

## eLibrary - Basic User Guide

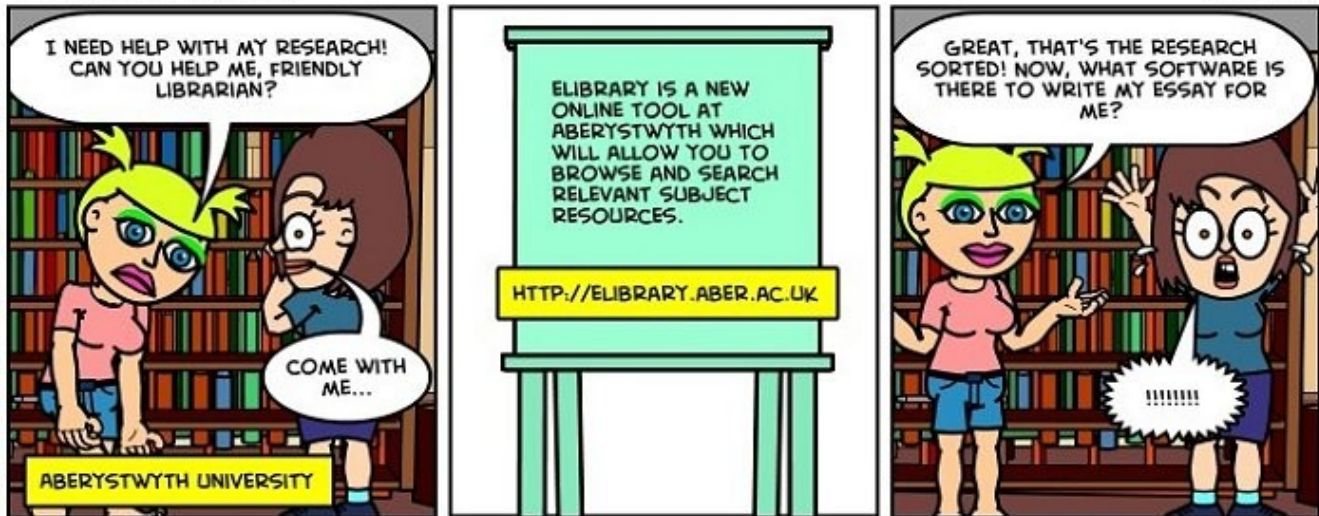
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### ***What is eLibrary?***

eLibrary is a gateway to quality academic resources, such as peer-reviewed articles and selected websites. It also lets you search a number of databases at once, combining and filtering the results so that you spend less time searching for relevant material to support research and study.

By the end of this guide you will be able to:

- Login to eLibrary and locate the Search page
- Choose one or more databases for searching
- Browse the University's e-journals collection
- Use keywords to create a search
- Locate articles identified by eLibrary in electronic and print format
- Refine your search to improve your results
- Keep track of your results by emailing or saving them
- Create your own personalised list of databases which you can search together
- Save searches and create alerts



### Useful Tip - When to use eLibrary

eLibrary can be used to identify resources relevant to a particular subject area, and to search groups of these resources at the same time (cross-searching). This can help you to see quickly which resources are likely to produce the best results on your topic. eLibrary is useful for gaining an overview of a topic or conducting an introductory search.

For more detailed searches, it is best to use the individual databases as they will allow you to construct more sophisticated searches, especially using the advanced search options.

### 1. Accessing eLibrary

- Go to the Information Services webpages at [www.aber.ac.uk/en/is/](http://www.aber.ac.uk/en/is/)
- Select Electronic Information Resources from the left menu.
- Select eLibrary from the top of the page that loads.
- Click on Log in as AU user (otherwise you will be a 'guest', which limits the databases you have access to).
- On the eLibrary login screen, enter your Aberystwyth username and password.
- Once you have logged into eLibrary you will be at the Cross Search screen.


