

# Guide to...

## Following up references

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To obtain the full text of a reference or citation you find on the Library website, Digital Library or database will vary depending on the type of resource it is and where you found it.

Some items will be easy to obtain on the library shelves or online via the Digital Library on the Library website [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk), while others will need to be obtained via our **Interlibrary Loan service**. Many databases and resources do not provide 100% full text access to everything and where there are links to the full text of articles, the format (HTML, PDF etc) and retrieval method may vary.

### Remember

Start with the Library website: [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk) and log on with your University Login

### Books

Check and search for books, e-books and multimedia materials via **Quick Search** on the Library website at [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk). The results screen will tell you whether the item is available on the library shelves and / or as an electronic (e-book). Click on the title link to view the availability of the copies, site location, shelf location number and reservation option.

Remember to **reserve** books that are out or only available at another library site using the reservation service. Click on the reserve button on the Library Items screen. You will be notified by email to your Anglia Ruskin University email account when the item becomes available for you to borrow.

For more information on reservations:

[www.libweb.anglia.ac.uk/services/reservations.htm](http://www.libweb.anglia.ac.uk/services/reservations.htm)

For more information about your email account:

[www.libweb.anglia.ac.uk/ithelppages/student\\_email.html](http://www.libweb.anglia.ac.uk/ithelppages/student_email.html)

### E-books

For **e-books** follow the 'Click here for access' link on the Quick Search results screen, and log in with your University Login, if not already logged in.

Alternatively you can access a variety of e-book databases directly via Database Finder e.g. Ebrary, Dawsonera, MyLibrary.


**Ebrary e-books:** if you need help installing the Ebrary reader to view the full text of e-books from Ebrary, please see the guide under Help & Advice – Library Guides – Using Library Services – Installing the ebrary reader, or direct at:

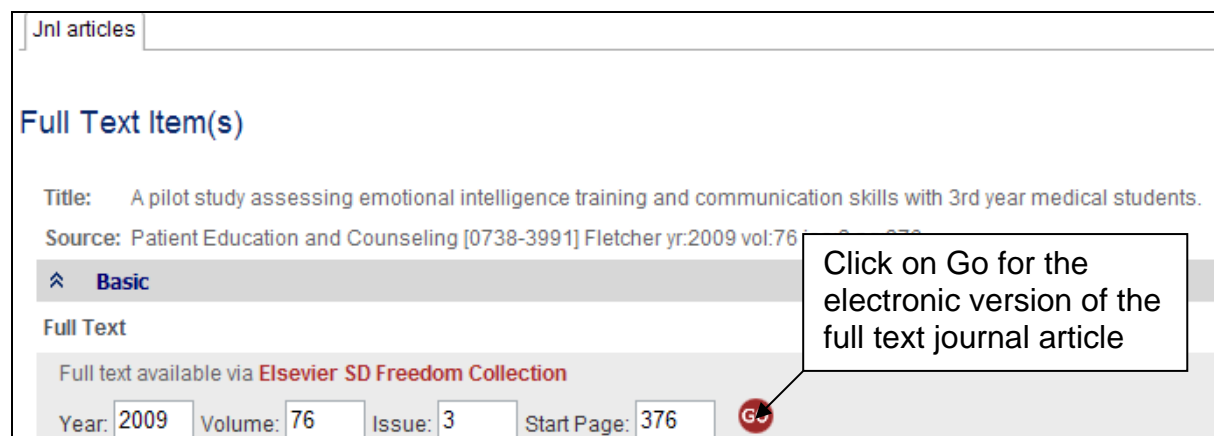
[www.libweb.anglia.ac.uk/guides/files/ebrary\\_guide.pdf](http://www.libweb.anglia.ac.uk/guides/files/ebrary_guide.pdf)

**Dawsonera e-books:** to download e-books from Dawsonera you will need to have Adobe Reader installed. Version 9 is recommended but versions 7 and 8 should work.

## Journal Articles

If you are logged into the Library website and using the Digital Library follow the links from the Journals Articles search, Advanced Search, database or specific journal to the full text online.

For Quick Search - Journal articles, research papers etc. and Advanced Search results, follow the link for the journal article (click on the journal article title). At the Library Item screen click on the **Check Full Text** [Check Full Text](#)  link. This provides information regarding the full text availability.



