



MSt in Applied Criminology, Penology and
Management and MSt in Applied Criminology and Police
Management

This guide will give you an overview of the electronic resources that you will use during your period of study with the Institute. The pages for the individual courses will contain timetables, electronic readings, presentation resources and other useful information.

In order to access the materials mentioned in this guide you will need to collect your CRSid and your Raven password. This is done by completing the student registration process.

Instructions on how to do this will be sent out by Alison Webster, the Registry Data Manager.

If you are having any difficulties with the student registration please contact the help desk at the following address ICE.Records@ice.cam.ac.uk.

Please note that you are unable to collect your Raven password until the 1st of March 2018.

A description and introduction to Raven, can be found by accessing this link - <http://www.ucs.cam.ac.uk/docs/faq/raven>.

COURSE PAGES

To access the course pages you need to go the Moodle homepage, which is www.vle.cam.ac.uk

To access Library resources including online resources and E-Journals is www.crim.cam.ac.uk

MOODLE

Moodle is the Virtual Learning Environment through which you can access course materials, such as reading lists, slides and handouts, and submit assignments through Turnitin.

Login using the link the top right hand side of the page

← → C <https://www.vle.cam.ac.uk/login/index.php#>



You are not logged in.

[Home](#) [Copyright guidance](#) [Plagiarism guidance](#) [Disabled students](#) [University resources](#) [Cambridge student systems](#) [Course history](#) [Moodle help](#)

Welcome to Moodle

The virtual learning environment for the University of Cambridge

[Login](#)

[Raven](#)

[Friends](#)

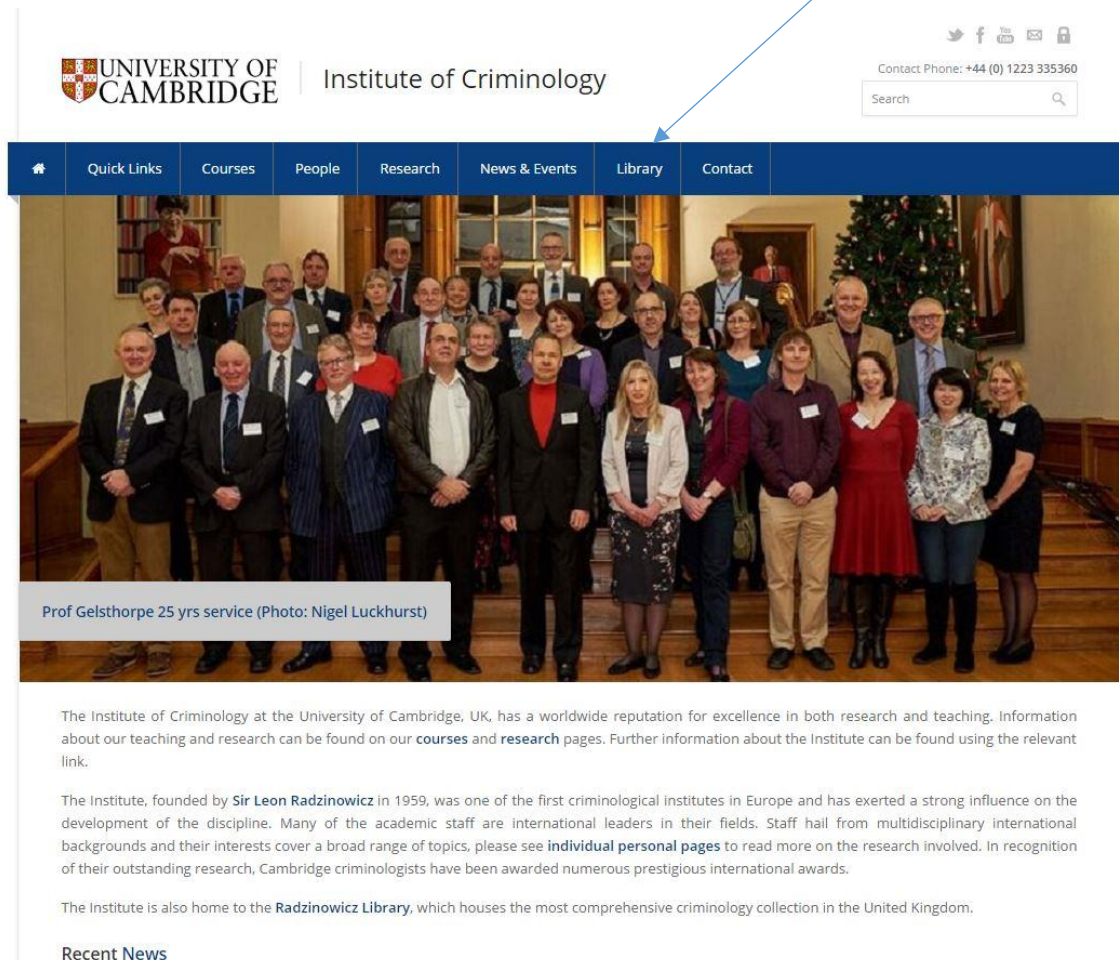
Need support?

Are you having trouble logging in? Contact Support: moodlehelp@uis.cam.ac.uk

[Policies and Legal statements](#)

Online Library Resources

You can access the online resources for the Institute's Radzinowicz Library by selecting the *Library* tab from the Institute homepage.



UNIVERSITY OF CAMBRIDGE | Institute of Criminology

Contact Phone: +44 (0) 1223 335360

Search

Quick Links | Courses | People | Research | News & Events | **Library** | Contact

Prof Gelsthorpe 25 yrs service (Photo: Nigel Luckhurst)

The Institute of Criminology at the University of Cambridge, UK, has a worldwide reputation for excellence in both research and teaching. Information about our teaching and research can be found on our **courses** and **research** pages. Further information about the Institute can be found using the relevant link.


