

**Service catalogue for**

**The University Library of**

**Southern Denmark**

**User Service**

**Learning**

**Research support**

**Community Engagement**

**Collections and electronic access**

[sdu.dk/bibliotek](https://sdu.dk/bibliotek)

[#sdulibrary](https://twitter.com/sdulibrary)

2024

**SDU**   
University of  
Southern Denmark



# Introduction

The University Library of Southern Denmark offers a wide range of services.

The University Library is always seeking to improve and develop existing and new service offerings in cooperation with and targeting students and academic environments.

In the provision of services, the University Library of Southern Denmark uses **sdu.dk/bibliotek**, where the University Library caters directly to the public; SDUnet, which caters to SDU employees; and MitSDU, which is aimed at students.

On **Instagram/SDUlibrary** and **facebook.com/sdulibrary**, the University Library of Southern Denmark primarily caters to the students, whereas **twitter.com/SDUlibrary** primarily caters to researchers and lecturers.

This service catalogue presents the main features of the core areas that the University Library of Southern Denmark, as a modern and up-to-date educational and research library, offers library users: user service, learning, research support, community engagement and, not least, the University Library's many printed and electronic materials.

We always welcome suggestions or requests for the development of existing or new services.

Please write to the University Library of Southern Denmark at **sdub@bib.sdu.dk**.

Library Director Bertil F. Dorch

*University Library of Southern Denmark, February 2024.*

# User

# Service

**The University Library of Southern Denmark ensures competent and consistent service to library users as well as a high level of service at all SDU's campuses. The University Library offers help with information retrieval as well as guidance, both in person and online. The University Library of Southern Denmark handles lending, returns and administration of borrowers, and we acquire materials from Danish and international libraries at all campuses.**

## **The Library's rooms**

The premises of the University Library of Southern Denmark are designed with a focus on the diverse needs of its users. You will find study spaces for individuals and group workplaces, as well as quiet zones, reading rooms, group rooms and lounge areas. In addition, the University Library in Odense offers special thesis spaces.

Borrowing and returning of library materials as a self-service is available in all campus cities, and access is available round the clock via student/staff ID card outside of staffed hours.

In Odense, TheLab offers 3D printers, podcast equipment and equipment for digital productions. In Sønderborg, it offers access to a 3D printer. In Esbjerg, podcast equipment can be used, among other things.

On all campuses, you can borrow equipment for film production, play board games and much more.

## **Guidance**

The University Library's staff provide professional guidance, such as assistance with information retrieval and general guidance on the use of library resources. Professional guidance is available in all departments during staffed hours.

## **24-hour delivery service**

The University Library of Southern Denmark ensures fast delivery of its own

materials that are available at the time of ordering. Materials ordered before 12 noon and not on loan can usually be picked up the following business day.

## **Acquisition of materials that the library does not have**

Materials not included in the University Library of Southern Denmark's own collections are acquired from other Danish and international libraries. The service is provided free of charge for students and staff at SDU. For users not affiliated with SDU, the requested material is obtained free of charge from Danish libraries, whereas a fee is charged when obtaining material from abroad.

## **Semester loan shelves**

Materials that will be used for a shorter or longer period of time by a group of students in a specific semester for teaching or writing assignments can be 'locked' on a semester loan shelf so that all students in a class or group can access the materials.

A semester loan shelf can be set up at the request of a lecturer or a group of students.