Jnl articles


### Full Text Item(s)

**Title:** A pilot study assessing emotional intelligence training and communication skills with 3rd year medical students.  
**Source:** Patient Education and Counseling [0738-3991] Fletcher yr:2009 vol:76

Basic

Full Text

Full text available via Elsevier SD Freedom Collection

Year:  Volume:  Issue:  Start Page:  

Click on Go for the electronic version of the full text journal article

The Jnl Articles – Full Text Item(s) screen displays the full text online availability.

## Individual databases

If you are searching a database uniquely (sometimes known as the native interface) follow the links to the full text where available.

Look out for links saying 'Full text', 'PDF full text' etc.

Which ever route you are using (Digital Library, QuickSearch, Advanced Search, specific database e.g. Business Source Premier) the links to the full text may vary. There may be links to the full text in a variety of formats and some resources give you choice of options: PDF / HTML / 'Full text' for the full text. Also linkage to the full text online where available may vary between databases or journal publishers.



For reading items in PDF format you will need Adobe Acrobat software. See the Adobe site for information and download options: [www.adobe.com/](http://www.adobe.com/).

## Checking for a Journal Title – Journal Finder

If you are unsure whether a journal article found in your search results is available in full text format you can check via the **Journal Finder** option on the library website. Log in on the Library website and select Journal Finder from the left hand menu.

### Journal Finder

Journal Finder is an A-Z list of our journals. You can check for journals by **title or ISSN**. The results will inform you of the format options e.g. we have Harvard Business Review in both electronic online format (E-Journal) and **Print** copy on the library shelves (SE Journal). For **E-Journals**: click on 'Click here for access' to view the electronic journal. Remember to check the year span available for all journals.

Click on a Title to view item details and availability					
COVER	AUTHOR	TITLE	YEAR	FORMAT	LOCATION
1 <input type="checkbox"/>		Harvard business review. [electronic resource]		E-journal	Click here for access
2 <input type="checkbox"/>		Harvard Business Review		Print Journal	Cambridge : Journals Chelmsford : Journals

### Inter site requests for print journal articles

For articles from print journals not on the shelves of your home library, request a 'Photo' copy. Ensure you are logged into the website and then click on Photo on the left of the Library Items screen. Complete the details for the article you require and submit. You will be charged for the cost of the photocopying (5p per A4 sheet).

Please note: reservations can only be placed if items are on loan or the only available copy is at another Campus

Select year  Select volume  Select library

Description	Item status	Due date		code	Note
<b>Photo</b> v.77:no.2(2009:Nov)	Serials	On Shelf		101-550	
<b>Photo</b> v.77:no.1(2009:Oct)	Serials	On Shelf	Peterborough Journals	450101-540	
<b>Photo</b> v.76:no.3(2009:Sep)	Serials	On Shelf	Peterborough Journals	450101-530	
<b>Photo</b> v.76:no.2(2009:Aug)	Serials	On Shelf	Peterborough Journals	450101-520	

Click on Photo to request an inter site photocopy

Alternatively if you would like the Inter site journal article request to be sent directly to you at home please complete a form. This service costs £2.00 per request. Details of the reservation service and link to the form can be found at: [www.libweb.anglia.ac.uk/services/reservations.htm](http://www.libweb.anglia.ac.uk/services/reservations.htm)

## Newspapers

If you are looking for a newspaper article then checking the links to newspapers on the Library website will be useful. Log in to the Library website and select

**Newspapers** from the left menu [www.libweb.anglia.ac.uk/newspapers/news.htm](http://www.libweb.anglia.ac.uk/newspapers/news.htm)  
A selection of links to individual UK and International newspapers are available.

### UK Newspapers Online

This is a database providing full text access to the Times, Telegraph, Financial Times, Guardian, Independent and associated Sunday papers. You can cross search different newspapers or search within one individual newspaper.

### Trouble shooting access problems

For a very few resources, when trying to access the website or the full text you may be find the following screen appears. Choose Anglia Ruskin University Login from the drop down menu, and then click on Select.

The UK Access Management Federation  
FOR EDUCATION AND RESEARCH

**Select your home organisation**

**Selection options**

The service you are trying to reach requires that you authenticate with your home organisation.

**Enter Organisation Name**

Search

**Choose from list**

- Aberdeen College
- Aberdeen College
- Aberystwyth University
- Abingdon and Witney College
- Accrington & Rossendale College
- Adam Smith College
- Anglia Ruskin (Old System)
- Anglia Ruskin University Login**
- Angus College
- Anniesland College

Select

### Check other libraries

Before obtaining the item via Interlibrary Loan you may wish to check other local libraries (university, public or specialist e.g. hospital / NHS). Local links to these and their catalogues can be found at:

[www.libweb.anglia.ac.uk/helpdesk/others.htm](http://www.libweb.anglia.ac.uk/helpdesk/others.htm)

You might also want to check availability at the British Library and other academic libraries at:

[www.libweb.anglia.ac.uk/subjects/reference/catalogues.php](http://www.libweb.anglia.ac.uk/subjects/reference/catalogues.php)

## Check via a search engine or subject gateway

Some resources are available in full text on the web. Websites for charities, government departments and professional organisations, societies and associations often have links to the full text of many of their publications. Search engines and subject gateways may help here.

