Library Resources and Support for Academics in Online Teaching

This document will direct you to Library resources and services you can use in developing your Online Course. It also provides links and advice regarding Copyright and your Online course. If you like, you can use this document as a checklist.

Personalised consultations, and hands on training for either individually or in course teams can be arranged with Liaison, RMIT Online and Liaison Librarians.

Start from the Library Homepage: http://www1.rmit.edu.au/library

Teaching Resources

e-books
http://rmit.libguides.com/ebooks/ebook
RMIT University Library subscribes to many e-book collections, both multi-disciplinary and subject-specific. You can search for e-books via LibrarySearch, or via the specific e-book collection.

Subject Guides
http://www1.rmit.edu.au/library/subjectguides
Liaison Librarians create subject guides, designed to help students who are beginning to search for information in their subject area. We can tailor the guides to your needs.

Databases
http://www1.rmit.edu.au/library/databases
Databases are collections of e-journals (including full-text articles), e-books, newspapers, videos, images and other material.

Online Video
http://www1.rmit.edu.au/library/online-videos
The Library has a growing collection of online videos covering instructional tutorials, Australian current affairs, documentaries, drama series, feature films and subject specific content. These can be searched through LibrarySearch, or you can browse collections including: EduTV, TVNews, Kanopy, Alexander Street, Lynda.com, ClickView, adforum.com, Learning Repository (contains TV broadcasts recorded under Part VA – Screenrights Licence)

Each collection has varying options that include some or all of the following:

- Can create permanent links.
- Most collections have the ability to create clips and/or playlists.
- Most collections will generate an embed code.
- ClickView enables the creation of interactive videos using quizzes, slides etc.

The Library has guides to assist you in Linking and embedding videos, playlists and clips.
e-textbooks
http://rmit.libguides.com/ebooks/textbooks
e-Textbooks are usually designed to be sold to, and used by, an individual student. The license attached to an e-textbook usually prohibits on-sale or sharing of the text. Most e-textbook publishers do not make their e-text titles available to libraries for e-lending.
If you are interested in prescribing a library e-book as a course e-text, talk to your Liaison Librarian about whether the license will support this.
VitalSource: https://www.vitalsource.com/

Open Educational Resources
Open educational resources (OER) are freely accessible, openly licensed documents and media that are useful for teaching, learning, and assessing as well as for research purposes. Examples include full courses, course modules, lectures, games, teaching materials and assignments.
See the OER LibGuide for links to a wide variety of OERs with a Higher Education focus.
The Learning Repository contains collections of RMIT-created OERs, and creative commons-licensed OERs from other institutions that can be used for your teaching.
Open educational licensing Toolkit (from Swinburne and UTAS) http://oel.edu.au/toolkit7/

Purchase requests
The Library purchases copies of prescribed and recommended readings based on reading lists submitted to the Campus Store. The sooner you submit your list, the sooner we will be able to make textbooks available to your students. Other purchases requests relevant to teaching, learning and research needs can be submitted directly to the library. The Library has an e-preferred policy.
http://rmit-au.libsurveys.com/Purchase-request-form

Ereserve and digitisation
http://www1.rmit.edu.au/library/ereserve
To help you make course-related readings available online to your students, The Library will:
- Source material to be scanned from our Library’s collection or other libraries within Australia
- Scan chapters from books, journal articles and artistic works
- Ensure copyright compliance and add the compulsory copyright notice to scanned documents.
- Add these documents to the Library’s eReserve collection
You can submit an entire Reading list, or individual course-related readings to ereserve.

Reading list linking service
http://www1.rmit.edu.au/library/reading-list-linking-service
RMIT University Library can create authenticated links to online full text journal articles from over 20,000 titles, newspaper articles, off-air television recordings, around 50,000 ebook titles, and many other online resources currently available from our Library. You can then add them to your Blackboard courses.

**Copyright Resources**

Key Contact: Anne Lennox copyright@rmit.edu.au  
http://www1.rmit.edu.au/copyright  
http://www1.rmit.edu.au/copyright/information-for-staff

These pages contain guides and advice on use of images, video, print and other types of resources in an online learning environment.

**Online Video – youtube, vimeo etc**  
http://www1.rmit.edu.au/browse;ID=68062v7i24y51

YouTube, Vimeo, and other video sites can be used as teaching tools and may be embedded into RMIT’s teaching technologies or RMIT websites, as long as the material you wish to use is a copy that has been placed online by the copyright holder.

To find the copyright holder of the video you need to click on details for the uploader of the materials. YouTube has channels where broadcasters are placing materials for the public to access.

If the video has been uploaded by someone other than the copyright holder, you cannot use it in your course.

The Library has access to a large number of licenced Online Videos that can be used in your course.

Click the link for a Copyright quick guide to DVD, Film and youtube. (pdf)

**Permissions Service**

The Library provides enhanced support to staff in improving copyright compliance; the focus of our service is to seek permission for the use of copyright works within RMIT’s electronic program and course environments.

Permission requests must be initiated using the permission request form.

The Permissions Service seek:

- Clearance for the use of additional material from textbook publishers, such as PowerPoint Slides, case studies and videos etc.
- Permission to use material directly from the textbook that is above the 10% or chapter allowed under Copyright Part VB. (Please note: any additional costs requested by the publisher are passed on to the School).
• Permission to digitise video material e.g. DVDs from the copyright holder if the material is unable to be sourced by any other legal means.

**Image registration**

If you are using images/figures/diagrams sourced from books or the Internet, you must record each work in the RMIT’s eReserve. Creative Commons or images with open licenses do not need to be registered in eReserve these images can be used freely.

**Login** from the following link to register either individual (via online form) or multiple works (excel spreadsheet): [http://www1.rmit.edu.au/browse;ID=zkjcn8bq1ylh](http://www1.rmit.edu.au/browse;ID=zkjcn8bq1ylh)

Note: images/figures/diagrams require citation information, including where appropriate:

- the publication each image came from
- the original title of the image in that publication (eg: "figure 3. Management structure")
- the page number upon which it appeared
- the URL for the image

**Resources and services for your students:**

**Subject Guides**


**Assignment Planner**


**Ask a Librarian Service**


**Liaison Librarians**


**Referencing**


**EndNote**


**Library Research Skills**


**Contact**


For **RMIT Online**, contact Jo Gillespie: joanna.gillespie@rmit.edu.au