Introduction to Library Resources

Welcome!

The Library is part of the University's Information Services, and we will be glad to help you find your way into the materials you will need for the course. Please remember that we are here to support you, so never hesitate to get in touch if you are stuck.

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Key www locations

Library: www.ed.ac.uk/is/library

DiscoverEd – for searching the Library’s collections: http://discovered.ed.ac.uk/

Literature databases (and other resources) by subject: www.ed.ac.uk/is/databases-subjects

MyEd (click on Library tab) www.myed.ed.ac.uk/

Contacts

Helpdesk (IS.Helpline@ed.ac.uk) Please use this email address to contact Information Services with any general enquiries about IT, elearning tools access and library.

Academic Support Librarian: Marshall Dozier (marshall.dozier@ed.ac.uk) is your Library contact who can help you with accessing and using resources and with reference enquiries.

Logins

Most Library resources require you to log in because we pay for access on behalf of members of the University. On matriculation, you should receive a University login with a Universal User Name that is your matriculation number (something like: s0123456).

EASE is the name of the login that you can use to access most University resources, including the Library's journals and databases. To get your EASE login, you need your Universal User Name and to follow the instructions at https://www.ease.ed.ac.uk/userdocs/register.html
For easiest access to resources, it is best to go via links in the course web pages or via the Library web pages. If you go direct to a resource, it’s not always impossible to get in, but you may run into a few hurdles. If we subscribe to the resource, to get in you may need to follow links to UK Access Federation or Shibboleth. There is more information about mechanisms for accessing online resources at http://tinyurl.com/oyf6d4z.

If you have access to library resources from another institution (e.g. you work in the NHS), do remember that that login is distinct from your UoE login, and will give you access to a different set of resources (although there may well be some overlap). Web browsers try to be helpful by remembering logins to make it so that you don’t need to log in each time you wish to access a subscribed resource. But, this can cause a problem as you access resources available from the different organisations you belong to: you may be denied access because you happen to have used the wrong institutional identity.

If you are doing some searching that means switching regularly between, for example, UoE and NHS online resources in getting references etc., then you might find it helps to get into the habit of using two separate browser applications (for example, Internet Explorer for NHS, and Firefox for UoE library). That way, because the login is remembered in your browser session, you don’t have to keep logging out and in again as you switch between the different institutional resources.

Eduroam wireless network

If you don’t live in Edinburgh, it may seem irrelevant to look at information about using the University’s wireless network. However, the University is a user of Eduroam, and you can use your UoE wireless username and password on any Eduroam-enabled organisation without the need for guest account set up. Using eduroam may give you improved wireless access if you are near a participating institution. For guidance on your wireless (Eduroam) eduroam login details see www.ed.ac.uk/is/wireless. To find locations that have eduroam, see https://www.eduroam.org/.

Login troubleshooting

Sometimes it’s not at all clear where to enter your login details to access subscription based readings. If you arrive at a full text journal from following links from tweets or browsing the web, then the hosting site may not recognise you as a member of a subscribing institution. If you go via the Library’s webpages, this is usually not a problem because the link you follow has embedded information about subscription access.

Sometimes publishers present various Institutional login options – the one to choose in this case is Shibboleth or UK Federation. And then indicate you’re from University of Edinburgh to be allowed to use your EASE login. Here’s and example of what this can look like:
Getting articles from journals

Most of your recommended reading is available in the resources section for each module, but if you have a reference from elsewhere to a journal article and want to read the whole article, then you can look in the Library’s DiscoverEd [http://discovered.ed.ac.uk/](http://discovered.ed.ac.uk/) to find both online and print holdings. To search for an article in online ejournals, search for the **article title** in Discovered. Remember, though, that we only have some journals/volumes in print: to find those print holdings, search for the **journal title**. See Document delivery below for how to get scans of articles from our shelves.

Be sure to search by journal title, not article title. The online display arrangement of ejournals varies from one publisher to another, but you can usually browse by year/volume, issue and table of contents to find the article you need. The University doesn't subscribe to all journals, so there is a chance that we will not have what you require - in that case it is worth checking a library near you or using the iliad document delivery service (see below).

