Short Guide to the Library for Online Programmes

http://libguides.liv.ac.uk/online

About the University Library
The University of Liverpool Library is based at two physical locations in Liverpool (the Harold Cohen Library for medical and scientific disciplines and Sydney Jones Library for arts and humanities). Electronic resources are licensed for digital access/online study, with approx. 600,000 E-Books and 30,000 E-Journal titles - providing many millions of journal articles and conference proceedings. Specialist electronic databases are also provided for market data, statistics, evidence-based medicine, standards, legal materials, online dissertations and theses etc. The Library's campus Web site is located at http://liverpool.ac.uk/library however this Web site will display printed/physical resources. Online students/staff are recommended to access the Library using the digital-focused 'Library for Online Programmes': http://libguides.liverpool.ac.uk/online

The Library for Online Programmes should also be linked within your online learning environment, student/staff portal or other online locations. Online staff are encouraged to provide links to the Library for Online Programmes using permalinks/ embed code shown in the left menu (e.g. http://s.liv.ac.uk/512 for homepage).
The Library for Online Programmes provides a multi-collection search platform called **DISCOVER** allowing you to search across all our licensed E-Books and E-Journal articles:

![DISCOVER search platform](image)

For specialist resources such as statistics, theses, legal materials, standards etc. you will need to access specific individual licenced databases, see the E-Resource page shown in the left menu of the Library site (e.g. Theses, Data, Legal, ISOs/Standards, WWW, Media):

![E-Resources menu](image)

Also see subject pages (*Management*, *Computing*, *Health*, *Law*, *Vets*, *Records*, etc.):

![Subject pages](image)

Within these pages you can see key databases and resources (e.g. *markets/companies data in the ‘Management’ page*):

![Subject page resources](image)
Logging into the Library for Online Programmes

Log into the Library for Online Programmes using your University of Liverpool (MWS) login. See the Login feature in the left menu. Note - If you have never activated your University login, please see our activation support pages https://libguides.liverpool.ac.uk/online/support.

Searching for/ Accessing a Required Resource

Whilst you can search by keyword using Library platforms/ databases, you can also confirm if a specific article or E-Book is available using the Search by Title checkbox in DISCOVER:

DISCOVER also provides checkboxes to refine your search e.g. limit your search to peer-reviewed journal articles or limit to E-Books. You can also search by ISBN (book number) or author name. DISCOVER is typically unable to search by book chapter. Some checkboxes cannot be combined (you are warned if incompatible combinations are selected). You are advised not to search DISCOVER using a full citation - e.g. Jones, R. (1995) Studies in Dentistry. Dentistry Press. For complex searches (e.g. supplying author, title, year within the same search) visit the Advanced Search link and use multiple search fields or other advanced options. For further DISCOVER help see video/guides on the Training page: https://libguides.liverpool.ac.uk/online/training.

Further options to access a specific/ required resource include: using the Library Catalogue (for E-Book titles) - see ‘Library Catalogue’ (in ‘Major Databases’ on homepage), using an alternative multi-source platform for articles such as SCOPUS, Web of Science or Scholar - see links on the homepage or use of specialist databases for other resources – e.g. WestLaw for legal reports or MEDLINE/Ovid for health sources (see subject/resource tabs/pages for specialist database links).

The Library does not sell books, for purchased print items please contact your supplier. External resources provided by our E-Learning partners may be available via the Library but typically require access via that external source (e.g. Amazon, Vital Source).
Support Materials

- Ensure you have read/viewed the Library ‘Quick Start’ guide and video at:
  https://libguides.liverpool.ac.uk/online/training
- For further guides, tutorials and video on using the Library see further guides, video and tutorials on the ‘Training’ tab/page above,

Getting Help - Librarian (Dr Paul Catherall)

- For general Library support by email, see the Web Form or email olib@liv.ac.uk
- Online staff/directors of studies or development issues email: p.catherall@liv.ac.uk
- Telephone Paul: [UK 0151] [International +44 151] 79 44345
- Skype name: “UoL Library for Online Programmes” (or “ohecampus”), Skype (low cost) phone number: [UK 0151] [International +44 151] 324 1637

Getting Help – Individual Support/Consultations

Contact Paul (see above options) for a discussion/consultation on -

- Using the Online Library Web site, searching for/locating resources.
- Referencing styles/software, creating direct links to resources.
- Literature searching, using databases/collections, using sources on the WWW.
- Using Web-based UoL applications (Citrix), University email or other UoL tools.
- Technical/ongoing issues accessing the Library or individual Library platforms.
- You can also schedule a consultation using any of the above options, see

IT Helpdesk (login help) and 24/7 (out of hours) Support

- Full support from all campus services is available Mon-Fri 09:00-17:00 (UK time).
- For login help, use the IT Help Web Form or email helpdesk@liv.ac.uk
- 24/7 telephone (including closed days) [UK 0151] [International +44 151] 79 44567
- For ongoing, Library/login problems please contact the Librarian as soon as possible.

Support for Online Developers, Academic Staff, Online Faculty, Directors of Studies

- Please consider consulting with the online Librarian for advice on reading selection issues such as use of permanently purchased e-books, linking to resources / developing reading lists, student readiness training, faculty training and general Library support.

PC Online Programmes advice for online staff September 2019
• Module/ Programme/ Maintenance summits or online discussions can be an opportunity to consult the librarian for advice on availability of readings/ creating permalinks to resources.

• Be aware of DRM (digital rights managed) e-books with limitations on printing/ downloading. A few E-Books have a single concurrent user license - these should be avoided for core texts.

• For E-Book readings, you are recommended to indicate the source in citations, e.g. UoL Library, Vital Source, Amazon etc.

• Use extended DISCOVER search box options for ISBN, author and other search options.

• For linking to E-Journal articles/ E-Books (using ‘OpenURL’), see the staff guide and the Link Builder’ tool/ guide.

• The ‘Library Training’ area provides structured or on-demand guides, video and tutorials.

• Library Web/ training pages provide permalinks/ embed code (see bottom left menu on pages). For general links to the UoL Library in online modules etc., perma links (see above) can be used to link/embed the Library pages or readiness materials.

• The Library subscribes to many specialist databases in Markets, Law, ISOs etc.and video lectures/ multimedia sources.

For further advice on managing online readings and other Library issues, see the Staff area of the Library for Online Programmes (https://libguides.liverpool.ac.uk/online/staff), including –

• Advice on searching for and identifying E-Resources
• Using E-Book platforms to identify texts
• DRM (restricted) E-Book issues
• Using the Reading List platform (ReadingLists@Liverpool) and linking to E-Resources
• Student readiness and support resources
• Purchasing requests
• Library borrowing (for physical items)

For further assistance please contact Dr Paul Catherall, E-Learning Librarian on +44 (0)151 79 44345, email p.catherall@liv.ac.uk or see the Contacts area of the Library for Online Programmes:
https://libguides.liverpool.ac.uk/online/support