### 2. Browsing subjects

To start your search you need to choose a subject - click on the Subject: drop-down list on the left. All the subject areas available in eLibrary are now displayed on a scrollable list. These lists have been created by the subject librarians, as a way of pointing you towards the most useful resources in your area.

### **Useful Tip - Not just subjects**


As well as traditional subjects, there is also an option called News and Reference - the place to go for general reference databases and specific formats of resource such as statistics or library catalogues.

Next choose a Sub Category of that subject, such as Core Resources. The resources (e-books, selected websites, databases etc.) in that category show up on the right.

Click the  'i' button on the right of the resource name to find out more about it, which can help in deciding if it will be useful.

Now all you have to do is click on a resource name and eLibrary will redirect you to that resource. This is an example of how you can use eLibrary as a portal to find quality resources for study and research. Even if you stop here, and only ever use eLibrary in this way, it will still be a useful tool. However if you would like to know about more advanced features, continue with this tutorial.

### **Useful Tip - Help!**

There is a  question mark button in the top right of eLibrary screens - this gives context-sensitive help. Try it if you want to know more about any eLibrary screen.

## **3. Browsing e-journals**

eLibrary allows you to view the titles of the eJournals the University subscribes to (either in alphabetical lists, or by subject), and browse the contents of those journals.

To locate an e-journal title first click on the Find E-journal tab - this will give you the option to search by alphabetic list or by title keyword (if there is a specific e-journal you are interested in).

To locate e-journals by subject category, click on the Category tab, then select a subject from the left box, then the appropriate sub-category from the right box. Note that the right box includes a number in brackets after each sub-category - this is how many e-journal titles have been classified under that heading.

## **4. Selecting databases to cross-search**

In the past, researchers had to go to every database separately, and search for items that were useful for their research. However – in some cases – eLibrary can let you search more than one database at the same time, and combine the results!

Select the subject English from the Subject drop-down list (this will show databases useful to students of the English Department).

Note that some of the resources have tick-boxes next to them. The tick box means you can search that resource at the same time as other resources that have tick boxes – this is called ‘cross searching’. You are searching across more than one resource at the same time.

### **Useful Tip - How many databases can I search?**

You can search up to 10 databases at any one time by clicking the boxes next to each database. The fewer databases you choose, the less time you have to wait for your results.

Click in the boxes next to the three resources below, so that they are ticked:

- ABELL- Annual Bibliography of English Language and Literature (PQ)
- Arts & Humanities Citation Index (ISI)
- MLA International Bibliography (PQ)

### **5. Typing in keyword(s) and running a search**

Now we have chosen our subject area and selected our databases we can start searching.

In the Simple search box type:

*elizabethan tragedy*

and press enter or click Search.

eLibrary is now running your search for you across the three databases selected. While the search is being run you will see a status window for a brief time, which keeps you updated on the progress of the search.

### **Useful Tip**

When the status window is showing you can interrupt the search at any time - click on View next to a resource to show results for that single resource.

When all the searches have completed eLibrary will then generate a list of results, combined from each database, and sorted by relevance. Ten records are displayed per page - use the Previous and Next links to navigate between pages.

### **Useful Tip - Changing results list to date order**

The results list is sorted according to eLibrary's ranking system but you can change the order. From the drop-down menu next to the sort by heading select year. Your results will now be displayed in date order with the most recent articles at the top of the list. This is a good thing to do when you have a lot of results - generally you will be interested in the most current research.

### **Useful Tip - Viewing combined results**

Although around 333 results may have been retrieved, initially a maximum of 30 results from each resource will be displayed (this limit is required for speed in viewing the results). To see more of your results click combine more at the top of the results list. You can 'combine more' as often as you like.

## **6. Viewing results**

You should now see the results list in Table View, displaying the following information:

- Authors' names
- Journal article title and brief summary
- Publication year
- Source database

To view all the information about a journal article, you need to click on the title.


