

LIBRARY SERVICE STATEMENT FOR HIGHER DEGREE RESEARCHERS

Description

This statement defines the scope of service provided to Higher Degree Researchers by the Library at Griffith University.

Document information

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Related resources

[Copyright Matters](#)

[Library Research and Publishing webpages](#)

[Researcher Education and Development - Resource Hub](#)

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1. Purpose

The Library provides expert library and learning support services to our higher degree researchers in all aspects of their learning, writing and research.

This statement defines the scope of service provided to Higher Degree Researchers by the Library at Griffith University.

2. Customised workshops and training

2.1 Library roles and responsibilities

- providing customised seminars and workshops for HDRs, developed within a disciplinary context, covering areas such as preparing your literature review, managing your research literature, publishing during your PhD, managing data, building a research profile, and so on. Customised workshops are based on library workshops already offered through Researcher Education and Development
- developing online resources and self-paced training to support HDRs.

2.2 HDR coordinators and supervisors' roles and responsibilities

- advising Library staff of the appropriate context for any requested workshop
- providing clarity about the workshop's aims and expected outcomes
- organising the timing and delivery of the session, i.e. booking a room for an ad hoc session, helping select and organise an appropriate online delivery mechanism, etc.
- partnering in the delivery of the session, whether face to face or online
- promoting the session and its benefits to their HDR candidates
- encouraging workshop attendees to provide timely workshop feedback

3. Advice and consultancy

3.1 Library roles and responsibilities

- Providing up to 10 individual consultations covering information, digital, research and academic literacies during their candidature.
- Responding to requests via the Griffith Service Management system within two standard business days

Working with data

- providing advice, consultations, referrals and self-paced training on data management practices and tools, e.g., planning, storage, organisation, processing, standardisation and clean-up, sharing, visualising, publishing, archiving, and handling of sensitive data
- providing advice and training on using Griffith-supported survey tools
- delivering workshops on formatting lengthy documents using styles

Researcher profiles

- advising HDRs on building, using and improving their individual research identifiers and researcher profiles, e.g., ORCID, Researcher ID, Google Scholar, and beginning to document the impact of their research

Scholarly publishing

- Providing advice on publishing strategies, including open access publishing, e.g., publication selection, journal quality, publication promotion, avoiding predatory publishers, and peer review

Open scholarship

- helping identify and locate open resources and resources with appropriate licensing to suit their research needs
- promoting the benefits of research reproducibility for efficiency and research impact
- encouraging HDRs to consider open sharing of their research outputs and data through various means

Working with literature

- providing advice on bibliographic databases and other research resources relevant to their discipline
- helping HDRs to source information about research methods, theoretical and research literature, and relevant data sources
- providing advice and strategies for undertaking systematic style, narrative and other types of literature reviews
- providing support and suggestions to help obtain collection resources for research needs
- Providing advice and information on reference management and other digital research tools
- helping to find relevant discipline specific theses for comparison and background

Academic writing

- providing advice on strategies for time management, reading and note-taking
- sharing strategies to assist candidates in developing their own skills in the structuring, editing, writing and proofreading of their documents
- advising on the development of effective academic arguments and the correct use of cited materials

Copyright

- providing information on copyright compliance obligations through web site and self-paced training
- referring candidates to the Information Policy Officer for advice and training on copyright matters
- explaining responsibilities for copyright compliance

3.2 HDR coordinators and supervisors' roles and responsibilities

- providing relevant information about discipline content
- providing advice and direction about the specific research methods HDR candidates should adopt
- providing advice about the appropriate design of research tools and instruments, e.g., surveys, interview questions
- providing advice on editing services available to HDR candidates
- informing HDR candidates that document quality, including spelling, language and grammar, is their responsibility

3.3 Users of this service roles and responsibilities

- providing information about their research query ahead of consultation to allow staff sufficient preparation time
- Consulting relevant self-help resources that may be recommended

3.4 Referral to other support services and/or resources

- In line with the [Code of Practice for the Supervision of HDR Candidates](#), it is the responsibility of HDR candidates to be aware of existing mechanisms to resolve issues arising from their candidature, for example, candidate-supervisor difficulties.
- Library can refer HDR candidates to relevant information resources such as:
 - [Griffith Candidate Support](#)
 - [Griffith Online Health & Wellness Centre](#)