The Institute, founded by Sir Leon Radzinowicz in 1959, was one of the first criminological institutes in Europe and has exerted a strong influence on the development of the discipline. Many of the academic staff are international leaders in their fields. Staff hail from multidisciplinary international backgrounds and their interests cover a broad range of topics, please see **individual personal pages** to read more on the research involved. In recognition of their outstanding research, Cambridge criminologists have been awarded numerous prestigious international awards.

The Institute is also home to the **Radzinowicz Library**, which houses the most comprehensive criminology collection in the United Kingdom.

Recent News

The Library homepage allows you to search for copies of electronic journals (select the *Online Resources* tab) and to search for printed and online resources using iDiscover (*Search Catalogue* tab). You can also renew your library books by selecting the **Renew Your Library Books** link to the bottom right of the page.

The library homepage will be particularly helpful when you are away from Cambridge and studying, as you will have access to a vast amount of electronic journals where you will be able to download articles.



SERVICES | COLLECTIONS | CALENDAR | PUBLICATIONS | **ONLINE RESOURCES** | SEARCH CATALOGUE | HOME

Online Resources

The [resources and journals page](#) gives access to databases, ejournals and ebooks. If you're using a campus computer, you should have direct access. If you're off-campus or on a mobile device, you'll need to [log in with your Raven password](#).

Quick Links to Useful Resources

Cambridge University Library Catalogues

[Web of Science](#) | [Newton Desktop A-E](#) (includes Criminology library)

[NCJRS](#)

[Radzins Grey Literature Database](#)

[Scopus](#)

Contact us at Radzinowicz Library, Institute of Criminology, University of Cambridge, Sidgwick Avenue, Cambridge CB3 9DA, United Kingdom
T: +44(0)1223 335368 F: +44(0)1223 335356 E: crimlib@hermes.cam.ac.uk

Once you have selected the *Online Resources* tab you will be directed to a similar page which contains the following text:

“Online Resources

The eresources and ejournals page gives access to databases, ejournals and ebooks. If you're using a campus computer, you should have direct access. If you're off-campus or on a mobile device, you'll need to log in with your Raven password.”

To access the *Electronic Journals* select the **eresources and ejournals page** link that is embedded in the text. It will take you to the page shown below.

The screenshot shows the Cambridge LibGuides interface for 'eresources & ejournals: Home'. The page is organized into three main columns: 'Databases', 'Ejournals', and 'News'. The 'Ejournals' column is the focus, featuring several search and browse options. A blue arrow points from a text box at the bottom of the page to the search box in the 'Search for ejournals by title or ISSN' section. The footer contains metadata such as 'Last Updated', 'URL', and 'Tags'.

To search for Ejournals input the full title into the search box in the middle of the screen.

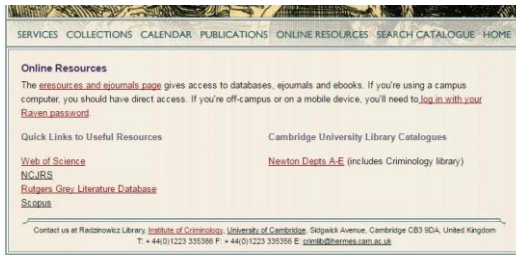
For example if you search for the *British Journal of Criminology* it will take you to the below information.

The screenshot shows the University of Cambridge eJournals website. At the top left is the University of Cambridge logo. Below it, the word 'eJournals' is displayed in a large, white font on a dark teal background. A navigation bar contains links for 'eresources home', 'Access', 'Copyright', 'Help', 'University Library', 'Cambridge Libraries', and 'iDiscover'. Below the navigation bar is a search interface with a horizontal menu of letters (0-9, A-Z, Other) and a search box. The search box contains the text 'Title begins with' and a dropdown menu. Below the search box is a second search box with the text '- Please select a subject category --' and a 'Search' button. The search results show '1 record retrieved for the search: Title begins with "british journal of criminology"'. The record is titled 'British journal of criminology (0007-0955)' and lists several online resources with their respective date ranges: 'from 1960 to 1997 in HeinOnline Law Journal Library', 'from 1960 to 1995 in Oxford Journals Archive - JISC (Sublicense A)', 'from 01.07.1960 to 30.11.2011 in JSTOR Arts & Sciences XII', 'from 01.01.1995 to 31.08.2001 in Factiva', 'from 1996 to present in Oxford Journals Law Collection', 'from 01.01.1996 to present in Oxford Journals: Jisc Collection: 2016', and 'from 2000 to present in LexisLibrary - UK Journals & Bulletins Content Set'. At the bottom of the page, there are links for 'Back to top', 'Need help? Visit our Help page', 'Describe the problem via the help form', and 'Email us'.

Many journals like the *British Journal of Criminology* are available via different online resources. In this case access is provided via HeinOnline and Oxford Journals, among other providers.

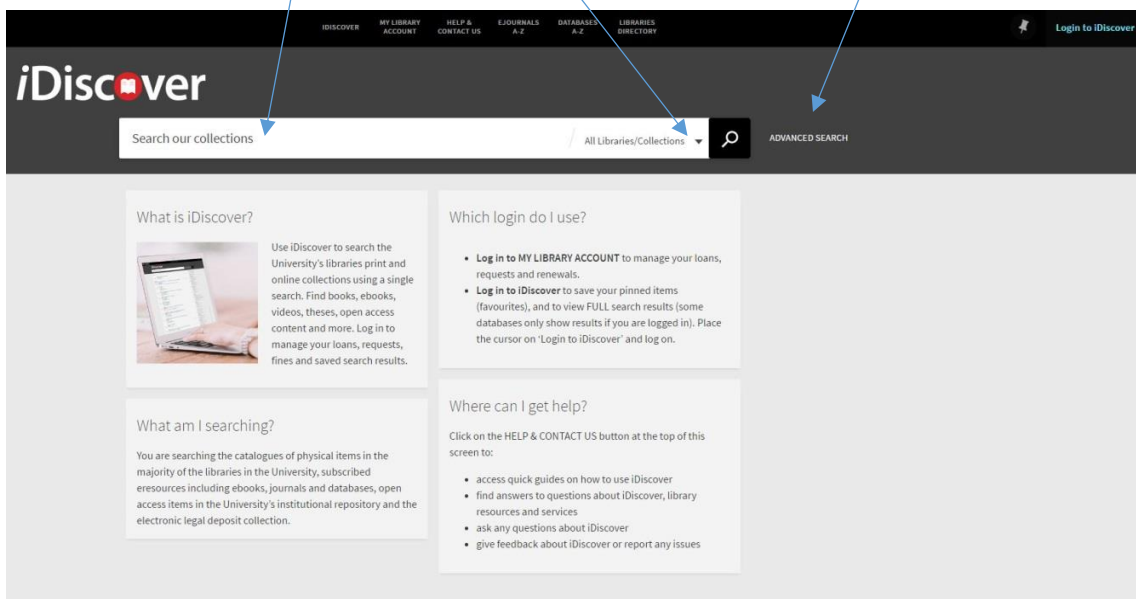
It is important to remember to select the resource that covers the year the article you wish to access was published. The online journals are easy to navigate, though they all vary slightly.

