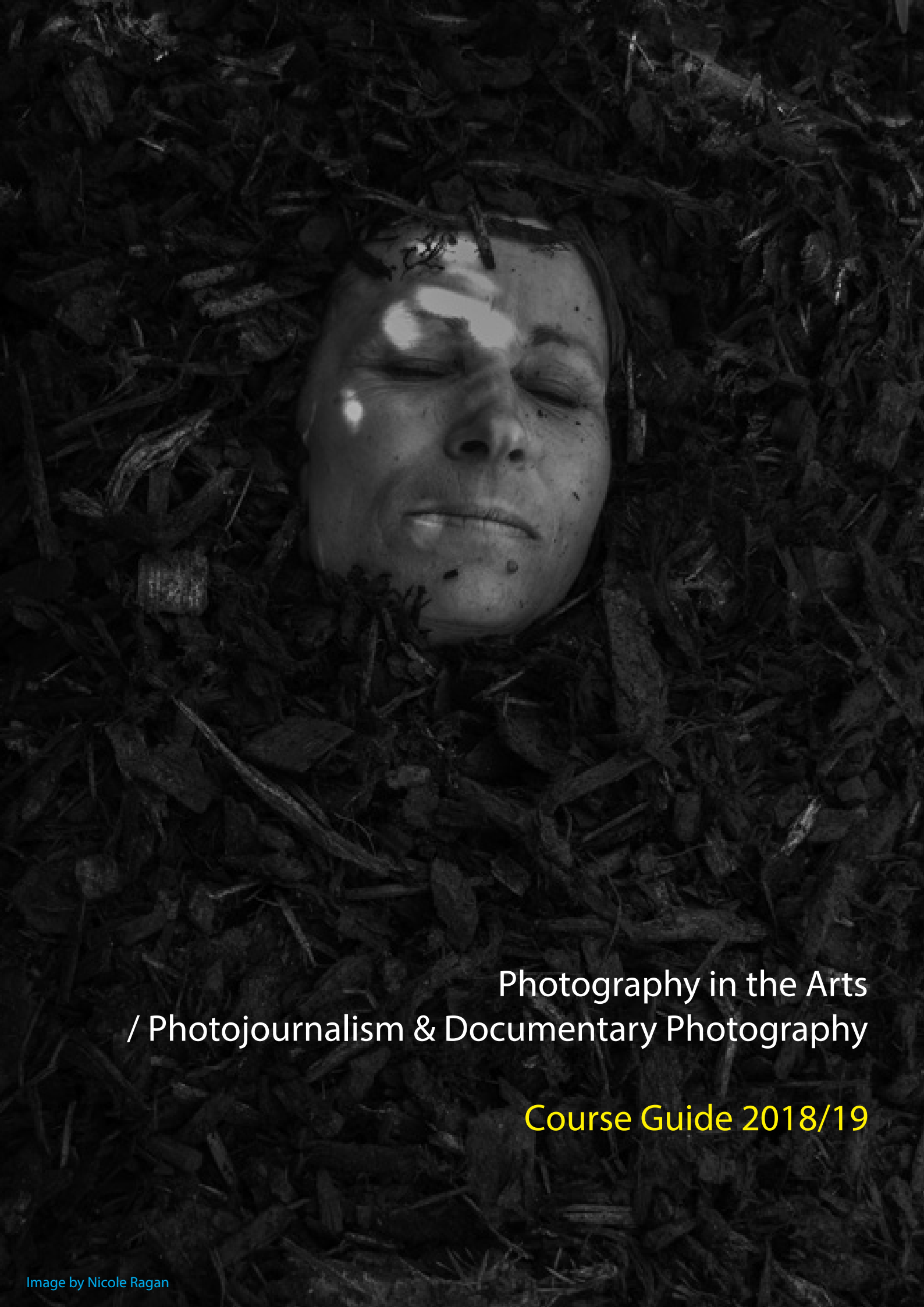




Photography in the Arts
/ Photojournalism & Documentary Photography

Course Guide 2018/19

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INTRODUCTION

Welcome to Swansea College of Art as a student on either BA/MArts (Hons) Photography In The Arts or BA/MArts (Hons) Photojournalism & Documentary Photography. We hope that you will enjoy your time here with us.

We aim to provide a stimulating and critical environment within which we will offer you the opportunity to visually engage with and challenge the world, yourselves and photography as a subject. The central philosophy of the School is the exploration of the subjective individual in order for our students to be able to establish a 'unique voice' within photographic and cultural communication.