# Learning

**The University Library of Southern Denmark offers guidance and training in a wide range of areas. The offering is primarily aimed at the University's students and staff, but training and guidance are also provided in connection with activities related to upper secondary schools, Odense University Hospital and the Region of Southern Denmark.**

## **User training**

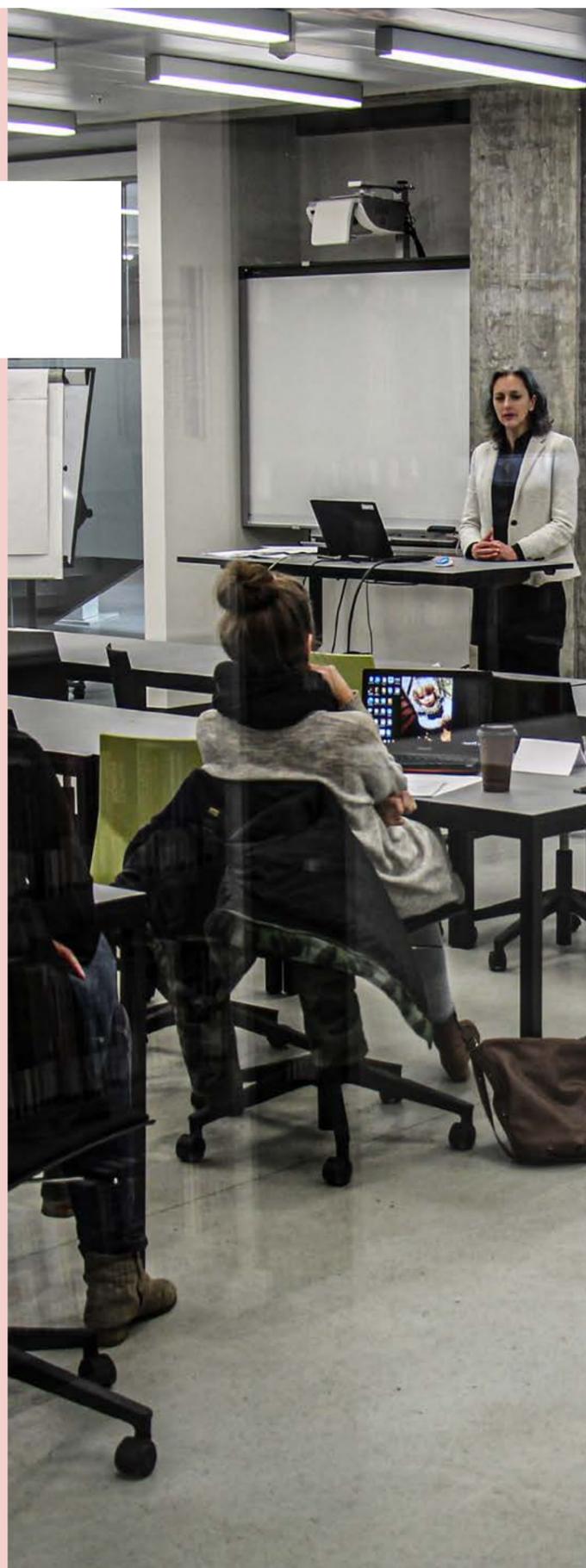
The University Library of Southern Denmark offers both generic and targeted courses adapted to individual education programmes. The courses are often organised in collaboration with the academic community, so that library training is integrated into a course.

The training includes academic skills, information literacy, simple and advanced literature searches and information retrieval, reference handling, plagiarism, research integrity, research registration, and courses in select databases.

The methods, practices and traditions the different academic communities work with in relation to literature searches and information retrieval vary considerably. The library's instructors and supervisors are therefore affiliated with the individual faculty areas in order to better accommodate this.

## **Digital training**

The library courses offered include digital training materials in the form of tutorials, quick guides, quizzes, e-learning courses



and other digital tools, all of which support the desired learning outcome. The learning and training materials are available from the library's website, via so-called 'libguides' and via SDU's e-learning system itslearning.

## **Book a librarian**

As a supplement to the team-based training, the library also offers guidance on the library's offerings for individuals or groups in connection with major assignments through the 'Book a Librarian' (B1B) scheme.