Click on the first article title on your results list. You can now see all the citation details and read the abstract (summary) if one has been provided.

Click on the Table View link at the top of the record. You are now back to the results list.


### **Useful Tip - Limiting results**


As with Voyager, you can limit your results in various ways using the options on the right hand side of the screen. For example, you can click on the Topic 'Shakespeare' to view only those 9 records; or click on the plus symbol next to Shakespeare to see a more detailed topic breakdown. If you change your mind about a limit you have applied, click All retrieved records at the top of the list.

## **7. Finding the full article**

The  '@ Aber' button lets you check the availability of that article at Aberystwyth University - for example, whether it is available in print in the library, or electronically.


### **Useful Tip - Full text**


Look out for the  'FT' button next to a result - it indicates that the full text of a journal article is available electronically. Click on it to be shown the options for viewing it. You are one click away from having the resources you want on your desktop.

Select an article from the list and click on the  '@ Aber' button to the right of the article. A new window opens with various options to locate the full text, like that below.



Where the full text is available electronically this will appear as the top option. Click on it to link through to the electronic resource and view the full text.

A full text link will be displayed in the  '@ Aber' window only where AU has access to the full text of an article. If the article you selected does not have a full text link you can either check to see if it is available locally in print - in that case the first option you see will be the one labelled Check Library Catalogue - Voyager. Or you can try going back to the results list and selecting different articles until you find one that does link to the full text article.

If Aberystwyth University does not have the journal, you can search other library catalogues via the  '@ Aber' window.

When you have finished looking at the full text or library catalogues, close those windows to return to eLibrary.

## **8. Refining your search**

Earlier we saw how to limit your results using the options in the blue section on the right of the screen. However there is another powerful tool for refining your search.

When the keyword(s) or phrase(s) used in a cross-search are very broad you will get hundreds if not thousands of results. Most of the results will not be relevant to your needs and it takes a long time to sieve through them. In these cases you may want to Refine your search to get fewer and more relevant search results.

Click on the Refine tab above the results list. You can now add more keywords to your search on elizabethan tragedy.

In the box labelled Type word or phrase type in the additional keyword: shakespeare\*

### **Useful Tip - Truncating with the wildcard \***

You can use the \* symbol to replace one or more characters. A search will then cover all forms of the word e.g. shakespeare, shakespearean etc.

Now click on the Search button.


eLibrary now runs the search elizabethan tragedy with the additional keyword shakespear\*. Eventually the results will be displayed again, and you will see that there are now fewer results.

### **Useful Tip - Refining your search**

You can continue to refine your search until you are happy with the number of hits and their relevancy. Keep selecting the Refine tab to add keywords or phrases and continue narrowing your search.



## **9. Emailing and saving results**

You can save or e-mail a record of a single article.

Click on the title link for the first article in your results list. Now click on the  'envelope' button at the top of the page. Enter your email address into the pop-up box and click send.

The details of the article will now be emailed to you. You can use the first disk icon in the same way to save this record to your computer.




If you have identified several articles of interest you can choose to save or email them as a list rather than one by one.

Click Table View on the left to return to the results list. Click on the  'save' button to the right of the first article in the list. Now scroll through the list and click on the  'save' button next to a few more articles. You have now created a list of articles which can be emailed or saved.

Click on the My Research tab at the top of the screen to view these results. Click on Select all on the left to include all the results you've selected, or just tick the boxes next to those you want to save or email.


Now click Selected. Click on either Save or Send (email) at the bottom of the pop-up window.

### **Useful Tip - Storing records in eLibrary**

There is no need to email the results to yourself - you can store them in folders in eLibrary as a bibliography which you can refer back to and alter whenever you like. To do this, click on the Advanced link. The left-hand side of the screen has four blue icons - click on the left one of those, the  'new folder' button. Enter a name for the folder. Then select records on the right that you want to store, then the  'transfer left' button. That moves the records into the folder you created. You can delete them from that folder by clicking on the  'X' button to the right of the relevant record.