If you like **Google Scholar**, then you can change the settings to link to University of Edinburgh online journal subscriptions:

1. Select Settings
2. Click on Library links
3. Search for Edinburgh & select University of Edinburgh
4. So you end up with this

And search results with online holdings in the Library will have a ‘Findit@Edinburgh’ link at the right.
If you are a *PubMed* user you can configure your MyNCBI settings to show links to UoE ejournals using PubMed’s Library LinkOut service.

1. Create a MyNCBI account if you do not already have one - this will allow you to save the library filter as a preference.
2. Log into MyNCBI
3. In the Filters section, click on Manage Filters. In the Browse/Search for PubMed Filters section, select the category LinkOut, and either search for 'Edinburgh' in the search box or browse the alphabetical list for 'University of Edinburgh'. Click the tick-boxes to activate the Filter and the Link Icon.
4. When you next search PubMed, you should see a link to fulltext from University of Edinburgh to the upper right-hand side of your search results, and when you are looking at an individual record for an article we have online access to, you should see a blue 'findit@edinburgh' button in the upper right-hand side of the browser window.

There is support information from PubMed at Working with Filters: www.ncbi.nlm.nih.gov/books/NBK53591/#workingwithfilters.Setting_Up_Filters

**If the Library only has a journal in print** then you can request a scan of an article to be sent to you using the Iliad document delivery service (see below).

**Document delivery**

The Library can send you scans from our print journals or, if the journal is not in the UoE system, we get scans of papers for you from other libraries.

Please check DiscoverEd first. If the journal or book is available electronically, you should be able to get the material online. If the item is in UoE Library stock in print, then there is no fee for sending you a scan of an article or chapter.

If the article or chapter is not held by UoE, then you can request up to an annual quota at no charge, and above the quota is a charge of £5 per request. Payment is made retrospectively, by credit card. For details on your quota, please see: www.ed.ac.uk/is/ILL.

Here is the site for requesting documents to be delivered to you: http://iliad.lib.ed.ac.uk/iliad/. The first time you use this service, you need to register using your matriculation number or the library barcode on your matriculation card. You should also register for electronic document delivery by contacting the ILL team at webill@ed.ac.uk. If you are requesting a scan from our print, be sure to indicate in the notes field that you are on a distance programme.

**Finding ebooks**

UoE library has many thousands of ebooks listed in DiscoverEd: http://discovered.ed.ac.uk/ (see illustration below). It is best to search for ebooks using the Advanced search. Type the topic or title into the search box (if you have a particular book in mind, select to search ‘in the title’ and ‘exact’) and select Material Type ‘Books’. Click the search button. Then you can filter your results if necessary to ‘Full Text Online’ to find ebooks. Be sure to check your course’s learning environment for links to relevant ebooks too.
Request a Book

The Library may not have a book that you need for your studies – in this case, you can recommend the book for purchase [www.ed.ac.uk/is/RAB](http://www.ed.ac.uk/is/RAB). The Library will try to buy an online version of the book so that access is easiest. If online versions of the book are not available for Library purchase, the print will be obtained and you will be able to get the most important chapter scanned and sent to you. Please allow several weeks for the purchase to be processed.

Finding literature on your topic

When you don’t have a specific reference and need to search to find papers on a given topic, then we recommend using literature databases. This is usually more efficient than browsing through individual journals. The Subject guide to literature databases is at [www.ed.ac.uk/is/databases-subjects](http://www.ed.ac.uk/is/databases-subjects) and you can also search many (but not all) of the literature databases via DiscoverEd.

Finding and using a library near you

If you are affiliated with another organisation, like the NHS or another university, then you should make sure that you are familiar with library resources available from that organisation. In most cases there will be some overlap with UoE Library resources, but it is most likely that you would be able to expand your range of resources by using the various libraries available to you.

Even if you are not affiliated with a local institution, there is a good chance that you would still be able to use their library, if only for print resources. Librarians are a friendly species: contact them and ask!
In the **UK and Ireland**, there is a reciprocal scheme between over 170 higher education institutions called *SCONUL access*. The scheme’s website ([http://www.sconul.ac.uk/sconul-access](http://www.sconul.ac.uk/sconul-access)) has an online registration form and will provide you with a list of participating institutions that you can search by region or postcode to find ones closest to you.

To find a library elsewhere in the world, a place to look is WorldCat at [http://www.worldcat.org/](http://www.worldcat.org/) (search for a book/article and then refine by geographical region).