National Dyslexia Resource Centre
Library and User Guide

For Guild members and students enrolled on CPD and Postgraduate Courses

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dyslexiaguild.org.uk/

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About the Library

The National Dyslexia Resource Centre is a specialist library, based at Dyslexia Action Headquarters, which contains materials on teaching, learning, assessment and current research in the field of Dyslexia and related Specific Learning Difficulties in both electronic and hard copy formats.

The library is a benefit of Dyslexia Guild membership.

Please call the Librarian on 01784 222342 for advice. Borrowed library items should be returned to: Dyslexia Action NDRC, Centurion House, Staines, Surrey TW18 4AX.

Dyslexia Guild Membership

All course participants are strongly encouraged to become members of The Dyslexia Guild, a membership network and professional association for practitioners in Dyslexia and SpLD.

The Dyslexia Guild is the professional membership association of Dyslexia Action; members include teachers, assessment practitioners and graduates of the Postgraduate programmes. The Guild maintains the National Training and Resource Centre (NDRC) for Dyslexia and SpLD and provides a wide range of benefits to members. These include online resources, a vibrant and topical journal, Dyslexia Review, as well as an e-newsletter and meet annually to network at the Summer Conference. Guild members with appropriate qualifications are able to purchase tests at a discounted price from The Dyslexia Action Shop or renew their Assessment Practising Certificate through The Dyslexia Guild.

See: dyslexiaguild.org.uk
Selected participants starting on our Professional Programme Module A or our Bridging Module are sometimes offered a year of complimentary Guild membership. Once this has expired you will be expected to join and pay for membership, regardless of where you are in your studies.

Disclaimer

This document is subject to regular revision and replaces any earlier version produced by Dyslexia Action. Whereas every effort has been made to ensure the accuracy of the information contained in this document, Dyslexia Action Training and Professional Development is unable to provide any warranty concerning the accuracy or completeness of any information contained herein and in the associated website. Dyslexia Action reserves the right to make changes to the information given and to change the content of courses. Applicants will receive additional, current information during the admissions process and on joining their chosen course.

Dyslexia Action Training and Professional Development assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within its publications or downloaded from its website.
Explanation of Terms

**Article** – Usually within a journal, magazine or newspaper, it can be an electronic copy or a hard copy.

**Availability: Items available for loan or Checked Out.** Available means it is sitting on the library shelves (see Borrowing Items). Checked Out means another person has borrowed it (see Placing a Reservation or Hold).

**Borrower** – A person who borrows library items.

**Cart** – a temporary list of items that will be lost once you log out

**Check Out** – When a book or physical item is issued to a borrower

**Check In** – When a book or physical item is returned to the library.

**E-Book** – A book that is available online in various formats, this can include pdfs. They can be read online or downloaded for a short period of time

**E-Journal** – A magazine, journal or periodical that is available online in various formats. This can include pdfs. They can be read online or downloaded for a short period of time

**Electronic copy** – available online digitally in various formats and this can include pdfs. They can be read online or downloaded for a short period of time

**Copyright law** – Libraries supply materials within UK copyright law and we hold a Higher Education licence via the Copyright Licensing Agency (CLA). Restrictions apply to certain items and practises in order to comply with our CLA License and UK Copyright law.

**Hard copy resources** - This includes all the items that are in a physical format and are held on the shelves in the library i.e. books in both hardback and paperback, journals, audio visual formats such as Compact Disc, kits and games.

**Hold** – A reservation placed upon an item that is currently on loan to another borrower.

**NDRC** – The National Dyslexia Resource Centre library

**Participant** – The person who is studying on a course

**Renew** – Extend the loan period on the physical items you have borrowed

Accessibility

If you would like to receive a copy of this document in large print or in another format, please contact Dyslexia Action Training and Professional Development directly for assistance.

Copyright

All rights reserved. All information and material contained within this document and the website it is accessed from, is copyrighted and the copyright belongs to Dyslexia Action. If you wish to apply for permission to use any materials found within the Dyslexia Action Training and Professional Development e-learning site, please contact Dyslexia Action at the address given in the materials or on the website.

How do I become a library member?

Join [The Dyslexia Guild](#) and then [contact the librarian](#) to set up library access for you.