This course guide is designed to provide you with useful information and advice which should help you in your time here as a student. You will also receive a University Student Handbook for an overview of information for Art & Design students.

COURSE STRUCTURE



Image by Stine Nundal

The programmes are based on the Faculty's modular degree structure as validated by the University of Wales.

This structure consists of 6 semesters (8 for MArts), each 15 weeks long. To graduate with a degree you will need to complete and pass the modules that are delivered at each of the levels (these levels correspond to 'years' of study). There are 120 credits at each level, which are obtained through modules made up of varying credits. A 'credit' relates to the amount of time spent studying on a module – that is not the same as the mark or grade that you might receive for assessment on the module.

It takes 360 credits to achieve a BA 'Honours' degree, and 480 to achieve an MArts. Some modules are mandatory while others are offered as electives where you may choose from a range of modules offered across the Faculty undergraduate programme. The following is intended as a brief summary of the level contents and the diagrams are intended to help you visualise the 4 levels of study.

LEVEL 4 (YEAR 1)

The first year is diagnostic and teaching intensive. You will be introduced to the traditional processes of B/W chemical photography, colour film, studio/location lighting and digital photographic practice through a structured programme of workshops, visual studies and contextual studies.

Semester 1 will commence with induction projects, which focus on visually exploring your new environment as well as introducing critical analysis of your photographic imagery. You will also learn to process and print colour and black/white negative film within a personally directed project.

Semester 2 continues the self-negotiated personal work development. However, there are additional practical projects that extend your engagement with the medium of photography. For instance, Photography in the Arts students will address issues of documentation and Photojournalism students will contend with narrative, text and reacting to events.

The use of visual diaries and blogs will also be expected within which you will collate research that is relevant to your practical work as well as document the development of your own photographic practice.

MODULE CODE	MODULE TITLE	CREDITS
	Semester One	
	Ways of Thinking	10
	Photographic Art Practice (PA)	20
	Documentary Practice (PDP)	20
	Photography Production	20
	Visual Studies 1	10
	Semester Two	
	Ways of Perceiving	10
	Fugitive Testimonies (PA)	20
	Photojournalism in Context (PDP)	20
	Individual Practice	20
	Visual Studies 2	10

LEVEL 5 (YEAR 2)

The second year builds upon the experiences gained at Level 1 and consolidates these skills. However, particularly in Semester 3, this is the time to take risks, to analyse and evaluate your individual approach and to challenge conventions. To enhance this process you will work within groups on site-specific exhibitions.

Semester 4 develops your engagement with the professional industry through producing a portfolio of photographic images and an external exhibition.

Projects will be tutored, however the course will become increasingly self-directed.

MODULE CODE	MODULE TITLE	CREDITS
	Semester One	
	Creative Research	10
	Experimental Strategies (PA)	20
	Developing a Unique Voice (PDP)	20
	Collaborative Photographic Practice	20
	Visual Enquiry 1	10

MODULE CODE	MODULE TITLE	CREDITS
	Semester Two	
	Research Practices	10
	Professional Photographic Practice	20
	Personal Philosophies (PA)	20
	Contemporary Narratives (PDP)	20
	Visual Enquiry 2	10

LEVEL 6 (YEAR 3)

By this stage you will be contextualising your work and developing a clear direction for your practice. Your programme of study at this stage is self-directed and negotiated with your tutors and culminates with final exhibitions in London and Swansea. Within this year you will also continue to explore external opportunities for your work by finding clients to collaborate with.

MODULE CODE	MODULE TITLE	CREDITS
	Dissertation	20
	Major Project	60
	Advanced Creative Enquiry	20
	Marketing & Promotion	20

LEVEL 7 (YEAR 4 - MArts only)

At Masters level your programme of study continues to be largely self-directed and establishes a significant body of work and a public exhibition or publication. You will also continue to explore external opportunities for your work by finding clients to collaborate with.

MODULE CODE	MODULE TITLE	CREDITS
	The Thought Experiment	20
	Advanced Critical Thinking	20
	Advanced Professional Practice	20
	Principal Project	60

VISUAL STUDIES & VISUAL ENQUIRY

Visual Studies is intended to broaden your visual experience and knowledge through sustained research and the development of your ideas. (This module will include exhibition visits, screenings, guest lectures, research exercises and specific set projects). Integrated into the Visual Studies Modules in Level 4 and 5 are technical workshops which equip you with skills and knowledge essential to your development on the course.