## **Instant help and guidance**

For brief guidance, you can book 15 minutes of online assistance during the library's staffed hours. In addition to the standard academic guidance during staffed hours and the 'Book a Librarian' scheme, the University Library of Southern Denmark offers more specialised support and guidance on, among other things, responsible research practices, copyright issues, advanced systematic searches and the use of research tools such as EndNote and Nvivo.

## **Systematic reviews**

The University Library also offers instruction, guidance and advice on advanced information retrieval, including the preparation of systematic literature searches and managing references for systematic reviews.

The University Library of Southern Denmark can also prepare literature searches as a consultancy service by appointment.

## **Research integrity: Responsible Conduct of Research (RCR)**

The University Library of Southern Denmark provides the compulsory courses in Responsible Conduct of Research for PhD students at all SDU faculties.

In addition, courses and guidance in responsible research practices are offered for researchers at SDU, targeting all main areas and research levels.



# Research

# Services

**The University Library of Southern Denmark operates, develops and disseminates research-oriented services aimed at researchers, research management and other employees at the University of Southern Denmark.**

### PhD dissertations

Agreements have been made with the PhD Schools of all five faculties about doing plagiarism checks of PhD dissertations before final submission. In addition, the University Library is responsible for storing and publishing the PhD dissertations.

### Presentations on Open Science and research support

At the request of the individual faculties, departments, research groups, etc., the University Library offers presentations on Open Science and library services to researchers.

### Research registration (Pure)

The University Library performs central research registration for SDU in order to register, validate and perform quality assurance on the registration of SDU's research and to ensure Open Access via SDU's repository.

The service also includes training and guidance on the use of Pure for the entering of publications, projects, CVs, etc. The University Library of Southern Denmark helps with guidance and information on Open Access publishing, and the University Library has signed a number of membership agreements that guarantee SDU researchers a discount on publication fees.

The University Library of Southern Denmark supports the National Green Open Access Strategy.

### Management of research data

Researchers at SDU are offered guidance and support in terms of research data management via the RDM support group unit. In collaboration with SDU RIO, SDU IT and the eScience Centre, the University Library assists in planning research data management, identifying suitable repositories for publishing research data and complying with the FAIR principles outlined in SDU's Open Science Policy.

The University Library of Southern Denmark also offers review of data management plans (DMPs) and provides advice and guidance on best practices and tools.

For example, the service can help with legal aspects, such as GDPR, and point out the most suitable technical solutions for storing, processing and sharing collected research data, as well as estimate data management costs for large-scale projects.

### Research analysis

The University Library of Southern Denmark provides guidance for researchers and research groups on obtaining bibliometric and altmetric information related to their own publications, including citation analyses, h-index, etc., for example in connection with funding applications.

The University Library also provides guidance on publication strategies such as Impact Factor and peer reviews. The service offers a 'Researcher Footprint' that shows the most commonly used indicators in the most popular databases, e.g. Scopus, Web of Science (WoS) and Google Scholar.