Grades of Membership:

**Affiliate Members and those based outside the UK** – entitled to an electronic access to resources. This means you will not have access to the postal loans system for hard copy (physical) resources. You can borrow hard copy resources if you are paying the full rate for Affiliate membership and are based within the UK.

**Full Associate, Member or Fellow** – entitled to full library benefits including a postal loan service for those based in the UK. Assessment Resources are available for loan only to those who are qualified to use them. Participants on our professional programme modules D and E may borrow selected assessment resources by special arrangement with the librarian.
About the Library Catalogue

The Library Catalogue is available here: [https://da.koha-ptfs.eu/](https://da.koha-ptfs.eu/) and you will be able to see both hard and electronic copies of books, some journals, teaching resources, games and assessment tests. If you wish to read e-books, renew your items, place holds on items or create lists, you need to log in.

How to log in to the library catalogue

Go to [https://da.koha-ptfs.eu/](https://da.koha-ptfs.eu/) and enter the login and password details the Librarian gave you. Then click Log In button.

How to change your password

Click on your name in the black bar at the top of the screen.

Click on Change Your Password on the left-hand side of the screen if you want to change it.
How to search the library catalogue

There are two ways to search. Just type a keyword or an author surname or a title into the white Search Box at the top of the screen and click Go.

This is the most simple way to search and sometimes it is better to put less in the search box to widen your results.

The other way is to click on the Advanced Search link underneath the normal search bar. This will help you to narrow down the results to something more manageable. Use the search fields and change the Search for menus to narrow your search.

If you wanted to restrict your search to particular items, e-books only for example, you can click in the Item type box. This is especially useful if you are based outside the UK and only want to see electronic items.
Search results – what am I looking at?

A list of results appears. Books and items held in the library will have a shelf number or name, in this case 371.9144 REI and will either say Availability: Items available for loan or Checked Out. Available means it is sitting on the library shelves (see Borrowing Items). Checked Out means another person has borrowed it (see Placing a Reservation or Hold).

E-books look like this example below and it tells you here that it is an electronic resource.

If you want to find out a bit more about an item and the subjects it might cover, click on the title of the book to see a summary in the Title Notes tab at the bottom of the screen.

Accessing e-books

If you want to access an e-book use the Click here to access online hyperlink.

You will be taken to a page where you will need to enter your library log in details once more to verify your right of access.

To access this online resource you must

Please login using your library card number and password below:

Please enter your cardnumber:
Please enter your password:

Login
You are asked to acknowledge the terms and conditions of the Dawsonera platform.
You will now be able to either download it for a period of 24 hours only or read online.

You will only be allowed to print out a part of the book, either a number of pages or one chapter in accordance with Copyright law. Downloads will only last 24 hours, Kindle formats are not available.
**NB:** Software requirements for downloading e-book chapters: Dawsonera requires the use of Adobe Digital Editions or BlueFire Reader and we recommend installing the latest version which is available from:
http://www.bluefirereader.com/bluefire-reader.html

If you are experiencing problems, please click the **HELP** button for User Guides

This will give you guides on how to download using various software and devices.

**Reading Electronic Books with Assistive Technology options**

The book must be downloaded to your computer (i.e. not just be opened in the browser).

It is suggested participants use Adobe Acrobat Reader to open the downloaded PDF titles (books) on Mac and PC.

**Using the Read Out Loud Text-to-Speech feature on Adobe Acrobat Reader**

1. Open PDF with Adobe Acrobat Reader
2. Click on the *View* menu
3. Choose the *Read Out Loud* option
4. Click on *Activate Read Out Loud*
5. Click on the *View* menu again
6. Click on the *Read Out Loud*
7. From the drop-down menu choose the reading option you need.
   a. *Read This Page Only*
   b. *Read To End Of Document*

*For further information on how to use Adobe Acrobat Reader Read Out Loud feature please navigate to http://help.adobe.com/en_US/acrobat/X/pro/using/WS58a04a822e3e50102bd615109794195ff-7d15.w.html*

Alternatively go to https://www.adobe.com/uk/ and search for ‘read out loud’ from the menu.