## **10. Creating a personalised list of databases**

You may sometimes wish to search across databases from different disciplines. This can be done by creating your own list of databases in the My Research tab of eLibrary.

From the menu across the top of the page click on My Research then click on My Databases from the menu underneath. Just below the drop-down menu on the left you'll see a  'new folder' button which you should click on.

### **Useful Tip - Navigation**


When in eLibrary it is best to avoid navigating by using the 'back' button on the browser - instead use the tabs at the top of the screen (Cross Search, Find Database, Find E-journal, My Research) and the options below them to navigate around.

A box will pop up asking you for a name and description of the new list. You can type in whatever will be relevant e.g. the name of the subject the collection will apply to: in this case just type 'Example'. Then click save.

You are now ready to add databases to your list.

Click Find Database in the menu across the top of the page. You can then click on a letter to see all databases that begin with that letter, or type in the name of a specific one.

Type OCLC and click Search. A list of databases that contain the term OCLC in the name appears.

Click on the  'plus' button to add the database to your list.


At the top of the screen click on Find Database again (on the second line). Click the letter L, then add the database Land, Life & Leisure (EDINA) to your list as above.

Repeat these steps to add a few other databases (any that you wish).

### **Useful Tip - Find database**

You can use the Find Database option at any time when you want to find a particular resource you know is available at aberystwyth University, or when you want to browse an A-Z list of all resources in eLibrary.

### **Useful Tip - Adding databases**

You can add a database to your own collection whenever you see a  'plus' button, so if you look through the subject or reference collections under Cross Search you can do it from there too.

Click on My Research then My Databases again and you'll see the databases you've just selected. In the drop-down menu on the left, by Select set, make sure your new Example list is selected.

The list of databases on the right have left-pointing arrows next to them. Click on those to add the databases to the 'Example' list.

### **Useful Tip - More than one list**

You can use this method to create other lists of databases. You may find that one collection is your starting point for research in one area; but you might prefer another collection for a different subject or purpose.

You are now ready to search the list of databases you've created.

Click on Cross Search in the top menu.

From the top Select Search Type drop-down menu which currently says 'Subjects', select My Databases instead. Any database lists you have created are then displayed below. Select the Example list of databases you've created.


You can now search across these database in exactly the same way we did earlier in the tutorial.

The example list of databases will now be saved to your profile and you will be able to access it every time you log in to eLibrary and use it for future searches.


## **11. Saving searches and setting alerts**

The My Research section of eLibrary can also be used to store searches. This can be useful as a way of building on searches and/or keeping track of the research you've done for a big project or assignment. You can also use saved searches to create alerts so that you will be notified when newly published articles on your search are identified.



In the Cross Search tab click on Previous Searches. You will see here details of the search we performed earlier on elizabethan tragedy. However the search history is only stored for the duration of the session - once you log out this information will be lost. There is a way to save this search though.

Click on the  'plus' button to save the search to your eLibrary profile.

Now click on My Research and then History. You can see that your search has been saved and you'll be able to re-run the search (by clicking on it) each time you login to eLibrary. You may also wish to set up an alert so you'll be notified with new articles on this subject.

To set the alert click on the  'bell' button. Enter a name for this alert (you can use 'example' again) and type in your email address. You will also need to select the alert frequency from the drop-down menu - select months and type in 1 to be emailed every month. You would now click Save to create the alert but in this case click Cancel.

### **Useful Tip - Deleting an alert**

If you no longer wish to be emailed with the results of your search go back into the History part of the My Research section and click again on the  'bell' button (which has a line through it this time). You can also delete searches from your saved searches by clicking on the  'X' button there.

## **12. Finding out more**

For personal help on how to search electronic databases please contact your subject librarian: [www.aber.ac.uk/en/is/subject/librarians/](http://www.aber.ac.uk/en/is/subject/librarians/).