TURNITIN

The university has adopted the use of 'Turnitin' software for the detection of possible plagiarism in any work submitted for assessment by a student. By searching a database of reference material gathered from different sources, Turnitin enables tutors to identify the original source of material which has been included in the work submitted. Turnitin highlights sections of text which have been found in other sources, it does not decide if that text is incorrectly cited or plagiarised. Your tutor will receive an "originality report" on the submitted work and on the basis of that report will form an opinion of the level of citation or possible plagiarism.



Image by Stephanie Blakemore

The university considers that the proper citation and authenticity of work submitted by students is essential for the maintenance of academic standards, and that the use of Turnitin will help students to achieve this objective.

ASSESSMENTS

Assessments and Interim assessments are formal procedures. Their primary function is to evaluate your work and your ability to achieve a set of learning outcomes as stated in the module description. Usually you will present your work in one of the crit rooms. The work must be presented to a high standard and relevant supporting material, such as visual diaries will also be expected. You may also be expected to write a reflective, critical statement about your work.

You will be told the dates and what you are required to do at the beginning of a module. You will also have some informal sessions explaining how you are being assessed and there are further details available in the Faculty Handbook.

DEGREE AWARD

Your degree qualification is awarded after successful completion of Levels 4, 5 and 6 of the programme.

BA (Hons) 360 Credits

The university has two methods of calculating the final degree classification, please refer to the Academic Quality Handbook (section 6.3.4) for guidance:

Final Degree Classification:

First Class	70% or above
Upper Second Class (2:1)	60 - 69%
Lower Second Class (2:2)	50 - 59%
Third Class	40 - 49%
Fail	39% or below

An external examiner will review and evaluate objectively this assessment process to verify that academic standards are similar to awards nationally.

STARTING YOUR STUDIES

The transition from Foundation or another equivalent course to a Degree course can be challenging. It is likely to take a little time to settle in and adjust to new ways of engaging with photography and education. You will be given more autonomy, which gives you more creative scope, but obviously requires a need for maturity and a willingness to take responsibility for your own learning. To make the most of this opportunity, you will need to organise your own time, keep appointments with tutors and technical staff and attend all seminars/lectures.

We aim to provide a supportive and challenging environment, within which you will be expected to be an active participant. Should you feel the need to talk about anything, we have an 'open door' policy and will be very happy to talk to you and help you in whichever way we can. You can see your Personal Tutor, Programme Director, or any module staff if necessary.

STUDY TIME/PRACTICE

You will have timetabled sessions, but this only constitutes about half of the time you should spend on a module. You are expected to develop projects in your own time using the facilities or on location, and you need to document this work in your visual diary.

TUTORIALS

You will have individual and group tutorials, as well as group critiques. Tutorials are semi-formal occasions, usually with the module tutor so it is essential that you attend and use it as an opportunity to develop your personal work.

ATTENDANCE

You obviously need to attend all the taught modules as nobody passes without good attendance.

If you have a part-time job, please let us know when you are working. Also if you are ill or unable to attend for any other reason, you must phone in and leave a message at reception (01792 481285).

REGISTERS

Each module tutor will keep a register for taught sessions, which is an official document. There are also signing-in sheets on your notice board to record self-directed attendance and also to know who is in the building for Health & Safety reasons.

NOTICE BOARDS

There are notice boards for all year groups in the Student Base Room (AE301). Information about workshops, tutorials, competitions, visiting lectures and other events is regularly posted on these notice boards so it is important that you check them regularly and keep a note of relevant details.



Image by Chloe Walker

VIRTUAL LEARNING ENVIRONMENT - MOODLE

We use Moodle as a VLE (Virtual Learning Environment), where you are able to access programme and module information such as briefs, lecture notes, this resource book etc. and also use the notice board facility.



Image by Rhys Davies

How to Access:

Navigate to <http://uwtsd.ac.uk/>

Click Quick Links (top left side of screen)

Select: Moodle

Log in using your Network username/password

If you are missing courses/modules in the My Courses block please contact your lecturers to ask if they use Moodle. Please note it can take 24 hours for enrolment data to feed into Moodle. If you have problems finding resources (timetables, lecture notes, assignment briefs etc) please contact the lecturer that delivers the course or module.

For any technical issues contact the helpdesk:

Tel: 01792 481134

Email: moodle@uwtsd.ac.uk

In any correspondence please include your name and student username (e.g. p123456)

RESOURCE OPENING TIMES

The Photography Department is open from 9:00am – 8.30pm, Monday to Thursday, and 9.00am - 4:00pm on Fridays & Saturdays (students must sign in & out at reception from 5pm & on Saturdays). The photography department is located on level 3, level 0 (basement) and level 7 for MA students. Some individual facilities may close earlier than these times however. The Photography Store is open three times a day for collection of equipment and returning equipment. For store times see the section on our photography store.