To search for printed material (e.g. books, UK government publications, theses) that are housed in the Radzinowicz Library you need to select the *Search Catalogue* tab.



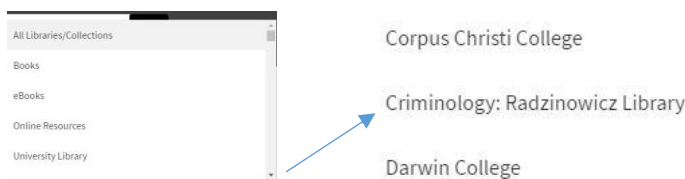
The catalogue page looks like this. The default search option is a simple search (*Search our collections*) with some filter options in the drop-down menu to the right under *All Libraries/Collections*.

The ADVANCED SEARCH link will give you much more flexibility in building and refining your search.



The default search is everything but you can choose **Books**, **eBooks**, **Online Resources** or a specific library.

Criminology: Radzinowicz Library is listed when you scroll down the drop-down list.



There are lots of useful guides in the **Help & Contact Us** link at the top of the iDiscover catalogue page. Clicking there will take you to the following page where you can download guides on saving results, exporting results, finding particular types of resource, advanced searching, etc.

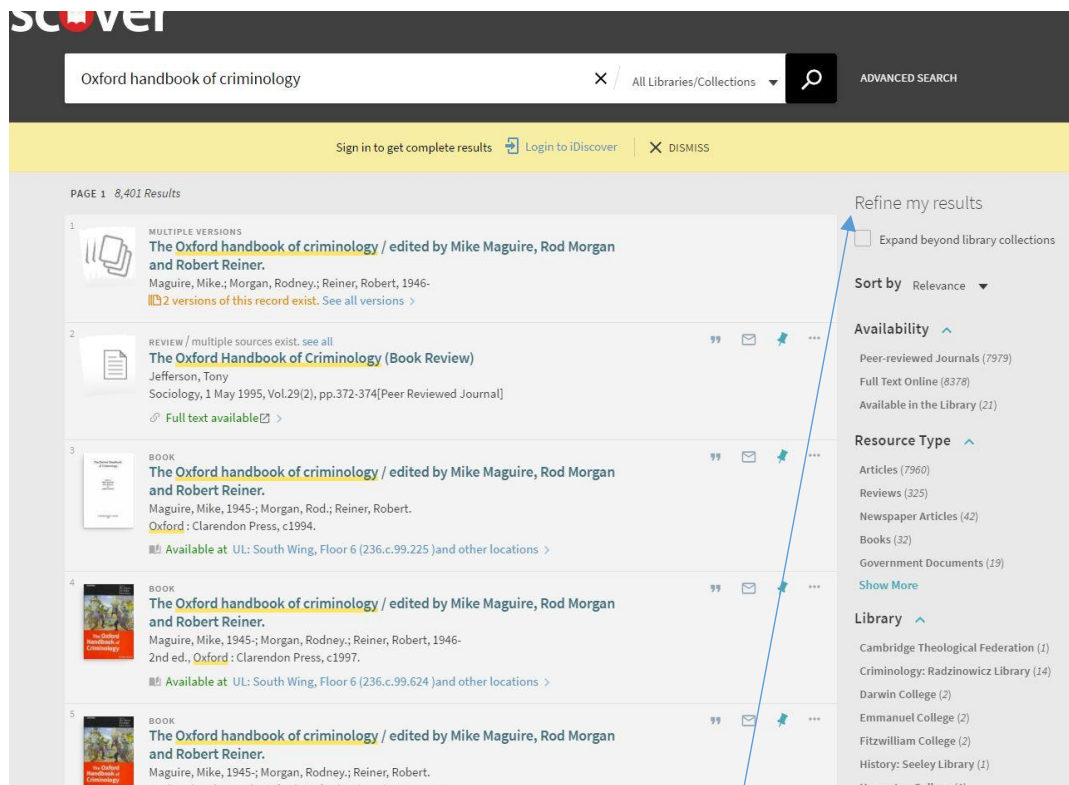
The screenshot shows the Cambridge LibGuides iDiscover Home page. At the top, there is a navigation bar with the University of Cambridge logo and links for Cambridge Libraries, Cambridge LibGuides, Subject Guides, and Referencing Guides. Below this is a search bar with the text "Search this Guide" and a "Search" button. The main content area is divided into several sections:

- Search bar:** "Search our collections..." with a dropdown menu for "All Libraries/Collections" and a search icon.
- Video guides to iDiscover:** A video player showing a "Welcome to iDiscover" message.
- Quick guides to iDiscover:** A list of 10 numbered links, each with a "last updated" date of 13/02/17. The links are:
 - 1 Logging in
 - 2 Quick searching
 - 3 Finding books and ebooks
 - 4 Finding journals and articles
 - 5 Advanced searching methods
 - 6 Refining, expanding and ordering your results
 - 7 Saving your results
 - 8 Requesting and renewing items
 - 9 My library account
 - 10 Exporting results
- Other contacts:** A section with a "Send us your feedback" form and an "Ask a Librarian a question" section.

