Finding Unavailable Resources, Campus Libraries and External Services
Finding Unavailable Resources

Please ensure you have logged into the Library Web site before attempting to access library resources.
The Library cannot simply email a commercial/copyrighted resource (i.e. as an email attachment).
Please use search tools (e.g. ‘Go to an article’, DISCOVER title search or specialist databases) to check your required resource.
NOTE: we do not hold subscriptions for all E-Journals, E-Books, databases etc. available on the Internet (e.g. for some legacy/non-digitised resources), so you may sometimes encounter ‘Full text not available’ when viewing search results.
Some resources are available via Open Access sources.
Suggestions to Locate Full Text

- For articles/books use the ‘Search by title’ checkbox shown on the DISCOVER search in the Library for Online Programmes. For article titles try citation databases such as SCOPUS and Web of Science (follow ‘Is it @ Liverpool’ for full text).

- Confirm book title or journal coverage using the Library Catalogue (see homepage or https://library.liv.ac.uk/).

- For articles, see the E-Resources > E-Journals page for tools (search for journal title, Go to an article, DOI search etc.)

- For other specialist sources (data, markets, theses, legal materials, standards etc.) see the E-Resources page, then search using a range of individual sources shown.
Using ‘Go to an article’

The ‘Go to an article’ tool allows you to search for an article by publication details, such as journal name, volume, issue, start page and year of publication. In the Library for Online Programmes, see the E-Resources area, then see the Journals page:
DISCOVER is available from the Library homepage or the Library for Online Programmes – in this version you can use the ‘Title’ checkbox to locate an article or book title. Use the ‘Journal Title’ checkbox to search for a journal title (note – for chapters, search by book title):

Search DISCOVER by title, Journal name, keyword, peer reviewed status, ISBN etc.:
Using the Library Catalogue

You can also search for an E-Journal or book title using the Library Catalogue. The Catalogue is available at http://library.liv.ac.uk you can see a link to the Catalogue on the University Library homepage or Library for Online Programmes homepage:

Alternatively, for journals visit the E-Resources page in the Library for Online Programmes, then see the tab ‘Search for E-Journal Title’:
Using Google Scholar

• You can try to locate a required article by title using Google Scholar – providing access to commercial and Open Access sources (note – some articles may be pre-print versions not yet agreed for final publication).

• You should access Scholar from Library web pages to ensure you can access commercial resources. You can access Scholar from the A-Z of databases page.

• You can access a Scholar search box on the Library for Online Programmes homepage or see the E-Resources then ‘Open Access and WWW’ page for a link to Scholar and search box: https://libguides.liverpool.ac.uk/online/www
Locating Theses and Dissertations

Theses and dissertations may not be shown using platforms such as DISCOVER, you should consult a range of sources, see the E-Resources > Theses page in the Library for Online Programmes. See our guide on searching for Theses and Dissertations.

- ProQuest Dissertations and Theses (often full text/PDF format)
- Open Access sources (Core, Cogprints, NDL, OAISTER)
- Other full text sources (DART, Theses En Ligne).
- Ethos – scanned UK/Ireland theses, create an account to download. Theses not scanned incur a cost. Contact your librarian for advice on the above.
Locating Data/ Market Sources

For statistical/demographic, data sets and market data, see the E-Resources > Data and Statistics page, including licensed market data, companies and industry sources such as MarketLine, Hoovers and WRDS.

Additional market sources can be found under tabs for ‘Policy and Research’ including data and reports of major bodies such as OECD and CEPR.

See the ‘Data’ tab for UK and global data sets and reports.

See the ‘Official’ tab for reports/outputs of financial bodies.

The ‘Financial’ tab provides links to financial markets sources.
Locating other Specialist Sources

• For legal, medical or other specialist articles you can initially consult databases such as DISCOVER, Web of Science, SCOPUS and Scholar.

• For case law and other legal materials check all legal databases individually including WestLaw, Lexis, Practical Law, BAILII and Scholar Case law (see the Law page in the Library for Online Programmes).