SUMMARY OF RESOURCES

- Black and white darkroom with 18 b/w enlargers, for 35mm, medium format 6/45, 6/6, 6/7, 6/9, large format 5x4; 'wet' print processing equipment
- B/W film processing and loading rooms, light boxes
- Colour film processing C41, light box, drying cabinets
- Print finishing area and heat press
- Photographic equipment available for loan from the Photo Store
- Photographic studio - digital flashlights and tungsten lighting, studio camera stands, light meters, colorama backdrops, grey/black/white
- Digital darkroom: 20 workstations - Adobe Creative Cloud including Photoshop, Flexi Colour Software and Large format printers: Epsoms 9800 (44" roll), 4800 and 4880 (for roll and single sheets A3, A3+ & A2), 2 Imacon/Hasselblad film scanners, flat bed scanners; (Epson). The digital suites are fully calibrated
- 3 Crit Rooms and individual tutorial rooms
- Archive Room.

Darkroom, enlargers, and 'wet' processing and printing facilities are located in the photography department area level 0 (basement). The Crit Rooms, Studio and the digital photography suite are located on level 3.

USE OF FACILITIES BY OTHER STUDENTS

Students from other courses will occasionally use some of the Photography resources for workshops. Photography students will be notified in advance and these sessions will be timetabled so as not to interfere with the photography modules.

USE OF FACILITIES BY FORMER PHOTOGRAPHY STUDENTS

Provided they have the permission of one of the Photography Programme Directors, former students may use the Photography resources, provided they are not in heavy demand by current students. Graduates may be required to pay studio fees and It is not possible to book the facilities in advance.

DARKROOMS

NOTE: Any problem with equipment in the darkrooms (broken lamp, for example) should be reported to any technician and/or the Photo Store as soon as possible.

- Numerous enlargers are available for use in the black-and-white (wet) darkroom located on level 0 (basement). The enlargers are set up for a range of 35mm, medium and large format.
- Individual enlargers are fitted with the negative carrier and lens required for printing a particular format: either 35mm, 120 (6/6, 6/7, 6/9) or 5x4. Students must not remove or adjust these holders or lenses. If you require a different format please contact a technician.
- There is no booking system, so enlargers are used on a first-come basis each day. We respect that students printing may require some time away from their enlarger to break for coffee or lunch, however students found to be placing their equipment on an enlarger and then disappearing (and thus not using the enlarger) for significant periods, will be banned.
- Each enlarger also has a masking frame. Again, although these may be swapped from enlarger to enlarger within the darkroom to suit print size etc., they must not be taken out of the darkroom without consultation with staff.
- Summer Term Changes: During the summer term, when there is a high demand for enlargers, special conditions relating to bookings and availability may apply, usually with Year 3 Photography students having priority.



BORROWING EQUIPMENT FROM THE PHOTO STORE

The Photo Store is located in the photography area on level 3 Room AE304

STORE OPENING TIMES

Monday, Tuesday, Thursday:	Returns:	0900-0930 (Closed 0930-1000)
	Issues:	1000-1030, 1230-1300, 1600-1630
Wednesday:	Returns:	0900-0930, Issues: 1000-1030 (Closed for the rest of the day)
Friday:	Returns:	0900-0930 (Closed 0930-1000)
	Issues:	1000-1030, 1230-1300 (Closed until Monday)

NOTE: The above times are the standard opening times; they may however be subject to variation at certain times in the academic year. Please check the Photo Store notice board for any up-to-date time changes.

EQUIPMENT LOANS

24hr loans:	Return by 0930 the following day e.g. loan starting at 1230 Monday to be returned by 0930 Tuesday
48hr loans:	Return by 0930 the last day of loan e.g. loan starting on Monday to be returned by 0930 Wednesday

For longer loans see your Programme Director for authorisation.

BANS AND FINES

- All equipment must be returned on the day of return by 0930, if not a fine of £5.00 per item will incur. You will then be fined £5.00 per item for each day late (e.g. camera, light meter & tripod returned late = £15, 2 days late = £30).
- Until that fine is paid you will not be able to get any equipment from the store or use any facilities.

If you cannot get into university to return equipment please telephone the store on: 01792 481000 ext. 3305 before 0930.

