Remote Library Services
Wootton Academy Trust

The Library has a variety of resources available to help you with completing schoolwork from home. This guide will explain how you can access these, as well as details on how to join your local library online.

Online Subscriptions:
Complete Issues – Search for a range of articles and statistics for all subjects
Issues Online – Resources include articles, statistics and informative videos for a range of subjects. You can also access each book from the 'Issues' series in an e-book format
Philip Allan Archives – Perfect for A-Level subjects – narrow down your search using filters. For guidance on how to do this, please watch this short video in the guides section of the Library website:
https://watlibrary.wixsite.com/watrust/how-to-guides

How to access the subscriptions:
Click on the link below to go through to the Library website:
https://watlibrary.wixsite.com/watrust
Once there, navigate to the 'Subscription Links' page.
When asked for the password, type: WAT2017
From this page, you can click on the links to access each subscription. If asked for additional login details, these are:
Username: library@wootton.beds.sch.uk
Password: WAT2017

Should you have any problems with accessing the subscriptions, please email:
library@wootton.beds.sch.uk

Citing and Referencing – Help for Homework

Why do we need to reference?

Any ideas and words you use from someone else belongs to them, not you. Therefore, you must acknowledge where you have found your information.
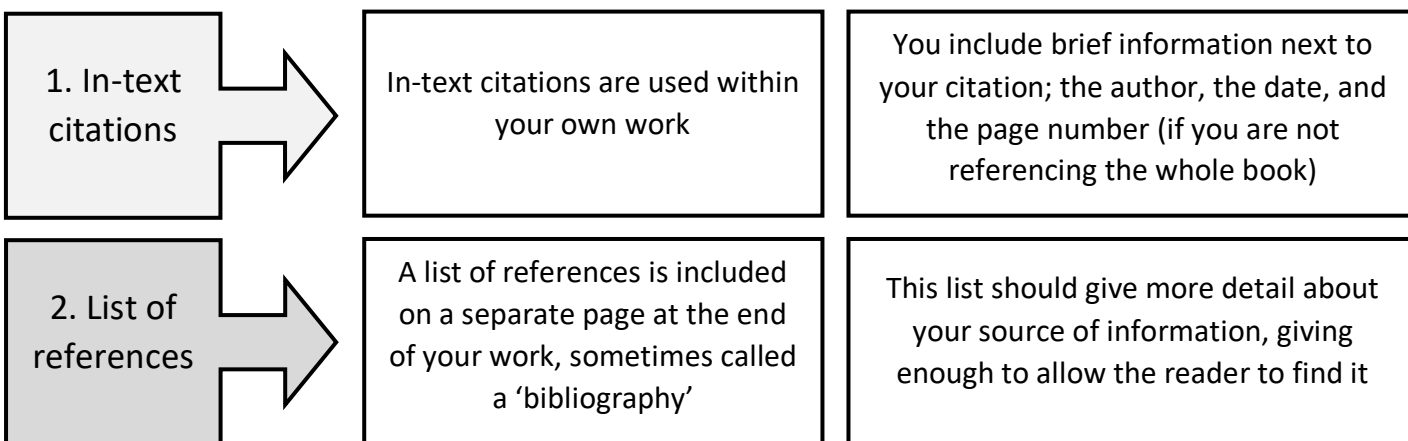
If you do not credit someone when you use their words, it is considered plagiarism. This can mean your work at school and university will be penalised – in some cases plagiarism can be prosecuted!

When do we reference?