A blue arrow points from the text box above to the "Other contacts" link in the "Quick guides to iDiscover" list.

SIMPLE SEARCH: To search for the title you require you need to input the title in the search box. It is a good idea to put the full title of the book or journal article in the search box in order to narrow down the search.

SEARCH TIP: If the title begins with 'The', 'A' or 'An' or another leading article do not include these words in the search.



On the right-hand side of the results page there are lots of options for refining your search.

There is a drop-down **Sort by** menu. You can change from default **Relevance** to **Date-newest**, **Date-oldest**, **Author**, or **Title**

Other refine by options include (among others):

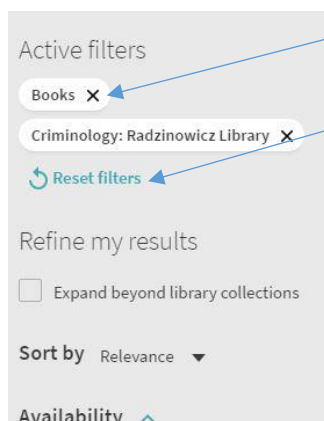
Availability - e.g. **Full Text Online**

Resource type - e.g., **Articles**, **Books**

Library

Any selected filters will appear at the top right under Active filters

You can choose to remove individual filters by clicking the cross and you can also reset all filters



Adding distinctive details such as *year of publication* AND/OR author/editor *surname* will refine the search.

These details can be found in the citations on your reading lists or in other bibliographies. If you have a choice of names favour unusual names/words to narrow the search.

The screenshot shows the iDiscover search interface. The search bar contains 'Oxford handbook of criminology 2012'. Below the search bar, there are options to 'Sign in to get complete results', 'Login to iDiscover', and 'DISMISS'. The results page shows 'PAGE 1 4,048 Results'. The first result is 'The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.' It is marked as 'MULTIPLE VERSIONS' and shows '2 versions of this record exist. See all versions >'. The second result is 'The Oxford handbook of sentencing and corrections / edited by Joan Petersilia, Kevin R. Reitz.' It is marked as 'BOOK' and shows 'Oxford : Oxford University Press, 2012.' Blue arrows point from the 'MULTIPLE VERSIONS' text and the 'See all versions >' link to the explanatory text in the next block.

Look out for notifications of *Multiple versions* (icon and text)

If a Library location filter has not been set you may not see that we have copies in the Criminology Library at this stage.

Click on *See all versions*, at the bottom of the results for more details.

The screenshot shows the iDiscover search interface with the search bar containing 'Oxford handbook of criminology 2012'. Below the search bar, there are options to 'Sign in to get complete results', 'Login to iDiscover', and 'DISMISS'. The results page shows '2 Results'. The first result is 'The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.' It is marked as 'BOOK' and shows 'Maguire, Mike.; Morgan, Rodney.; Reiner, Robert, 1946- 5th ed., Oxford : Oxford University Press, 2012.' Below the title, it says 'Available at Squire Law Library (J.mq.9.M.25)and other locations >'. The 'See all versions >' link is no longer visible.

In this example, clicking on 'Squire and other locations' will generate an alphabetical list of all Libraries holding this book.

This screen also provides: **availability** information, Library specific **location** information, and the **classmark** (in brackets) so that you can find the item(s) in that particular library.

Clare College: Forbes Mellon Library Available , ; (364 OXF)	>
Corpus Christi College: Taylor Library Out of library , ; (Q.9.MAG)	>
Criminology: Radzinowicz Library: Reserve Collection Available , ; (Q07)	>
St Catharine's College: Shakeshaft Library Available , ; (364)	>
Emmanuel College May be available , ; (364.MAG(3))	>

In order to check how many copies a library holds, and current availability for each copy please click on the details for that Library. In this example below we have five copies available to borrow from the Library's Reserve Collection.

To return to check other locations click here

Get It

[< BACK TO LOCATIONS](#)

LOCATION ITEMS

Criminology: Radzinowicz Library: Reserve Collection
Available, (Q07)

[Check request options](#) [?](#) [>](#)

Not Charged Q07	Overnight	▼
Not Charged Q07	Overnight	▼
Discharged - 14-02-2017 Q07	Overnight	▼
Not Charged Q07	Overnight	▼
Not Charged Q07	Overnight	▼

[SHOW MORE ITEMS](#)

SEARCH TIPS: If you only want to look at printed books in the Criminology Library you can add the **Criminology: Radzinowicz Library** filter before doing a specific search (e.g., for an exact known title) or after doing a general search on a particular subject or topic.

If you cannot find what you are looking for, think of other words for expressing the same/similar subjects.

Try to include unusual creator names (authors, editors, etc), publishers, year of publication or geographical topics where appropriate. This will always help you retrieve more relevant results.

Please ask a member of Library staff if you need any help or suggestions.

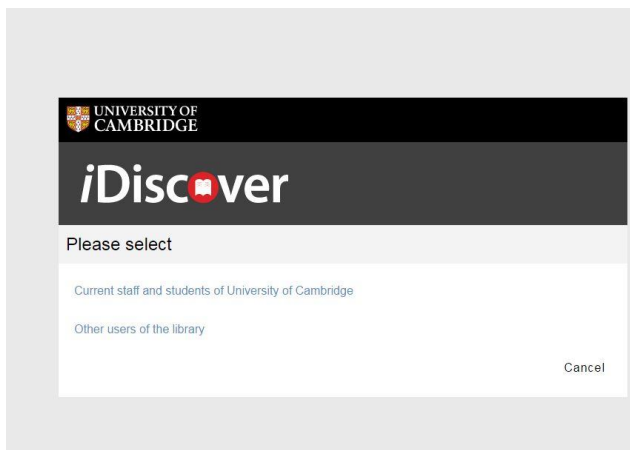
iDiscover Login and My Library Account

To be able to access all of the University's subscriptions, such as ejournal articles, you will also need to login to the iDiscover catalogue (even if you have already logged in with Raven).