EQUIPMENT AVAILABILITY & MAKING BOOKINGS

- A list of photography equipment available for loan is appended at the end of this section.
- Students may only borrow equipment on acknowledgement that they are operationally competent through the successful completion of specialist workshops. A record is kept in the stores for each student.
- To book out equipment students need to be on the computerised system in the stores.
- Each student must read and sign the disclaimer regarding Equipment Store Rules before being entered onto the system and borrowing any equipment.
- To book a piece of equipment in advance students need to complete a booking request at the

store, otherwise equipment can be booked out straight away providing the equipment is available.

- Students may not normally borrow 2 sets of similar equipment, for example a digital camera and a medium format camera.
- Students will be fined for failing to collect booked equipment and for returning equipment to the store late. Fines will be listed in the photography store. For each late item it is £5.00.
- Students cannot book equipment on behalf of another student. Anyone abusing the system will be taken off the system.
- Equipment must never be left unattended. If equipment is damaged or stolen while the borrower is absent, they will be deemed to be negligent and responsible for lost or damage of item.
- If any equipment is damaged, lost or stolen whilst on loan you must write a report and notify the technicians immediately. Forms are available from the Photo Store.
- If taking borrowed equipment overseas or for loans exceeding the standard loan period, students need to provide a written proposal and complete a special form, available at the Photo Store. The proposal must be discussed with your Programme Director and the form signed by both the Programme Director and the Dean of Faculty. Please allow time for this to be signed.



Image by Harry Gammer-Flitcroft



Image by Toril Apelthun

RETURNING EQUIPMENT

- No item should be borrowed for longer than it is actually needed: normally only a day or so. We allow 24hr loans or 48hr loans e.g. issued on Monday, return on Wednesday. All equipment must be returned to the store by 0930 the day it is due back, otherwise a fine of £5.00 for each item will incur. Requesting equipment on a Thursday does not guarantee a loan until Monday.
- Small items (e.g. filters, caps, hoods, etc.) not returned with the main equipment, must be returned as soon as possible or replaced at the borrower's own expense.

RENEWALS

- Only one renewal is permitted per borrowed item.
- If you need the equipment longer you must have approval from your Programme Director.



Image by Per Kristian Krogh



Image by Paul Read

EQUIPMENT AVAILABLE FOR LOAN FROM THE PHOTO STORE

Film Cameras & Accessories

- Hasselblads (6x6)
- Mamiya RZs (6x7)
- Mamiya 645s (6x4.5)
- Mamiya 7s (6x7 Rangefinders)
- Fuji GW670s (6x7 Rangefinders)
- Large Format Field Cameras (5x4 inch)

Wide range of Hasselblad, Nikon, Canon, Mamiya Lenses

Digital Cameras

- Lumix GH4
- Canon EOS 5D (24 – 105mm lens)
- Canon EOS 5D MKIIs (24–105mm lens)
- Canon EOS 5D MKIIIs (24–105mm lens)
- Canon EOS 1D MKIIIs (16 -35mm lens)

Canon Digital Lenses: 28mm, 50mm, 85mm, 50mm & 100mm Macro and 70- 200mm & 75-300mm zoom

- Hasselblad H1 D Medium Format
- Hasselblad H3 D Medium Format

(Only Available To Students Trained In Using This Equipment)

Studio

- Sinar Monorail Cameras
- Flash Meters
- Studio Flash Lighting
- Polaroid Backs
- Extension Leads
- Red Heads
- Tungsten

Enlarging & Darkroom

- Enlarger Lenses
- Negative Carriers
- Focus Finders
- Multi-Grade Filters
- Developing Tanks
- Spotting Kits
- Rotatrimms

Miscellaneous

- Tripods
- Light Meters & Flash Meters
- Portable Flash Kits
- Slide and Data Projectors
- Logan Bevel Cutters

Please check with the technician in the Photo Store for a full record of individual pieces of equipment.