- If you are quoting directly from someone else's work in quotation marks
- If you summarise and use someone else's opinion
- If you put someone's ideas into your own words
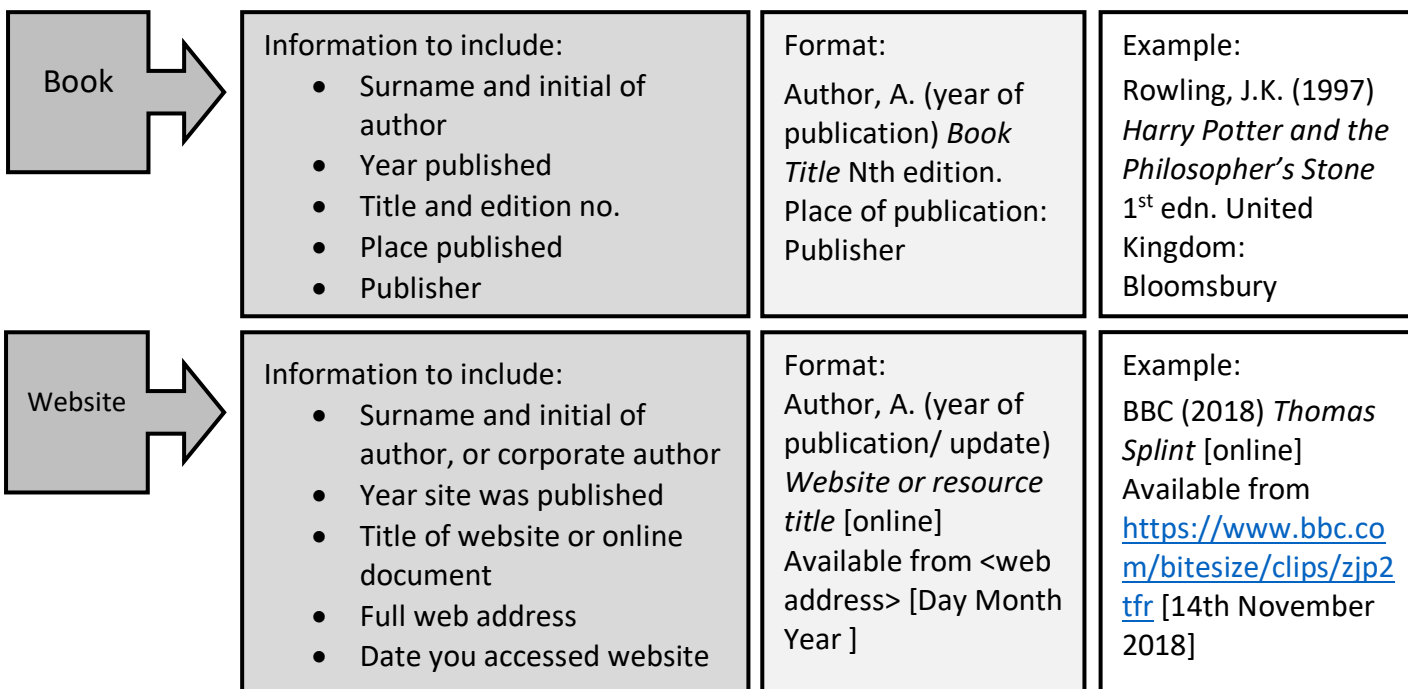- If you use images or data by someone else

How do we reference?

Harvard referencing is a common way to reference. There are two elements to it:

1. In-text citations	In-text citations are used within your own work	You include brief information next to your citation; the author, the date, and the page number (if you are not referencing the whole book)
2. List of references	A list of references is included on a separate page at the end of your work, sometimes called a 'bibliography'	This list should give more detail about your source of information, giving enough to allow the reader to find it

How to create a list of references (bibliography):

This should include all material you have cited, organised alphabetically by author surname.

Book	Information to include: • Surname and initial of author • Year published • Title and edition no. • Place published • Publisher	Format: Author, A. (year of publication) *Book Title* Nth edition. Place of publication: Publisher	Example: Rowling, J.K. (1997) *Harry Potter and the Philosopher's Stone* 1st edn. United Kingdom: Bloomsbury
Website	Information to include: • Surname and initial of author, or corporate author • Year site was published • Title of website or online document • Full web address • Date you accessed website	Format: Author, A. (year of publication/ update) *Website or resource title* [online] Available from <web address> [Day Month Year]	Example: BBC (2018) *Thomas Splint* [online] Available from https://www.bbc.com/bitesize/clips/zjp2tfr [14th November 2018]

The Virtual Library

Search, Request & Renew | About Your Library | Books, Music & Film | Children & Teen | Information & E-Resources | Local & Family History | Jobs, Careers & Skills | Local Information

The Virtual Library:

Offered by Bedfordshire Libraries, the Virtual Library can be accessed from a PC, or smart device. Some of the resources have apps that you can download.

Whilst the libraries are physically closed, signing up for an online membership (if you do not already have a card) will give you access to:

- RBDigital – a service offering magazines, e-books and e-audio
- AncestryLibrary – Trace your history and find out if you have any famous relatives from the past!
- Britannica Library – With information pitched at Junior, Student and Adult levels, use Britannica for research. Great for schoolwork and any general projects
- Credo Reference – Similar to Britannica, and equally useful for research on almost any topic
- PressReader – An online newspaper and magazine service, with over 7,000 titles from 120 countries in 60 different languages! Whether you want to find out what's going on in the world today, catch up on the lives of your favourite celebs, or learn a new skill from the many craft magazines available, PressReader has something for everyone
- Theory Test Pro – for learner drivers to test their theory knowledge
- And more!

How to join:

Visit: https://virtual-library.culturalservices.net/cgi-bin/vlib.sh?enqtype=REGISTER
Fill out the required information on the joining form – you will then be given your card number and pin. Make sure you join as an **online** member.

Once you have joined, you can access all online resources. For some, you will be required to input your library card number and pin.