Click on 'Internet Searching' under the Help & Advice –section of the library website - or go direct to: [www.libweb.anglia.ac.uk/net/net.htm](http://www.libweb.anglia.ac.uk/net/net.htm) for links to key subject gateways e.g. Intute [www.intute.ac.uk/](http://www.intute.ac.uk/) and search engines.

These can help in finding quality Internet resources and websites for your subject.

Note: many subject gateways are also available within the Digital Library under the Advanced Search subject resource pages.

## Google Scholar

Google Scholar might be worth searching to check if there is a full text link available. If you use Google Scholar via the library website you will obtain full text links to our journal holdings and additionally have the option to export references to your RefWorks account. Log in to the library website, and search and access Google Scholar via Database Finder. Details of how to get the best out of using Google Scholar (setting preferences) are available at:

[www.libweb.anglia.ac.uk/ebooks/scholar.htm](http://www.libweb.anglia.ac.uk/ebooks/scholar.htm)

## Interlibrary Loan (ILL) service

If the library does not have an electronic or paper copy and it is not available via the Internet e.g. Government reports, you may want to complete an Interlibrary Loan request to obtain the item from another library. Go to the Library website [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk) and log in with your University Login. Follow the Interlibrary Loan link in the left hand menu [www.libweb.anglia.ac.uk/services/ill.htm](http://www.libweb.anglia.ac.uk/services/ill.htm) and complete the online form for the material you require e.g. journal article, or book and click on Submit.

**This service costs £2 per request (non-refundable) and must be paid at the time you make the request.**

For more information about our Interlibrary Loans service please see the guides under Help & Advice – Using Library Services or direct at:

[www.libweb.anglia.ac.uk/guides/using\\_library\\_services.html](http://www.libweb.anglia.ac.uk/guides/using_library_services.html)

## Keep a record of your references / citations

Remember to keep a record of all your references. The following options may help:

- **RefWorks**

RefWorks is a web based bibliographic management service that allows you to create a personal database of references and compile reference lists in a variety of styles, including Harvard. Access is via the Library website – Help &

Advice – Referencing – RefWorks  
[www.libweb.anglia.ac.uk/referencing/refworks.htm](http://www.libweb.anglia.ac.uk/referencing/refworks.htm) .

- **My Digital Library**

My Digital Library is your ‘e-shelf’ on the Library website. To use and view Items saved to My Digital Library you must be logged in. Key features include your borrowing account, loan history, My Book e-shelf (for saving links to e-books), My Jnl Articles eShelf (for saving links to journal articles), My Databases (create quick links to your favourite databases) and My e-Journals (quick links to your key e-journals).

## Help

Help is available in a variety of ways:

- Ask at the Enquiry Desks within the library.
- Visit the Help & Advice section of the library website.
- Use the “**Ask Us**” enquiry service via email or online chat at:



[www.libweb.anglia.ac.uk/askus](http://www.libweb.anglia.ac.uk/askus)

If you have a lengthy query it may help to book an appointment with one of the subject team. Use the:

- **Book a Librarian Service**

[www.libweb.anglia.ac.uk/bookalibrarian/index\\_bal.html](http://www.libweb.anglia.ac.uk/bookalibrarian/index_bal.html)

If you need more in depth help make a 30 minute appointment with your subject librarian. Alternatively contact details can be found at Ask Us section of the library website at: [www.libweb.anglia.ac.uk/askus/index.htm](http://www.libweb.anglia.ac.uk/askus/index.htm)

- Try our Information Skills Tutorial PILOT at:

[www.libweb.anglia.ac.uk/pilot](http://www.libweb.anglia.ac.uk/pilot)

This is an online tutorial covering information searching and referencing.

- **Research guide**

The research guide ‘Research – Using the University Library and beyond’ may also be useful for researchers. Access via Help & Advice – Library Guides – Information Skills or direct at:

[www.libweb.anglia.ac.uk/others/research/research2.htm](http://www.libweb.anglia.ac.uk/others/research/research2.htm)