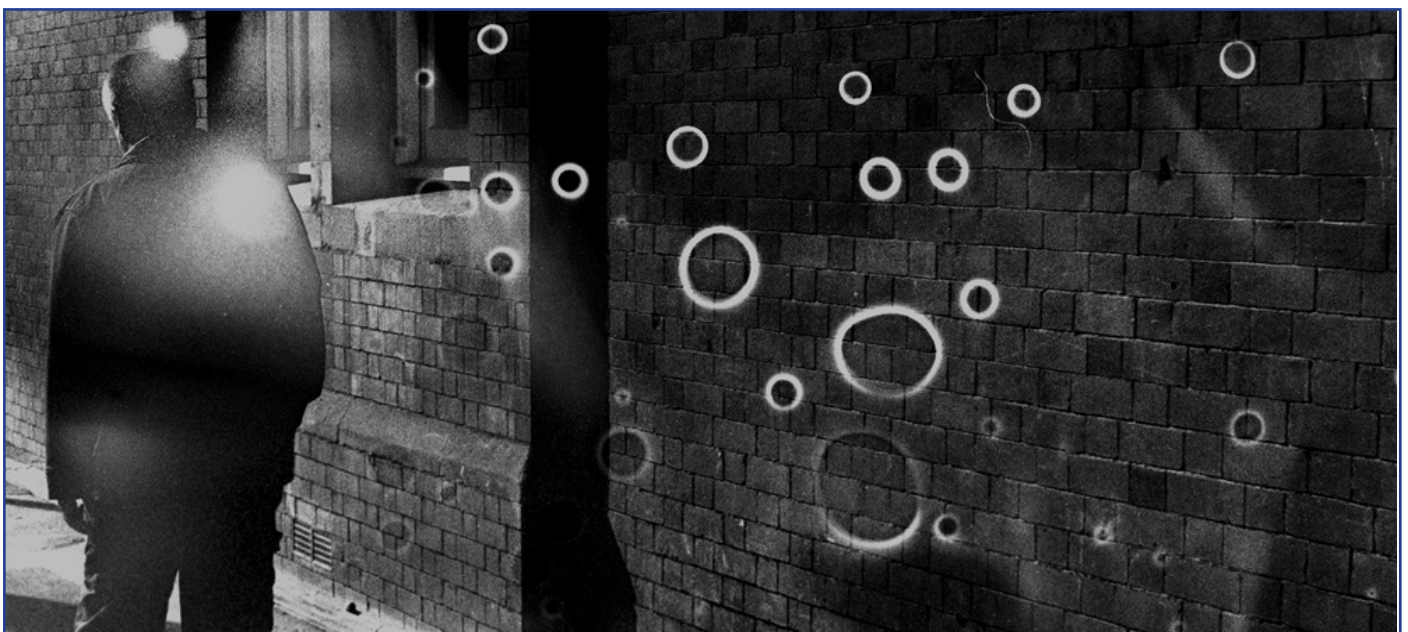


Image by Stewart Hardie

BOOKING THE STUDIO

AVAILABILITY AND MAKING BOOKINGS

Studio on level 3 Room AE302

- Students can book the studio once they have attended a studio technical induction workshop. Workshops for use of the studio lighting are available throughout the year and on request. See the technicians for help.
- Please make bookings for studios at the Photo Store in person. Telephone bookings are not possible.
- Each student may book up to two sessions per week, subject to availability.
- Morning Session: 0900 - 1250
Afternoon Session: 1300 - 1700 (4.00pm on a Friday)
Evening Session: 1700 - 2000 (No evening session on Friday)
- Sessions may be booked up to three weeks in advance.
- Students may turn up and use a studio on the same day if one is free or if a session has not been utilised by a person who has booked it. (30 minutes must elapse from the start of the session to allow for late arrival.)
- Students cannot book on behalf of another student. Anyone abusing the system will have the session immediately terminated and will be banned.
- In exceptional circumstances studios may be booked for longer than one day. If you think you need this, discuss it with your tutor.
- Once students have booked a session, they are responsible for the studio and the equipment in it for the duration of the session.
- Summer Term Changes: In the summer term when the studio is in heavy demand, special conditions relating to bookings and availability apply. It is normal policy each year to give priority to Year 3 students preparing for their degree show. Check notice boards for details.

CANCELLING BOOKINGS

- Please cancel bookings at the Photo Store by giving at least two working day's notice. Last minute cancellations prevent efficient use of studios. Failure to notify staff of cancellation will incur a fine and/or ban.
- If a student does not take up a session booking within 30 minutes of the start time, they will lose the booking and will be banned for the day.

Note: Any problem with equipment in the studios (lights not working, for example) should be reported to any technician and/or the Photo Store as soon as possible.

DIGITAL PRINTING

The Photography Digital Darkroom is fully calibrated for printing photographic prints on a range of paper stock, Matte, Semi-Gloss, Gloss and Fine Art at a range of sizes, from A3 to 44 inch large format. There are also laser printers in the Open Access Suite and another calibrated A2 Epson ink jet printer.

All students will be trained in printing and shown how the software works.

DIGITAL PRINTING COSTS

Students pay for digital prints, the costs are available from the photo store and the digital suite. All the costs are standard throughout the faculty.