This login is in the top right of the iDiscover catalogue page.

Hover over the **Login to iDiscover** icon in the top right of the screen and click on it



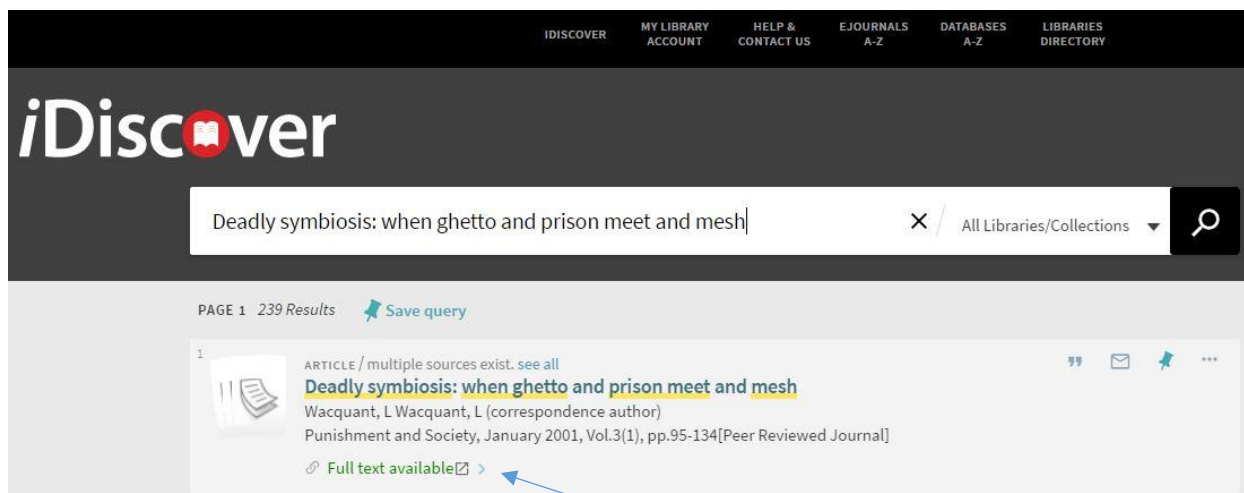
When you get to the next screen select **Current staff and students**.

If you are not already logged in via Raven you will be prompted to do so.

Once you have logged in your name will appear in the top right of the iDiscover screen

Once you have logged in this provides the easiest way to access an ejournal article when you have the exact title, e.g.:

- Wacquant, L. (2001) 'Deadly symbiosis: when ghetto and prison meet and mesh', *Punishment & Society*, 3(1): 95-133. **ONLINE/PERIODICAL**



The article usually appears as the first result. From here you can click on **Full text available** to get to the publisher's page and download a PDF of the article.

There is also the option to login to **MY LIBRARY ACCOUNT** from the top tool bar to check your loans and renew books. This is done by via your Library barcode which is on the back of your University card. The barcode begins with a Vxxxx

If you want a book that is currently unavailable then you are able to recall it. Please contact a member of library staff and ask them to place the recall for you.

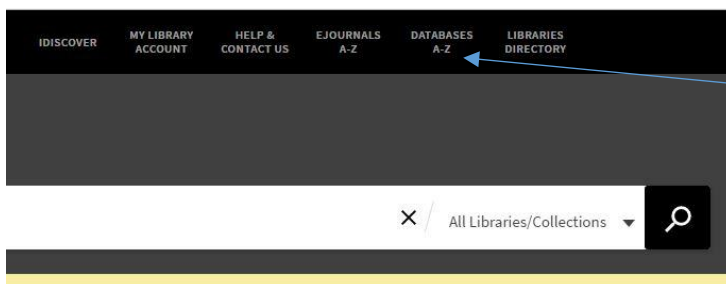
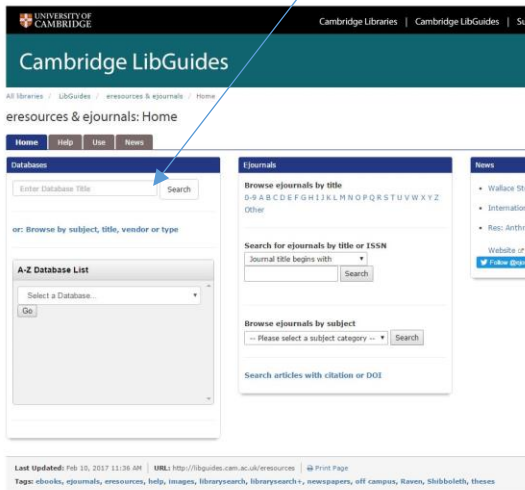
The library also has online access to the 'Encyclopedia of Criminology and Criminal Justice' which you may find a useful resource. In order to access the Encyclopedia you will need to search for it in the list of databases.

To access the *Databases listing* select the **eresources and ejournals page** link that is embedded in the text on the **Online Resources** tab.

Then search for the title of the Encyclopedia in the Databases box on the left of the screen.



<http://www.crim.cam.ac.uk/library/online.html>



Alternatively you can use the **Databases A-Z** link that can be found at the top of the iDiscover catalogue page.

Advanced Search Options

Clicking on the advanced search will take you to a screen similar to this

The screenshot displays an advanced search interface. At the top left, there is a 'Library' dropdown menu set to 'All Libraries/Collections'. Below this, the search criteria are defined: 'Any field' is selected for the first field, with the operator 'is (exact)' and the search term 'Punishment and society'. A second field is set to 'AND', 'Any field', and 'contains'. To the right of the search criteria, there are dropdown menus for 'Material Type' (set to 'Journals'), 'Language' (set to 'Any language'), and 'Publication Date' (set to 'Any year'). Below the search criteria, there are buttons for '+ ADD A NEW LINE' and 'CLEAR'. A 'SEARCH' button is located at the bottom right of the search criteria section. Below the search criteria, the results are displayed. The first result is 'Punishment & society [electronic resource]' with a link to 'Check holdings at Online Library (Online)'. The second result is 'Punishment & society : the international journal of penology' with a link to 'Available at UL: Reading Room Corridor North (P236.c.100)and other locations'. The third result is 'STOPP news / Society of Teachers Opposed to Physical Punishment' with a link to 'Check holdings at UL: Order in West Rm (in Rare Bks if pre1850) Not borrowable (L240.b.892.6(2)-)and other locations'. On the right side of the results, there is a 'Refine my results' section with options for 'Expand beyond library collections', 'Sort by Relevance', 'Availability' (Full Text Online (16), Available in the Library (4)), 'Resource Type' (Journals (19)), and 'Library' (Criminology: Radzinowicz Library (2), University Library (2)).