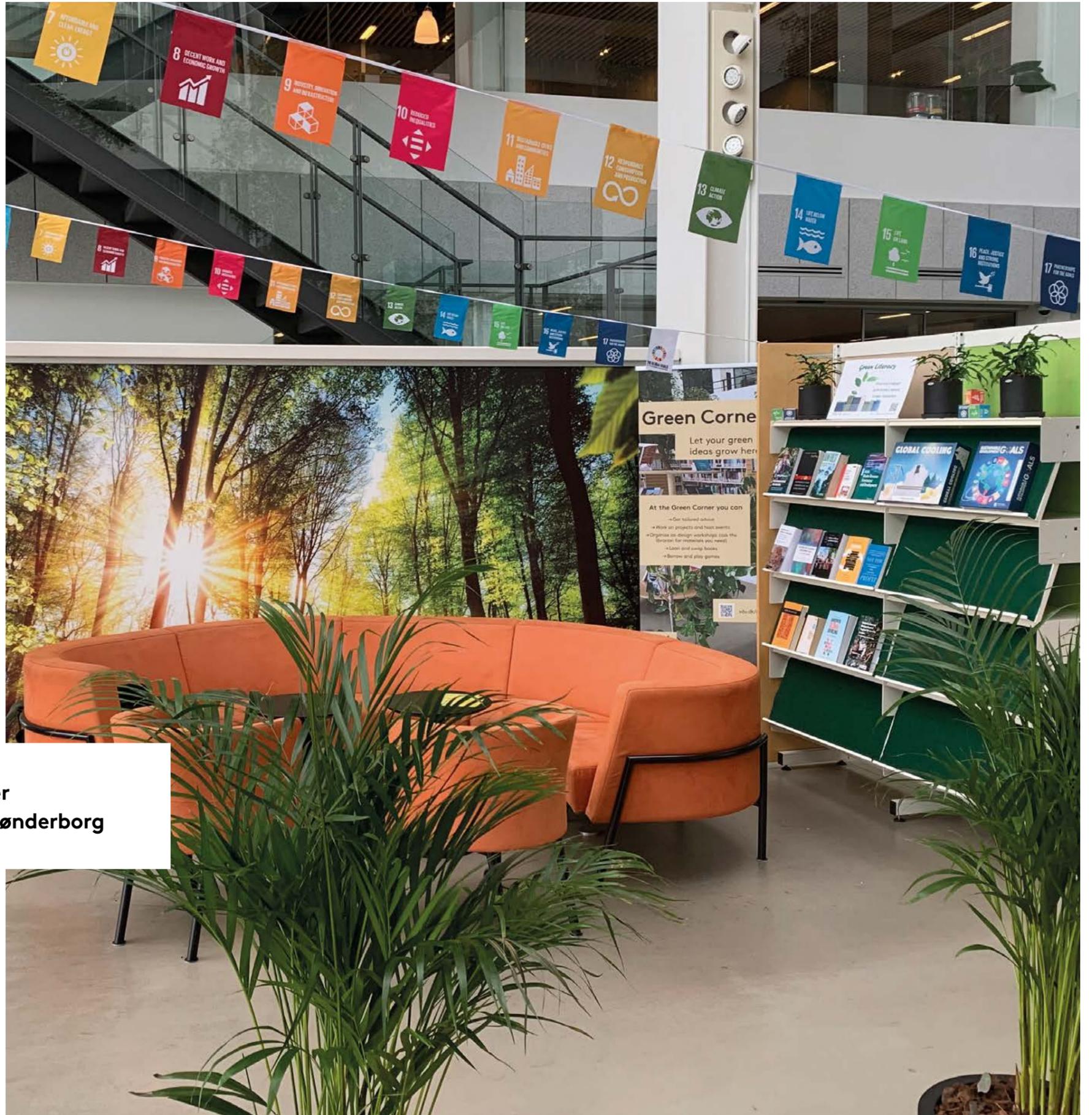
The service is provided as a report, in person and/or as a presentation, depending on your needs.



***The University Library of Southern Denmark supports the National Green Open Access Strategy."***



**The Green Corner  
– the library in Sønderborg**





# Social

# Commitment

**The University Library of Southern Denmark handles strategic activities in relation to dissemination and academic bridge-building events – digitally as in the physical library space – as well as Citizen Science, internationalisation and student involvement. The University Library ensures a holistic dissemination across platforms and geography.**

### **Internationalisation**

The University Library's services are also offered to international researchers and students as well as SDU students and researchers affiliated with SDU abroad.

Among other things, the University Library of Southern Denmark offers introductions to newly employed researchers, courses in study and examination techniques, and ensures remote access to the University Library's online services for stays abroad.

### **External collaborations**

The University Library of Southern Denmark has many and varied external collaborations, as illustrated in the section below.

