



## Top 10 facts for new staff

1. The Library is on the first floor of the Keppel Street building and is open 7 days a week during term time. See <http://bit.ly/mXJq21> for details.
2. Our web address is [www.lshtm.ac.uk/library/](http://www.lshtm.ac.uk/library/). Use our website to find details of all of our services, plus links to all of our e-resources and our Library Catalogue.
3. Register for the Library by filling out the enclosed form, also online at <http://bit.ly/rhk7Gt>
4. You can use your School network username and password to log into all of our e-resources from anywhere in the world.
5. If we don't have the information you need, contact our inter-library loan and document delivery service, details at <http://bit.ly/IPRP8z>
6. Send us your reading lists at least five working weeks before your module starts to ensure we have the items your students need.
7. Maximise your research impact by depositing your publications in LSHTM Research Online.
8. Receive guidance and support on all areas of Open Access and advice on the Open Access fund from the Wellcome Trust.
9. Visit the Archives to discover documents relating to the history of the School, as well as the personal papers of prominent figures in public health and tropical medicine. See <http://bit.ly/niNdkD> for more information.
10. Go to PhotoLibrary (<http://photo.lshtm.ac.uk/>) for access to archive and contemporary images relating to the School and its activities.

# Library & Archives Services staff are here to help

If you would like a tour of the Library, find out how the Library can help with your learning, teaching or research, need advice on copyright issues, or want to discuss your journal needs, contact:

**David Archer** Reader Services Librarian  
[david.archer@lshtm.ac.uk](mailto:david.archer@lshtm.ac.uk) tel: +44 (0)20 7927 2281

If you would like help with literature searching, finding full-text information, remote access to Library resources, or to arrange a Library teaching session for your students, contact:

**Jane Falconer** Information Services Librarian  
[jane.falconer@lshtm.ac.uk](mailto:jane.falconer@lshtm.ac.uk) tel: +44 (0)20 7927 2414

If you would like to suggest books to buy for your students or your research, or would like us to produce an online reading list (ORC) for your teaching module on the VLE, contact:

**Christopher Manning** Systems Librarian  
[christopher.manning@lshtm.ac.uk](mailto:christopher.manning@lshtm.ac.uk) tel: +44(0)20 7927 2459

If you would like to consult the School's archives or discuss your records management, data protection or Freedom of Information needs, contact:

**Victoria Cranna** Archivist & Records Manager  
[archives@lshtm.ac.uk](mailto:archives@lshtm.ac.uk) tel: +44(0)20 7927 2966

If you would like to deposit your publications in LSHTM Research Online, the School's repository, or discuss how to publish your research as Open Access, contact:

**Andrew Gray** Repository Manager  
[andrew.gray@lshtm.ac.uk](mailto:andrew.gray@lshtm.ac.uk) tel: +44(0)20 7958 2276

For general enquiries  
email [library@lshtm.ac.uk](mailto:library@lshtm.ac.uk) or tel: +44 (0)20 7927 2276.

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