• For other specialist resources such as evidence based medicine/clinical trials reports, patents, ISOs/International Standards, news articles, multimedia or Web-published reports, see the E-Resources page and access individual databases/sources.

• You can refine your search using ‘advanced search’ options in databases, e.g. for law you can limit to case law, journals, search by legal citation or title.
Checking Reading Lists

Your reading list should indicate if a textbook is required or recommended for your programme or module, you should be able to check your reading list from the menu shown in your online module or programme/module handbook.

You can also browse reading lists by visiting the Library’s Reading Lists @ Liverpool Web site https://liverpool.rl.talis.com/ then browse or search for your module ID/name.
Resources Sourced by Programme

Some resources may be sourced directly by your programme, this may be provided as a supplied textbook in print or digital resource shown in your online module.

Please check your module information pages for additional compulsory reading texts (in print or digital format), if these are sourced in 3rd party platforms such as Vital Source, Amazon, a print bookstore or elsewhere, you will need to follow instructions shown to access these resources.
For unavailable E-Journal or E-Book resources, you can also search for similar texts using related keywords or search for similar texts by the same author.

You will sometimes find that a particular article has been published in various forms or a more recent version of the article exists (try a search by title using databases/Scholar).

You can often find related works by the same author via DISCOVER, SCOPUS or Google Scholar using related keywords alongside the primary author’s last or full name.

If you are searching for comparable resources by a particular author you may need to use search options within platforms such as DISCOVER (i.e. to search by author name alongside keywords/search terms):

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<th>Jones, R.</th>
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Individual online resources may not be available, the resource may not be made available in digital format by the publisher or may not allow a campus license. Options may include:

- Try the document search tool (see E-Resources > Open Access and WWW), also try enclosing an exact document title in double quotes for a specific search.
- Try Google Books for scans of textbooks [https://books.google.co.uk/](https://books.google.co.uk/)
- Try Scholar for open source or pre-print versions e.g. on ResearchGate
- Any member of the public can browse the Library’s print collections (in hardcopy) – check print collections using the Catalogue [http://library.liv.ac.uk](http://library.liv.ac.uk) if you are a current UK resident you can register for a borrowing account to loan items outside Library buildings.
- If you are a current UK resident you can register for Library borrowing to access inter-Library and document supply services (see ‘Other Campus Library Services’).
- There are a range of options for accessing resources held at UoL Libraries or use of Library services for document supply, please see the ‘Campus and Other Libraries’ page at: [https://libguides.liverpool.ac.uk/online/libraries](https://libguides.liverpool.ac.uk/online/libraries)
Get it for Me/Article Reach

Get it for Me is the Library’s on-campus service to supply copies (in print) for unavailable items to your home address (https://liverpool.cliohosting.co.uk/).

ArticleReach is an option shown on the ‘Is it @ Liverpool’ popup screen for unavailable items, following this will enable you to have the item scanned and emailed to you.

The above options require you have registered for a Library borrowing account to use physical resources (borrowing requires a current UK residential address). See https://libguides.liverpool.ac.uk/online/libraries

You may also see ‘Get it for Me’ shown in an ‘Is it @ Liverpool’ popup screen:
External Services/ Tools

- You can use WorldCat to search local, civic, national and academic libraries globally, this can assist in identifying holdings of print, non-digitised or rare items in your region; this can assist in accessing items directly at libraries or arranging inter-library loan using your local library, for details see the ‘Campus and Other Libraries’ page https://libguides.liverpool.ac.uk/online/worldcat (also see this page for further major libraries and regional search platforms).

- British Library ‘On Demand’, ‘Right Find’ and NCBI provide commercial sources.

For further details on external services see the Campus & Other Libraries page, then WorldCat and Other Library Services.
Support and Advice

• For training video, guides and tutorials on using the Library please see the Training page shown in the left menu of the Library for Online Programmes http://libguides.liverpool.ac.uk/online/training

• For general enquires using Library resources or login help please see our 24/7 support services at http://libguides.liverpool.ac.uk/online/support

• If you have any further questions, to schedule a consultation or to report ongoing problems please contact the Librarian at the first opportunity http://libguides.liverpool.ac.uk/online/support