Together with the faculties of SDU, OUH, DIAS, the Climate Cluster and RIO, the University Library operates a Citizen Science Knowledge Centre that strategically works for Open Science and the UN's SDGs. Across SDU's faculties, a large number of projects have been initiated with researchers and various partners, including external media partners. The University Library, for example, also co-organises a course in Citizen Science for PhD students.

Together with SDU's Student Services and faculties, the University Library is a partner in the upper secondary school initiative 'On the way to SRP/SOP', which focuses on, among other things, the faculties' core subject areas and information skills for prospective students.

The University Library of Southern Denmark also cooperates with the Academy for Talented Young People (ATU), is the driving force in SDU's Media Camp for upper secondary schools across Denmark and offers the projects Our Story, Climate Future Fiction and A Healthier Southern Denmark to upper secondary schools in the Region of Southern Denmark.

Finally, the University Library of Southern Denmark engaged in co-operations about library operations with the Region's major learning and cultural institutions, including University College South Denmark, the Odense Libraries and Citizen Service, Design School Kolding and the Region of Southern Denmark. The University Library also operates library systems for a number of minor regional learning and cultural institutions.

### **Student Involvement**

The University Library of Southern Denmark also offers several student-centred services based on a holistic approach with other SDU units. The University Library's services include TheLab – a digital production workshop; The Learning Zone – learning and study skill-focused courses; along with introductions, study start tours and dialogue and collaboration with SDU students.

Green Corner, which focuses on sustainability, is an 'open space' in SDUB Sønderborg for students. In collaboration with local researchers, the Library offers an overview of local activities, materials on green transition and guidance on how to translate students' ideas into concrete projects.



# Collections

# and Electronic

# Access

**The University Library of Southern Denmark acquires printed and electronic materials for SDU's students and staff. The University Library ensures a basic coverage of all subjects, and specialised and in-depth materials are acquired at the highest level for the areas being researched and taught.**

## Electronic materials

The University Library of Southern Denmark ensures that staff and students at SDU and in the Region of Southern Denmark have access to necessary and relevant scientific literature in electronic form. The electronic materials are available round the clock to staff and students, regardless of their location. Other users can use the materials from the Library's audience PCs.

The University Library provides several systems for searching its electronic materials. The Summon search system searches across all library materials, both printed and electronic. SDU Link provides connection from e.g. references to the full text. If the University Library does not have access to the complete text, the user has the option to order the material instead.

The University Library also supports the needs of lecturers, researchers and students to be able to keep up with the latest scientific literature by making available the app and website BrowZine. Here, users can easily find the most important journals in a subject field, set up an alert service, as well as receive notifications about new articles in their favourite journals.

The University Library is increasingly involving users in the selection of materials in the e-book field. Various types of user-driven material procurement are being worked on, such as Evidence-Based Acquisition (EBA) and Patron-Driven Acquisition (PDA).

## Printed materials

The printed materials of the University Library of Southern Denmark can be searched via the University Library's catalogue and the Summon search system. Both are available round the clock through the Library's website. Printed materials are made available to internal and external users. As a rule, all materials acquired must be available to all SDU students and employees. The location of printed materials follows a geographical and academic proximity principle to ensure it is placed as close to users as possible.

To the extent possible, the University Library procures all publications from SDU employees and students as well as the University Press of Southern Denmark. The University Library of Southern Denmark also handles the archival function in relation to the University's printed publications.

The University Library of Southern Denmark owns several particularly valuable or (in the context of research) interesting collections. We are currently focusing on increasing the availability of these, e.g. through digitisation, registration, preservation and dissemination.

In our Research Reading Room in Odense, protected materials and materials that cannot be borrowed can be used during staffed hours. Upon application, researchers at the University can have round-the-clock access to the Research Reading Room. However, protected materials may only be used under the supervision of the University Library's staff during staffed hours.



The University Library of Southern Denmark offers a range of services for researchers, lecturers and students as well as the general public.

Read about the library's offerings and services in this Service Catalogue for the University Library of Southern Denmark 2024.

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