In this example there is no *Library* location filter set (drop-down menu top left)

Material type (drop-down menu top right) is set to **Journals**

is (exact) is set for the search terms "Punishment and society"

The results include:

1. The electronic journal
2. The print copy of the journal, held at more than one location

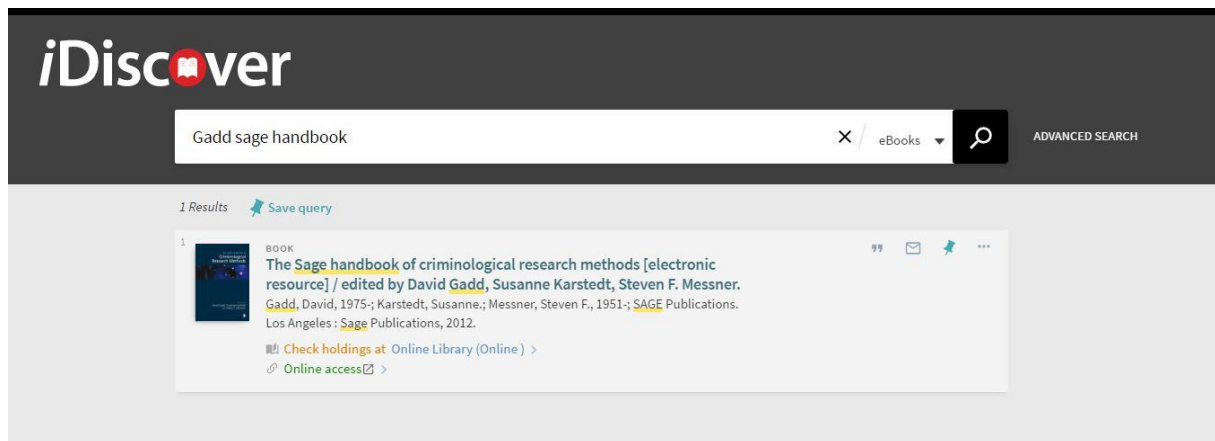
Any field could be changed to **Title, Author/Creator, Subject** or **Classmark**

You have the option to add new lines to build your search and the refine options are still present to the right of the screen

Searching for ebooks

Example:

Strang, H. and Sherman, L. (2012) 'Experimental criminology and restorative justice: principles of developing and testing innovations in crime policy', in D. Gadd, S. Karstedt and S.F. Messner (eds) *The Sage Handbook of Criminological Research Methods*, London: Sage Publications, pp. 395-409. **Q07 and E-BOOK**



The screenshot shows the iDiscover search interface. The search bar contains the text 'Gadd sage handbook'. The search results section shows one result for the book 'The Sage handbook of criminological research methods [electronic resource] / edited by David Gadd, Susanne Karstedt, Steven F. Messner. Gadd, David, 1975-; Karstedt, Susanne; Messner, Steven F., 1951-; SAGE Publications. Los Angeles : Sage Publications, 2012.' Below the title, there are links for 'Check holdings at Online Library (Online) >' and 'Online access >'.

REMEMBER: You must be logged into iDiscover to get full-text access.

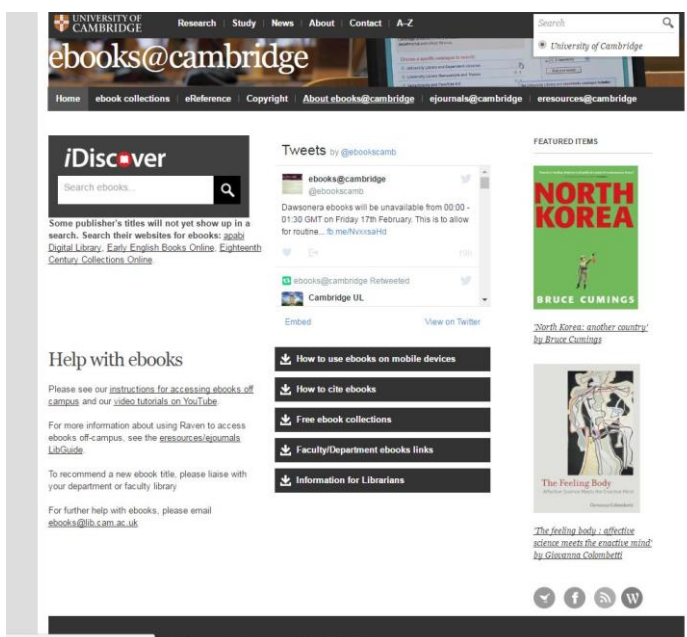
A simple search, with the filter set to eBooks, should find the result. The **Online access** link at the bottom will take you to the publisher platform where you can access the ebook.

The University subscribes to a number of ebooks on different platforms and access varies but all should be straightforward to use.

Please ask Library staff if you need some help.

New ebooks are being added all the time so it is worth doing speculative searches.

Further information at <http://www.lib.cam.ac.uk/ebooks/>



The screenshot shows the homepage of the 'ebooks@cambridge' website. The header includes the University of Cambridge logo and navigation links for Research, Study, News, About, Contact, and A-Z. The main content area features a search bar, a 'Help with ebooks' section with links to 'How to use ebooks on mobile devices', 'How to cite ebooks', 'Free ebook collections', 'Faculty/Department ebooks links', and 'Information for Librarians'. There is also a 'Tweets' section and a 'FEATURED ITEMS' section with book covers for 'NORTH KOREA' by Bruce Cumings and 'The Feeling Body' by Giovanna Colombetti.

