

Guide to...

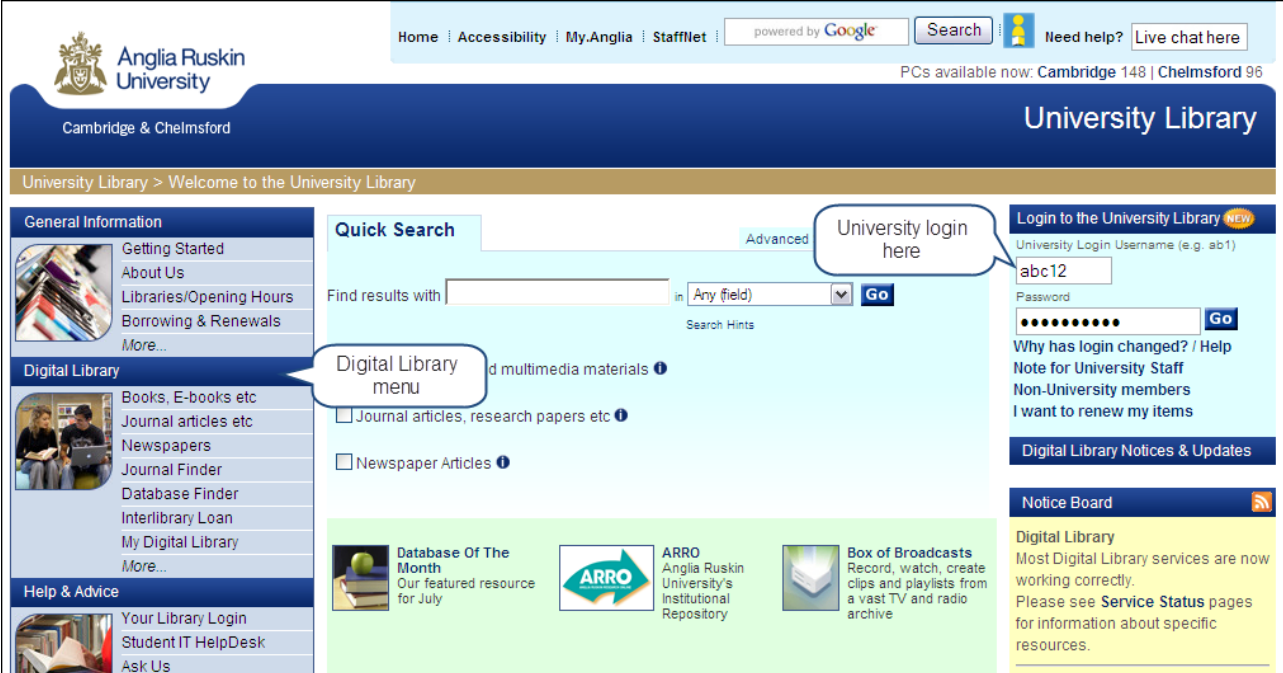
Digital Library for Education

The Digital Library gives you access to our electronic resources such as e-books, journals and Education databases.

Start at our University Library web site: www.libweb.anglia.ac.uk

You have to be logged in to see full text resources such as e-books and journal articles. You can do this on the home page or you will be asked to type in your University login at the point of access for digital library resources.

This is the same login used for e-mail, My.Anglia, the VLE and to access university PCs. If you need help with your University Login, please contact the Student IT Help Desk student-ithd@anglia.ac.uk (students only) or ISMS isms-support@anglia.ac.uk (staff)



The screenshot shows the Anglia Ruskin University Library website. At the top, there is a navigation bar with links for Home, Accessibility, My.Anglia, and StaffNet, along with a search box and a 'Need help?' link. The main header includes the university logo and the text 'University Library'. Below this, there is a 'Quick Search' section with a search box and a 'Go' button. To the left, there is a 'Digital Library' menu with options like 'Books, E-books etc', 'Journal articles etc', and 'Newspapers'. To the right, there is a 'Login to the University Library' section with a username and password field. The page also features a 'Database Of The Month' section and a 'Box of Broadcasts' section.

Digital library menu.

You can use the links in the middle of the page, or the “Digital Library” menu on the left of the screen. This will expand as you click on the options and you can navigate back by looking at the list open on the left of the page.

HOW TO SEARCH

1. **Quick Search** gives you the choice of searching for information by format such as books, e-books, journal articles, newspaper articles.

2. **To look for books, e-books or multimedia,**

- Make sure the “Books, e-books and multimedia materials” check box is ticked.
- Type the author, title or subject words in the “Find results with” search box; click Go. The results list may show a choice of formats.
- For print or multimedia items, click on the title.
- Note whether the item is on the shelf or on loan and where to find it: site library, main collection etc. with the class number for the shelf location.
- Click on Full catalogue view if you need more details of the item on the screen.
- For e-books, “click here for access”; you need to be logged in before opening the item.

3. **To look for journal articles or research papers by subject in Quick Search:**

- Log in using your “Library login”
- Tick the box “Journal articles, research papers etc”. Clear other check boxes.
- Type the subject words in the “Find results with” search box.
- Click Go. This will search pre-selected general academic databases that have a large proportion of full text articles.