If you are a student who is trying to open a pdf link from Moodle to access a resource, contact the Librarian or Moodle Support: moodlesupport@dyslexiaaction.org.uk

Do not forget to sign out before leaving the Dawsonera E-Book platform.
**Borrowing items**

You can borrow up to six hard copy items for three weeks at a time. (Affiliate and Overseas members can only access electronic items). The due date is usually printed inside the front or back cover of an item. We offer a postal loans system for those based in the UK, Northern Ireland, Wales and Scotland. You will only incur postage charges when you return the item(s) to the library.

Contact library@dyslexiaaction.org.uk and let the librarian know which items you wish to borrow.

**Valuable materials and assessment tests.** Items that are rare or valuable will be sent via a courier service, usually Parcelforce, with insurance to the value of the item to cover replacement costs should the item(s) be lost or damaged in transit. We expect you to return said items with a similar service as you will be liable for any replacement cost should they be lost or damaged.

Some diagnostic assessment materials are restricted to those who are qualified to use them. This will appear as a note on such items in the catalogue. We may ask you to provide evidence of your qualifications. Students on our Professional programme courses should contact the librarian about borrowing such items.

**Getting more out of the library**

**Using Lists and Cart**

The Items Cart creates a temporary list of items that you select and will be lost once you log out.

You can use the Cart to send a list of books you would like to borrow to the librarian. Search for your items, then select the books you want to place in the cart, using the Add to cart button.
Once you have added items to your cart, click **Cart**, click on the **down arrow** and then click the **text box** that appears e.g. “Items in your cart 3”.

You will see a new window open. Either **Select All** or select some or one of the items.

More options will appear to: remove, add to a permanent list, place a hold or tag items in the cart. You can also **Send** the cart to the librarian, include any instructions or notes.
*Remember, the CART will be lost once you log out*

Use **Lists** to create something more permanent which you can either keep as a **private** list or make **public**. These lists will be available each time you log in.

The Librarian has compiled some public lists which includes some of the items associated with or useful as supplementary reading. They will help you to further explore subjects and are not compulsory reading. Use the **drop down menu arrow** (next to the word Lists) to **view** them.

To make your own Lists, search for items and **Save to Lists**.
Ensure you select **Private or Public** in the Category dropdown. **Public lists will be seen** by other library users.

### Placing a reservation on hold

If the item you need is already on loan, i.e. **checked out**, you may place a hold on it (Affiliate or Overseas membership will not allow this).

**Placing the hold** means that you will be put in a queue to be the next person to borrow the item. The person who already has the item will not be able to renew it.

Using **Show More Options** allows you to set the date of when the reservation will start but also a date after which you will no longer want the item.

This is useful if you have an **assignment deadline** and you do not want it after the hand in date.
Once the item has been returned you receive an email alert. Contact the librarian to arrange to have the item posted to you or let them know if you no longer need it.

You cannot place holds on e-books or items that are already available on the shelves, i.e. not checked out.

**Renewing your items**

You can renew your items for another three weeks **unless someone has placed a hold** on an item you have on loan. Look to the top black bar and click on your name to get to your account.

**Your Summary** shows the items you have out on loan. You can either renew items individually by ticking the box and then clicking **Renew Selected**

Or you can renew them all at once.
More library catalogue options

When in your library account you can see more options below Your summary.

Your Fines – We do not charge fines but should you fail to return items or return them damaged, we will ask you for the cost of replacement.

Your tags – when searching you are presented with a list. Each item has a box next to it. If you click in the boxes you can tag the items adding a label. A list of your tags appears in your account so you can retrieve them later.

Your Reading History – a list of all the items you have borrowed from the library.

Your Purchase Suggestions – if there is an item that you think the library really should have then you can suggest it here. Purchases are subject to budgetary constraints and the librarian will let you know if the purchase is made.

Your Messaging – the setting for the automatic email messages you get from the library system.

Electronic Journals Portal

The EBSCO collection acts as a gate to the electronic Journals that we subscribe to as an Institution.

EBSCOhost is an e-journals platform that has two excellent collections: Psychology and Behavioural Sciences Collection, and, Education Research Complete. These will give you full text coverage to over 1,600 journals and 500 eBooks and monographs.

Participants on our courses can also access EBSCO when they are logged into Moodle, Library Resources. If you have problems and are presented with an EBSCO login screen, contact the Librarian or Moodle Support moodlesupport@dyslexiaaction.org.uk

Guild members can either access EBSCO from the link on the left-hand side of the Library catalogue main page or Log in to the Guild members portal and see Member Benefits, EBSCO Journal Access: https://training.dyslexiaaction.org.uk/guild-members

Select EBSCOHost Research Databases
Follow the instructions in the EBSCOhost window by selecting one or more databases. If you wish to see a list of the journals that are in each database, click the Title List.