THE PHOTOGRAPHY DIGITAL DARKROOM

- The workstations in the Photography Digital Darkroom are for printing only and need to be booked. The booking sheet is located in the lobby area just before the darkroom.
 - Students should prepare their files at home or in the Open-Access Digital Suite prior to using the digital darkroom.
 - Each student may pre-book 2 sessions per week (2hr slots). Students can use any workstation that is free on the day and that has not been booked as well as pre-booked sessions.
 - Students are expected to vacate the workstation promptly at the end of a session if booked by another student for the next session.
 - Students cannot book on behalf of another student. Anyone abusing the system will have the session immediately terminated.
-

CANCELLING BOOKINGS

- Please cancel bookings at the Photo Store and give as many days notice as possible. Last minute cancellations prevent efficient use of the computer facilities. The scanner and printers are in heavy demand and we must make sure that they are used effectively.
- Students not taking up a booked session within 10 minutes of the start time will lose the booking and be banned for the day.



DIGITAL SCANNING

- There are two workstations for the Imacon/Hasselblad drum scanners located next door to the Digital Darkroom in the Scanning Room. These can also be booked on the same booking sheet as the Digital Darkroom.
 - Negative holders and the key to the scanning room must be collected from stores.
-

C41 FILM PROCESSING

- Students can process C41 (colour negative) in level 0 (basement) Room AEB10.
 - Make sure you write down on sheet provided in the room the number of films processed so that the technicians can change the chemistry accordingly. This guarantees the correct chemistry levels required for C41.
 - 1st Year students will be given timetabled workshops in C41 processing by the technician demonstrator.
-

LOCKERS

- Lockers for Photography students are located on level 0 (basement) area and the Base Room.
 - Locker keys are available from the Technicians. A charge of £10 is required to secure a locker for the duration of your course. Keys should be returned when you leave the course.
-

HEALTH & SAFETY

GENERAL

- Users must keep the studios and darkrooms in a tidy condition; floor areas should be kept clear when not in use, and equipment stowed in designated areas ready for later use.
- Food and drink should not be consumed in any of the working areas. Liquid spills must be wiped up immediately, both for electrical and physical safety. This is especially important in the darkrooms, where residues can give rise to contamination to both to negatives and to health.
- There is no smoking anywhere in the University.
- Care should be taken that trailing cables are not allowed to become a tripping hazard, always route cables carefully to avoid such risks, and never allow cables to stretch above floor level between plug and unit.



Image by Tom Deacon

- Cables should be stored coiled safely after use.
- All electrical equipment must be switched off and unplugged after use (e.g. enlargers, studio lighting). Taps must be turned off.
- Care should be taken with all cutting instruments used in the working areas, especially guillotines (which should not be used without mandatory guards), trimmers and craft knives. When using these, always remember to cut away from your free hand and on a sound surface.
- Extreme care should be taken with glass to avoid breakage and injury, for example light tables, glass flats for set use etc.
- Mounting presses and tacking irons should be used with caution to avoid burns.
- Do not bring unnecessary bags and cases into the studio and darkrooms. These present tripping and fire hazards and may block escape routes.
- Fire extinguishers, fire alarm call points, telephones, exits, fire doors, stairways and emergency gangways are to be kept clear at all times.
- All accidents and dangerous occurrences must be reported to a member of staff in the photography department.

HEALTH & SAFETY

DARKROOM AREAS

Darkrooms are suitable for use by experienced staff and students who have been trained in the use of darkroom equipment. Due to the proximity of mains electricity and water in a confined and dark environment, it is essential that good standards of practice are scrupulously maintained.

Many of the chemicals used in photography are harmful, either if ingested or just by skin contact. Most developers contain PPD-based chemicals, which can cause recurring dermatitis, and therefore reliable liquid-proof gloves are advised. If you are pregnant (or think you may be) please make sure you avoid the areas using chemicals. Advice from technicians is available.

Ferricyanides, used in reducing solutions, also cause irritation, especially to lesions, and skin contact should be avoided. The most dangerous chemical you are likely to encounter in the department is Selenium used as a print toner. This is actively carcinogenic and is to be treated with extreme care. Avoid all skin contact, avoid all splashes, and use only as directed and very carefully clean all utensils and working areas after use. Relevant manufacturer's data sheets on the particular hazards and correct methods of use for all the chemicals we employ are available for reference in darkroom areas; ask a technician if you are in any doubt.

Protective gloves and goggles are available in the areas. Check if the process you are using requires these items.

Ventilation is set to optimize airflow in darkroom areas and under no circumstances should this be adjusted by students. If an area feels 'stuffy' or there is a strong smell of chemicals, please inform a member of staff.