4. **Results list from journal article Quick Search:**

- Wait for Quick Search to sort the list with topic headings on the right of the screen. This may take a few moments as our Digital Library connects to our suppliers’ systems.
- The Quick Search results display in “Results View”. You can click on a more relevant heading from the “Topics” list on the right to refine your search.
- You may see a “PDF” icon on the right of the results list. Click here for a display of the options to get the full text of an article; there may be more than one supplier.
- Choose a supplier and click Go. A new window opens with the full text of the article. Some suppliers may have extra clicks to get to the full text or give display options e.g. PDF or HTML for you to choose from.
- If there is no PDF icon, click on the title to open the record. Click “Check full text” for a display of the options to get the full text of an article; there may be more than one source. Choose one and click Go.
- If you do not find relevant articles in the list use **Advanced Search: Education** (see section 6)

5. **To look for newspaper articles in Quick Search:**

- Log in using your “University login”
- Tick the box “Newspaper articles”. Clear other check boxes.
- Type the subject words in the search box.
- Click Go; this will search UK newspapers: The Times, Telegraph, Financial Times, Guardian, Independent and associated Sunday papers. For more search options use the Digital Library menu link to **Newspapers** on the left of the page.

6. Advanced Search

The Advanced Search allows you to choose from the full range of specialist resources for Education such as databases, datasets and websites recommended for research in your subject area.

Education subject databases include British Education Index, Professional Development Collection and ERIC which index the contents of academic journals so that you can find literature to support your topic using subject key words.

7. To find more specific subject information using Advanced search:

- Log in first on the Library website front page.
- Click on the tab for Advanced search.
- Next to “Journal articles, research papers etc.” click on ‘Choose subject’ drop-down menu.
- Choose Education (or other subject as required) Click on Go.
- Several Education sub categories now appear on the left; you can choose a focus from one of these.
- The centre of the screen shows a list of recommended resources. You can either click on a resource title e.g. the database Professional Development Collection and search it directly OR
- If there is a Digital Library check box, tick the box and type word(s) into the search boxes above, and click Go. You can tick several boxes to cross-search several databases or other resources simultaneously.
- Click “view results” to display the list (see Section 4 for help with results list).

8. Saving results: My Digital Library

You can save journal article references from searches within Quick Search or Advanced Search by clicking the “trolley” icon. This is a permanent save to **My Digital Library** accessible when you are logged in.

- Expand the Digital Library menu on the left of the screen by clicking **More...** This will display **My Digital Library**
- Click on this link and select **My Jnl Articles eShelf** for saved journal article references.

You can add your favourite journal titles and databases from within the Digital Library by clicking the “trolley” icon to add them to **My Digital Library**.

9. To find journal articles online when you know the name of the journal:

- Click on **Journal Finder** in the Digital Library menu on the left.
- Type in the name of the journal e.g. British Educational Research Journal and click GO.
- The journal may be available in two formats. To open an online article, choose the e-journal (electronic resource) format and “Click here for access”. You may be prompted to login.
- The next window may show a choice of suppliers. Note the years/volumes held by each supplier.
- You can type in the details of the reference or click on GO next to the one which contains your article.
- The link will take you to the supplier of the online journal; click the year/volume required.

- Some suppliers may have extra clicks to get to the full text or give display options e.g. PDF or HTML for you to choose from.

10. To search an individual database:

- You will need to be logged in to access subscription databases.
- Click on **Database Finder** in the Digital Library menu on the left.
- Type in the name of the database e.g. Professional Development Collection and click Go.
- In the next window, click on the title of the database. This will take you to the supplier's website with a choice of a basic search or advanced search using specialised searching techniques.

11. Referencing.

The Library website offers the Anglia Ruskin University guide to Harvard Style referencing at www.libweb.anglia.ac.uk/referencing/harvard.htm.

12. RefWorks

RefWorks is a bibliographic management service that allows you to create a personal database and compile instant bibliographies in a variety of styles. It is web-based so it can be accessed from any computer with an internet connection. To set up your account go to www.libweb.anglia.ac.uk/referencing/refworks.htm

13. Information skills.

For more information about evaluating information sources, try **PILOT** our online information literacy tutorial to help you with the skills and tools to find and manage information effectively.
www.libweb.anglia.ac.uk/pilot/

14. Further help and support:

Check if there is a "help" section on the web page for the resource you are using, or you can "Ask us" by phone, email or chat online at www.libweb.anglia.ac.uk/askus

If you need more help with your research at an Anglia Ruskin University site library, please ask at the Enquiry Desk during staffed hours or book an appointment with a librarian using http://libweb.anglia.ac.uk/bookalibrarian/index_bal.html

Your Education contacts are:

Chelmsford: Carol McMaster, Faculty Liaison Librarian
(carol.mcmaster@anglia.ac.uk) 0845 196 4643.

Chelmsford: Rebecca Mackle, Assistant Librarian
(rebecca.mackle@anglia.ac.uk) 0845 196 4623.

Cambridge: Andrew Bethune, Assistant Librarian
(andrew.bethune@anglia.ac.uk) 0845 196 5022.

Peterborough, Guild House: Elaine Pocklington, Assistant Librarian.
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