Introduction to the Library for Online Programmes

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

- 500,000 E-Books
- 30,000 E-Journals
- 24/7 online Access to £4mil licensed electronic resources
- 24/7 IT and Library support: Tel, Chat, Phone
- Librarian for Personal Advice, Consultations and Technical Support (Skype, Tel, Phone etc.)

PowerPoint version includes audio (see Play icon on slide) and Notes below slides.
About the University Library

• The University Library is based at two physical locations (the Harold Cohen Library for medical and scientific disciplines and Sydney Jones Library for arts and humanities).

• Electronic resources include 600,000 E-Books and 30,000 E-Journals.

• Further collections include: market data, statistics, clinical data, standards, legal resources, dissertations and theses.

• The Library’s Web site is located at http://liverpool.ac.uk/library for physical and online sources.

• Online students can access the Library for Online Programmes - configured to display digital resources https://libguides.Liverpool.ac.uk/online
The Library for Online Programmes is linked from your programme learning environment, or access the site directly at https://libguides.Liverpool.ac.uk/online
Logging in

Log into the Library for Online Programmes using your University of Liverpool (MWS) login.

You will be emailed instructions to activate your login prior to or early in your first taught module.

See the Login feature in the left menu. Note - If you have never activated your University login, please see our activation help: https://libguides.liverpool.ac.uk/online/support
Using DISCOVER

The Library for Online Programmes provides DISCOVER allowing you to search all our E-Books and E-Journal articles:

You can also use checkboxes to limit your search by title (e.g. book title), limit results to E-Journal articles, limit to E-Books, search by Author name (e.g. Jones, A.) or limit to peer reviewed articles.
Accessing a Required Resource

You can access a specific article or E-Book using the **Search by Title** checkbox in DISCOVER:

For further advice on accessing a required resource or using your Reading Lists, see the tutorial ‘Locating a required E-Resource’ and ‘Using your Reading List’.
Using DISCOVER

Follow ‘Get Full Text’ to view a resource in DISCOVER, follow the item title for further details/abstract. Use search boxes and pull-down options (top of screen) to refine search terms or use filter options (left menu) to refine by publication date, subject or other criteria. For further details, see the tutorial ‘Using DISCOVER for E-Journals, E-Books and other Scholarly Content’
E-Resources

For specialist resources such as data, theses, legal materials, standards etc. see the E-Resources page:
https://libguides.liverpool.ac.uk/online/eresources
Subject Resources

Also see ‘Your Subject’ pages for key sources in your area of study (Management, Computing, Health etc.):

https://libguides.liverpool.ac.uk/online/subjects
External Textbook Sources

The University Library can be used to obtain E-Journal articles, E-Books, reports etc. to cite in your assignments or dissertation/theses.

You may be required to access Library resources in your weekly Reading Lists (in your online learning environment).

If you are studying with our E-Learning partners, you may be asked to use readings in other sources, e.g. ‘Vital Source Bookshelf’, print sources, Amazon etc. Please check your online module details, you should see one or more ‘core’ or ‘compulsory’ textbooks with instructions to access the textbook, please familiarise yourself with these sources and support options suggested.
Support

See the ‘Quick Start, Training and Video’ area of the site for video and tutorials on using the Library.

Note for programme developers - for linking/ embedding guides, videos, tutorials please use persistent URLs (see Staff page).

Flyers and Short Guides

- Short Guide to the Library for Online Programmes (PDF format)

Accessibility Individual Needs and Welfare

- Accessibility and Individual Needs for Library Resources (PowerPoint)
- Accessibility and Individual Needs for Library Resources (PDF)

Explaining Library Terms

- Explaining Library Terms (PowerPoint)
- Explaining Library Terms (PDF)
See the ‘Support’ area of the Library for Online Programmes for –
Login help and activating your account,
24/7 ‘Ask Us’ (Library desk) for general E-Resource help,
24/7 IT Service Desk for login, UoL software and related support,
Online Librarian for Library support/training by email, telephone, Skype,
Schedule a consultation (by telephone, Skype/ Web session)
You can approach the Online Librarian to obtain support or book a scheduled consultation:

For general Library support by email, see the Web Form or email olib@liv.ac.uk

For online staff/development issues email: p.catherall@liv.ac.uk

Telephone [UK 0151] [International +44 151] 79 44345

Skype name: "UoL Library for Online Programmes" (or "oheccampus"), Skype (low cost) phone number: [UK 0151] [International +44 151] 324 1637

See ‘Schedule Consultation’ to pre-book a discussion.
Individual Consultations

You can **schedule a consultation** on –

- Using the Library, searching for/locating resources,
- E-Journals, E-Books, Theses/Dissertations, Reports, Data, Legal, Health, Markets,
- Literature review and systematic review,
- Referencing styles/software, creating direct links to resources,
- Using databases and collections, using sources on the WWW,
- Using UoL applications and options for connectivity issues,
- Support for ongoing issues accessing the Library.
Support for Online Staff

You can consult the Online Librarian for assistance on –

- Searching for / locating readings, use of Reading Lists,
- General introduction to Library resources,
- Support for student readiness/ faculty training,
- Module maintenance and reading/ link updating,
- Linking/ permalinks to Library content/video and E-Resources
- Resolving unavailable resource issues,
- DRM (restricted) E-Books and accessibility,
- For further advice please see the Staff information page.
Alumni Resources

Upon completion of your studies you can register for an Alumni login ([http://alumni.liv.ac.uk](http://alumni.liv.ac.uk)) for access to licensed E-Resources such as Emerald and JSTOR.

See the ‘Alumni’ area of the Library for Online Programmes for instructions to activate an Alumni login: [https://libguides.liverpool.ac.uk/online/alumni](https://libguides.liverpool.ac.uk/online/alumni)

The above page also lists many additional E-Resources available for University alumni.
Further Library Resources

See the left menu of the Library for Online Programmes for further resources to support your studies –

• **Alerts and New Resources** - news on Library services and new purchases,

• Referencing – introduction to **principles of referencing**, guides for **referencing styles** such as *Harvard Cite them Right*, APA, OSCOLA and others, accessing the ‘**Cite them Right**’ online textbook to support your referencing and help using referencing software such as *EndNote Desktop* and *EndNote Online*,

• **Reading Lists** – advice for accessing your weekly readings and guidance for staff managing/ requesting lists (e.g. using our RL@L platform),

• **Apps and Library Tools** – accessing UoL software (including Office, stats software, journal impact/ alerts, mobile apps, campus email and Library apps such as *Kopernio* (log into E-Resources from your Web browser)).
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](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](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](http://libguides.liverpool.ac.uk/online/support)