FACULTY PASTORAL SUPPORT AND STUDY SUPPORT

For students requiring academic support there is a Study Skills Support Tutor:

E-mail: mary.davies@sm.uwtsd.ac.uk

Tel: 01792 481039

There are also university counsellors available. Make an appointment by contacting the Student Services Secretary:

E-mail: tania.bromham@sm.uwtsd.ac.uk

Tel: 01792 481206

If you have problems of either a personal or academic nature and wish to discuss them confidentially, please do not hesitate to contact the Pastoral Support Tutor:

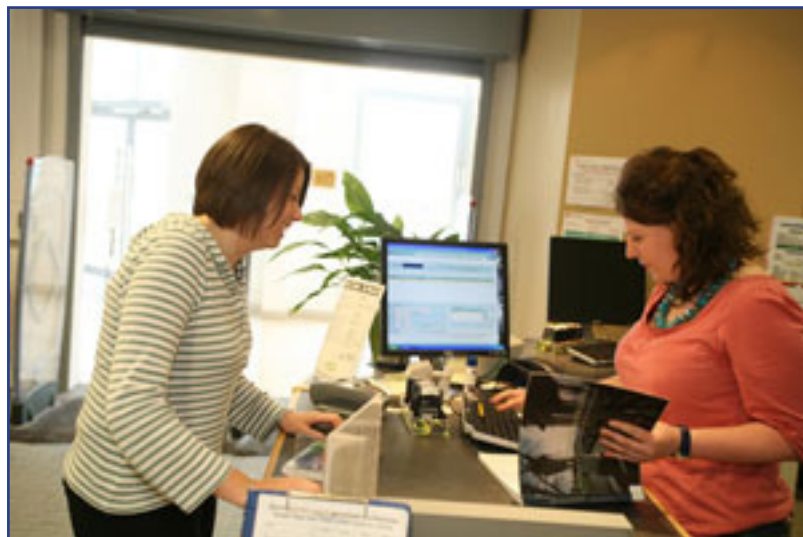
E-mail: donna.williams@sm.uwtsd.ac.uk

Tel: 01792 481285 Ext. 3272

GRIFFITH LIBRARY (DYNEVOR CENTRE)

Telephone: (01792) 481030

Fax: (01792) 644076



BORROWING RIGHTS

Undergraduate Students	12 items
Postgraduate Students	20 items
Staff	30 items

LOAN PERIODS

Ordinary Loan	3 weeks
Limited Loan	1 week
Short Loan	Overnight
Teaching Practice Loan	6 weeks
Part Time Student Loan	3 weeks
Restricted Loan	2 days
Ordinary Loan (staff)	6 weeks

INTER-LIBRARY LOANS

For the first 5 requests £1.00 per item, afterwards £5.00 per item. In the event of renewal, a further £1.00 per item will be charged.

SELF SERVICE

Self Service kiosks are available at each library.

RENEWING YOUR ITEMS

You can renew items in 4 ways: via TalisPrism, in person at the counter or by self service kiosk or by telephone. Please note however that renewal of short loans and reserved items is not permitted.

FINE RATES

Failure to renew or return items will result in the following fines:

Ordinary Loan	25p per day
Teaching Practice Loan	25p per day
Part Time Student Loan	25p per day
Limited Loan	50p per day
Restricted Loan	75p per day
Short Loan & Inter-Library Loan	£1 per day

LIBRARY OPENING TIMES

Mon – Thur	09:00 – 21:00 Griffith 08:45 – 21:00 Owen 08:30 – 21:00 Townhill
Fri	09:00 – 16:30 Griffith 08:45 – 16:30 Owen 08:30 – 19:00 Townhill
Sat	10:00 – 16:00 Griffith, Owen & Townhill
Sun	12:00 – 17:00 Townhill & Owen

The libraries are also open during vacation. See website for further details.

LIBRARY WEB PAGES

Go to <http://www.uwtsd.ac.uk/library/> for:

- Access to the Library Catalogue (TalisPrism) and your library account
- Access to Subject Guides
- Access to Online Web Resources: databases, e-journals, e-books and useful internet sites
- Information on Computing Facilities
- Access to past exam papers

PLAGIARISM

In the course of your studies whether in taught sessions or through individual research, you should and you will read, look at, and investigate the work of others; and through this exploratory process incorporate some of their visual or theoretical ideas into your own work/assignments.

What you must never do is to attempt to pass any of it off as your own either by copying and not acknowledging it, or by appropriating ideas as if they were your own.

If you do use ideas (visual or theoretical) you must reference the source within your visual research books.

Plagiarism is an Unfair Practice and is subject to a number of procedures, for details of which you may consult the UWTSD Quality Handbook held in the Dynevor library.

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