You may be surprised at what appears in which database, for example the journal title Dyslexia ISSN 1099-0909 is in the Psychology database.

If you need to understand how to use EBSCO, use the More Information button for guides or help. You can also find tips on Boolean searching, using AND OR NOT operators in your fields. It is useful for filtering out words that might have several different meanings, i.e.

Spectacles NOT glasses – This would retrieve results with spectacles, and excludes those with glasses

Dyslexia AND Reading – This would retrieve results with both dyslexia and reading in them

College OR University – This would retrieve results with at least one of the terms in them, either college, or with university

**EBook Collection (EBSCOhost)** – if you select this there is a small collection of e-books available, click on the front covers to access the books
If you have selected the *Journals Databases*, at the search screen you can choose *Basic* or *Advanced* Search or change the *Database*.

You can also get more help on Searching or watch a tutorial by using the? symbol next to the search box.

**EBCSO Search Results – what am I seeing?**

Once you have a list of results you can revise your search under *Limit to* or *Show More*.

You can quickly see if you have access to the PDF *full text* or just the abstract by looking at the list or using the magnifier symbol on the right-hand side.

Some articles published in the last 12 months will **not be available in Full Text** due to publisher restrictions known as embargoes, for example, an article published in May 2019 may not be available until May/June 2020. It will usually have an abstract so you have some idea what it covers. You can **limit** your search to *Full Text* only, see above.
When you click into a record there are Tools to save, email, print at the left-hand side.

Click the PDF Full Text to see the full article.

You can also use the Cite tool to show you the Citation Format in a preferred referencing style. Participants on our Level 7 courses should use APA (American Psychological Style), those on our Level 4 or 5 courses should use the Harvard referencing style.

If you are using bibliographic management software such as EndNote, ProCite, Reference Manager, RefWorks, BibTeX, etc. you can export to them.

When you are finished click the Exit button at the top right of the page.

**Searching for items outside the library**

If you want to read around a subject and you cannot find the article you want, do contact the librarian who will always try to find what you need or a suitable alternative.

Try searching Google Scholar scholar.google.co.uk to see if the article is available elsewhere.

Your local UK public library can provide materials through their Inter-Library Loans Service from the British Library or see Access to Research for a list of libraries in the UK who can get research materials for you: accesstoresearch.org.uk/

You can also join the British Library as a researcher bl.uk/reshelp/index.html and they have some quick guides to getting started with your research.

Participants on our professional programme modules can ask the Librarian for a letter of introduction to take to a University Library in their local area.
Information Literacy Skills

You may not have studied for some time and your information literacy skills may need refreshing. Here are some books that the librarian recommends to students on our courses and to those who just need updating. They are available in the library.


For those studying at Post graduate and Masters level, these are also useful:


Referencing and Citation

Learning how to cite and reference your sources will help you to avoid plagiarism. There are several types of plagiarism and ignorance of the facts does not excuse you from the serious consequences. Direct copying, changing a few words here and there or taking little bits of sentences, concealing sources, passing off someone else’s work as your own, all done without acknowledgement of the intellectual property of the original creator are all instances of plagiarism.

In general, Dyslexia Action Training asks that you use the Harvard Referencing Style when studying our Level 4 and 5 courses. Referencing advice is available in the CPD Induction site within Moodle.

However, our Level 7 Professional programme courses use the American Psychological Referencing System (APA) as this insists that up to six authors are listed in the in-text citation and all authors are listed in the reference list.

An excellent book that includes detailed examples for all print and electronic works is also available in the library both as an e-book and as a hard copy:


There are several referencing tools online that can be used to manage bibliographies and references that you might find helpful:

EndNote: endnote.com/

Ref Me: refme.com/uk/

Cite This for Me: citethisforme.com/

Harvard Generator: harvardgenerator.com/

APA Referencing: apareferencing.ukessays.com/generator/
For those of you who like a more low-tech approach, you can purchase lined index cards from online shops and stationery suppliers to help you manage your referencing and to compile a bibliography.

Contact Details

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