Electronic Legal Deposit Material

Some general searches may retrieve material that the University receives via the Legal Deposit Act. This material will be online but will have **restricted conditions of access**.

If an item found falls under this category the result will have the following text attached:

Online access restricted to designated PCs in the main UL + affiliate libraries >

The screenshot shows a search results page for 'Gadd sage handbook'. The search bar at the top contains 'Gadd sage handbook' and 'All Libraries/Collections'. The results are listed on the left, and a 'Refine my results' sidebar is on the right. The third result is 'The Sage handbook of criminological research methods' by David Gadd, Susanne Karstedt, and Steven F. Messner. Below the title, it says 'Online access restricted to designated PCs in the main UL + affiliate libraries >'. A blue arrow points from this notice to the text box below.

NOTE: with no **ebooks** filter set, the third result for "Gadd Sage handbook" is an ebook with **restricted access**.

This item **cannot** be accessed away from Cambridge (even with Raven login). In Cambridge you can access them from one computer in the Criminology Library (first floor), and others.

Please look out for the restricted access statement if searching for ebooks or ejournals.

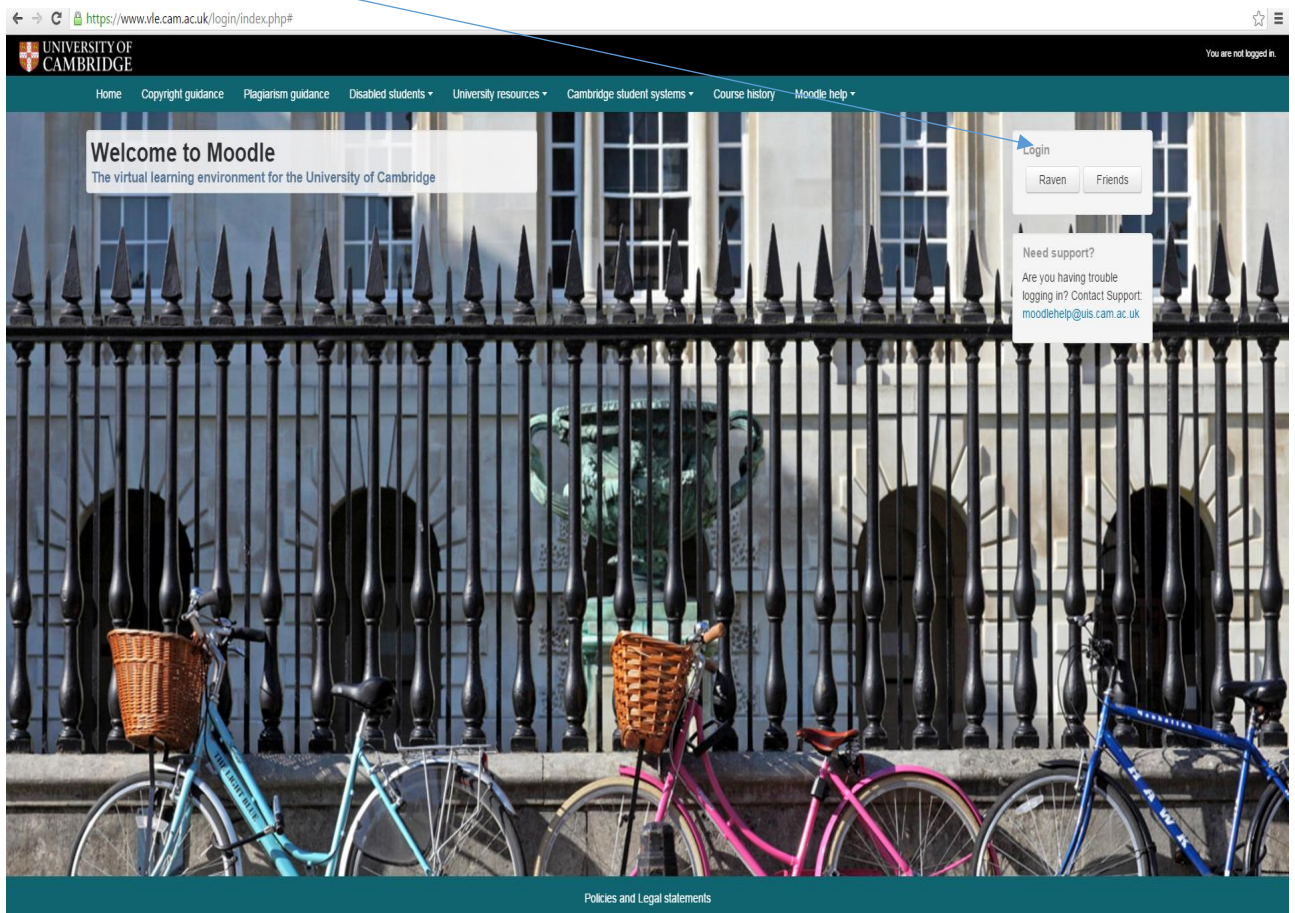
If the ebooks filter is set these items will not display in the search results.

Submitting an essay to Turnitin

When you complete an essay as part of the course you are required to submit a copy to Turnitin UK which is a text-matching software that is used widely throughout UK Universities.

You need to submit essays to Turnitin through Moodle which is a software system supported by the University. You can find Moodle by entering *moodle Cambridge* into a search engine or directly via <https://www.vle.cam.ac.uk/login/index.php>

When you have accessed the Moodle site you will need to log (using your CRSid and Raven Password) in using the tab in the top right hand corner.



From the homepage you need to select the course you are studying, in the example below that is *MSt In Applied Criminology and Police Management*.

