skills Workshops, such as LexisLibrary, Westlaw and Practical Law. You can use the Law page to find more general information about the Library resources available for your course and to also view and book into upcoming training sessions.

Did you know there is an online bank of video training-courses presented by industry professionals and covering:

• Sharpening your professional skills, from presentation techniques to motivating staff.

• Making the most of a wide range of software packages, from MS Office to statistical analysis tools.

• Creative skills, from using Photoshop to learning the guitar?

And that you can add certificates for completing these courses on your LinkedIn page as evidence of your professional development and employability?

And did you know that this was available free to every BPP student or staff member?

Well it is! It is called LinkedIn Learning, and you can find it by:

• going to the Online Library;

• selecting Online Resources page and clicking LinkedIn Learning

• using your Athens log-in details (email library@bpp.com if you are unsure of these)

• creating an account and linking it with your LinkedIn profile
What the library is reading

ANDY HORTON
LIBRARY MANAGER, WATERLOO

We recently marked World Book Day. One sure-fire way to get a librarian talking is to ask them: “what are you reading?”

So we asked our library team, then used the library’s Twitter feed to post some of the books they were currently reading. Check out the hashtag #WhatTheLibraryIsReading or the collected tweets at https://wke.it/w/s/fndpef to find what books BPP’s library team are passionate about.

What struck me when I asked my colleagues what they were reading was firstly how happy everyone was to share their current reading material with others. It’s a truism, but librarians really do love books. We like to read, and we love to share with others the titles we’re currently enjoying. Perhaps especially at an institution like ours, where the library collections are focused on the textbooks to support our programmes, it’s nice to be able to discuss books from a diverse range of genres.

The second thing I noticed was how wide a range of reading interests we have. Several music biographies or memoirs (Elton John, Mama Cass Elliot, Phil Spector). Fantasy and science fiction (Cassandra Clare, China Mieville). Classics from Agatha Christie and Dostoevsky are popular, but new authors are represented too - Elizabeth Gilbert’s City of Girls or Erin Morgenstern’s The Starless Sea, a follow up to her The Night Circus. Not only fiction; Head of Libraries and Student Experience Shahban is reading The Uninhabitable Earth, David Wallace-Wells’ work on climate change while Information assistant Liam is re-reading Nick Hornby’s Fever Pitch. That isn’t the only re-read, by the way - librarians seem to enjoy the comfort of returning to a much-loved book. Works in their original language or in translation feature - Polish magic realism from Olga Tokarczuk, or Sayaka Murata’s Convenience Store Woman. Many types of work - not just novels and non-fiction texts - are popular. Noel Coward’s Blythe Spirit play text and the Runequest roleplaying game both feature.

I’ve learned a little more about my cool library colleagues - what they read, and what that tells us about their diverse and sometimes unexpected interests. I’ve certainly been inspired by some titles which were new to me to look them out for my own reading. When the libraries are open again, why not ask one of us: “what are you reading?” We’ll be happy to tell you.
Join our online book room and receive a free online copy of our first book (limited to the first 50 people who sign up), The Diary of a Bookseller. From 6 April 2020, we will be reading The Diary of a Bookseller and discussing this online in our virtual book room. Full details are available on the Online Library and community.bpp.com.

Shaun Bythell owns The Bookshop, Wigtown - Scotland’s largest second-hand bookshop. It contains 100,000 books, spread over a mile of shelving, with twisting corridors and roaring fires, and all set in a beautiful, rural town by the edge of the sea. A book-lover’s paradise? Well, almost ... In these wry and hilarious diaries, Shaun provides an inside look at the trials and tribulations of life in the book trade, from struggles with eccentric customers to wrangles with his own staff, who include the ski-suit-wearing, bin-foraging Nicky. He takes us with him on buying trips to old estates and auction houses, recommends books (both lost classics and new discoveries), introduces us to the thrill of the unexpected find, and evokes the rhythms and charms of small-town life, always with a sharp and sympathetic eye.

Financial Times

BPP University students and staff can access www.ft.com. You can sign up for free here or via your Athens details and will get access on any device including via the FT app. Your access is equivalent to the 'Premium Digital' package worth up to £500 per year. More details on the Online Library.