The screenshot displays the Moodle user interface. At the top, a dark teal navigation bar contains links for Home, Copyright guidance, Plagiarism guidance, Disabled students, University resources, Cambridge student systems, Course history, and Moodle help. A vertical 'Administration' sidebar is on the left. The main content area is titled 'Moodle: My home' and includes a breadcrumb trail 'My home > My courses' and a 'Customise this page' button. The 'Navigation' block shows a tree view with 'My courses' expanded to 'MSt In Applied Criminology and Police Management'. The 'Accessibility' block features font size controls (A-, A, A+), a high contrast icon, and a 'Launch ATbar' option. The 'My private files' block shows 'No files available'. The central 'Welcome Glenn Test' block includes a profile picture, a message 'You have no unread messages', and a highlighted course 'MSt In Applied Criminology and Police Management' with a Turnitin assignment notification. The 'Latest news' block lists 'Moodle Release' updates. The 'Upcoming events' block states 'There are no upcoming events'. The 'Calendar' block shows a calendar for February 2016 with the 4th highlighted.

Home Copyright guidance Plagiarism guidance Disabled students University resources Cambridge student systems Course history Moodle help

Administration

Moodle: My home

My home > My courses Customise this page

Navigation

- My home
 - Site home
 - Site pages
 - My profile
 - My courses**
 - MSt In Applied Criminology and Police Management**

Welcome Glenn Test

You have no unread messages

MSt In Applied Criminology and Police Management

You have Turnitin Assignments that need attention

Latest news

- Moodle Release
 - 22 Feb, 14:34 Moodle Team
- Maintenance: 7 - 9am on Thursday 21/01/16
 - 19 Jan, 11:03 Moodle Team
- Moodle Release
 - 15 Dec, 10:06 Moodle Team

Older topics ...

Upcoming events

There are no upcoming events

Go to calendar...
New event...

Calendar

February 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

You are logged in as Glenn Test garnerg66@hotmail.com (Log out)

Policies and Legal statements

MSt In Applied Criminology and Police Management

My home > My courses > Schools, Faculties and Departments > Criminology, Institute of > Postgraduate > MSt > MSt In Applied Criminology and Police Management

Navigation

- My home
 - Site home
 - Site pages
 - My profile
- Current course
 - MSt In Applied Criminology and Police Management**
 - Participants
 - General
 - MSt Police 2016 Year 1
 - MSt Police 2016 Year 2
 - Topic 3
 - Topic 4
 - Topic 5
 - My courses

Accessibility

A A A+

R A A A

Launch ATbar (always?)

News forum

MSt Police 2016 Year 1

For all essay submissions, please post 4 copies to Lucinda and Glenn by 11am on the due date.

Essay 1 2016

MSt Police 2016 Year 2

Essay 5 Research Proposal

Topic 3

Topic 4

Topic 5

Search forums

Advanced search ?

Latest news

(No news has been posted yet)

Upcoming events

There are no upcoming events

Go to calendar...
New event...

Recent activity

Activity since Tuesday, 23 February 2016, 12:16 PM

[Full report of recent activity...](#)

Nothing new since your last login

Select the year you are enrolled on, for example MSt Police 2016 Year 1. Then select the Essay that you are submitting e.g. *Essay 1 2016*. From there you need to select My Submissions.

Moodle

Summary My Submissions

No submissions have been made
[Submitted to Turnitin? Click here to retrieve.]

Add Submission

Submission Type ? Select Submission Type ▼

You need to select *Submission Type* and then choose *File Upload*. From there you will be able to choose a file to submit. You need to tick the box where you accept the work is your own and then click *Add Submission*.

Add Submission

Submission Type ? File Upload ▼

Submission Title ?

Submission Part ? Part 1

File to Submit ? Choose File No file chosen

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Add Submission

Printing and Photocopying at the Institute

Desktop Services - Printing Service

[Check your Balance](#) | [Add Credit to your account](#) | [Printer Function Guides](#) | [Install PaperCut](#)



The Institute operates a DS-Print 'Secure Printing' system offering both Mono and Colour printers which are located in the following rooms:

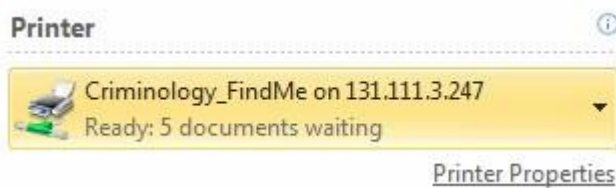
Basement - Computer Room

Ground floor - Library Print Room

First Floor - Room 1.7

Second Floor - Common Room

To print using these printers, ensure you are logged into PaperCut and when you go to print a document select 'Criminology_FindMe' as the printer.



This is how the printer shows in Microsoft Word. Please note that all printers are set by default to print duplex black and white, to reduce paper used and lower the cost of printing. The user is responsible for ensuring that the correct printer driver settings are set for the intended form of output, including the duplex setting. Note that printing is charged per sheet of paper used, independent of whether it is printed on both sides (duplexed) or not. For others (as indicated in the list) printing is charged per side printed.

Adding Credit to Your Card (Students Only)

Credit may be added online at [DS eCredit](#).

In the event that your card becomes damaged or is lost credit can be transferred to a new one. Credit can be used for printing, copying and scanning. Unused credit cannot be refunded.

Scanning, Copying and Printing Costs

Scanning, copying and printing is charged per sheet, and scanning to e-mail service is free.

A4 Mono	6p per sheet
A4 Colour	15p per sheet
A3 Mono	10p per sheet
A3 Colour	30p per sheet

Collecting Your Document(s)

To collect your documents after you have printed from your computer, present your University card to the card reader attached to the printer and press "**Release**" to see a list of documents ready to print.

Once this list appears select a file by pressing directly on the file name, you should notice the start button turn blue. Press the start button to begin printing this file

To print directly from the printer from a USB stick read the guides for the appropriate printer found below. *Please note that this is not available on the printers in the Basement and 3rd floor.*

All printers also have scanning and copying facilities.

Copying balances are also controlled by your University Card and topped up the same as your printer credit.