How to Locate E-Resources

How to locate an Article, E-Journal, E-Book, Unpublished Paper, Database/Colllection

Various tools are available via Library Web pages to locate specific resources. You can use these tools when you have either been asked to read a particular text or have located details about a resource via the Internet or another source. You should also be supplied with a reading list of required or recommended texts.

Locating an E-Journal Resource by Title

You can use our Discover platform available from the Library Web pages to locate a specific E-Journal article or E-Book by title. The Discover search platform is shown on the University Library homepage.

Additionally, the Library for Online Programmes homepage provides Discover options such as the ‘Search by title’, ‘Peer Review’ and ‘E-Books’ only:

Alternative options for quickly locating an article by title include multi source platforms such as SCOPUS, Web of Science or Google Scholar; these platforms may be available from the Library Web pages or your LibGuide subject page.

Additionally, the Library for Online Programmes homepage provides (Quick Search) access to major databases (or see the E-Resources > E-Journals page):
Go to an Article / Citation Finder

The citation finder (Go to an article) provides an way to locate an individual e-journal article. You can access the citation finder tool from the electronic Library Web page.

Alternatively, the Library for Online Programmes provides the 'Article Citation Finder' (see the E-Resources > E-Journals page).

The citation finder requires the exact journal name, issue, volume and other details:

<table>
<thead>
<tr>
<th>Journal Name</th>
<th>Volume</th>
<th>Issue</th>
<th>Start Page</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Manager</td>
<td>1</td>
<td>2</td>
<td>34</td>
<td>1997</td>
</tr>
</tbody>
</table>

You will be shown if the article is available via our subscribed collections ('Full text available') or if the article is not part of any collections subscribed by the University ('No Full text available').

For example, let's imagine we need to locate the following E-Journal article:


To check if we have a subscription for this article, we need to enter the Journal name (not article name), volume, issue, start page and year. When you click 'Go' you should be shown details about the online article, including the collection where the article is located:

Title: Nursing Volume: 5 Issue: 55 [2993-01-01] ISSN: 0360-4039

Full-text access

View this article in full text from Ovid

If the item is available via our subscribed collections, you will see a ‘Full text access’ heading, you should then click one of the links shown visit the article (you may see several options shown if we have several subscriptions to the same item).
In the following example we have been directed to the ScienceDirect collection, we can use the PDF icon to open the full document in our PDF application:

If you see ‘No full text available’ this will mean either you have entered incorrect publication details or we do not definitively hold a subscription for this article.

You can check the accuracy of your publication details by searching for the article by title or author using a Bibliographic Database such as Web of Science, SCOPUS or Google Scholar (see previous discussion on these platforms). In some cases, searching by article title via these systems can provide direct access to the article.

If full text is not available, you should follow the advice in the later section of this document ‘Unavailable Resources’. You may also notice other information in the linking page (see options below).

The ‘Library Catalogue’ option provides information on journal holdings held in the physical Libraries, if you use the physical Libraries you can note the location details shown and refer to the physical version of the journal held in our collections:

Check the Library Catalogue

Check for library holdings of this journal (by Title)
The ‘ArticleReach’ option is a service allowing you to receive an e-journal article by email on request from a partner University. ArticleReach is an oncampus Library service which requires a Library borrowing account (to borrow physical items), when you use ArticleReach you will need to select the University of Liverpool, then supply your full name and other identifying information (such as your Library PIN number used for checking your loaned library books):

**Request from another library**

*Request this article via ArticleReach (Free, Check catalogue first, Not available to Laureate users due to licensing issues)*

**Note regarding ArticleReach for online students**

Online students using the Library for Online Programmes should not typically encounter unavailable e-journal articles, this is because the Library for Online Programmes is configured to show only full text e-resources as far as possible.

If you are studying an online programme operated directly by the University of Liverpool and have UK residency, you will be able to register to use a Library borrowing account, this will allow you to use ArticleReach. Unfortunately ArticleReach is not available for online students with our e-learning partner Laureate Education due to licensing issues. For further details, please see our guideline [Using the physical Libraries and services for Alumni](#).

**Check if we have access to a particular E-Journal title (not article)**

You can also check if a particular E-Journal title is available (search by journal name) using our Discover platform. If the E-Journal is available, click the journal name to see journal details and an overview of access available:
If you wish to browse or search the journal in Discover, click ‘view online’ (or similar link) under the journal title. You may be directed to the journal within the Discover platform, or you may be directed to another Web provider, allowing you to browse or search the issues available:

A-Z of E-Journals

You can also check if we have a subscription for a particular E-Journal title by browsing our ‘A-Z of E-Journals’ list. This function is available via the electronic Library Web page (see ‘Titles A-Z’).

Alternatively, see the E-Resources page in the Library for Online Programmes:

You can also browse e-journals using the Library Catalogue (accessible from the main Library Web pages or Library for Online Programmes > E-Books area).

When using the Library Catalogue, type a journal name using the search box shown at the top of the screen and select ‘Limit to Electronic Journals’:
After clicking a journal name you will see coverage including years/ issues:

To open the journal, click the green GO button, you will be directed to the homepage or platform containing the E-Journal, you will then need to navigate the Journal or provider's Web site to browse or search the journal contents:

Other options to Search E-Journals

The Library for Online Programmes / E-Journals page provides some additional options. You can use the 'Search for an E-Journal title' tool to enter an E-Journal name / title directly from the page, you will need to select either the Library Catalogue or Discover:
You can also use the tool ‘Search within an E-Journal title’ to directly input an E-Journal name/title in the first field, then enter your keywords or other search input in the second field, when you press Go you will see a new window containing search results within this specific E-Journal:

Search Within an E-Journal title
Note - some E-Journals must be searched from their homepage or provider using the A-Z or title search above.

Not all E-Journals can be searched from this tool, in some cases you will need to use an alternative option shown above, such as the ‘A-Z of E-Journal titles’.

Check if we have access to a Collection or Database

A collection or database is an online portal providing access to many individual E-Journal titles, E-Books or other digital resources. The University of Liverpool Library subscribed, i.e. pays for access to many of these collections or databases provided commercially online.

You can also check if we have a subscription for a particular collection or database. For example, your tutor may ask you to access the Science Direct database.

To check if a particular collection is available, visit the ‘Databases A-Z’ page in the Electronic Library.

Additionally, you can also find this link in the Library for Online Programmes (see the E-Journals area).
You will see a screen where you can either type a journal title in the top right corner or click a letter of the alphabet to browse journals alphabetically:

When you have located a collection to browse or search, click the title of the collection (note, if you enter an incorrect collection name, it is possible you will not see the collection listed).

In the example below, we have confirmed the 'Emerald' collection is available and followed the link to this system, we can now browse or search Emerald:

Check if an E-Book is available

You can also use Discover from the University Library homepage or the Library Catalogue to search for E-Books by title, author or ISBN (International Standard Book Number):
You can also search for E-Books using our Discover platform shown in the Library for Online Programmes. You can select the 'Search by title' or use other options to refine your search directly on the page:

![Discover Platform Screenshot]

When searching for E-Books using Discover or the Library Catalogue, you will be directed to a wide range of E-Book collections, you should navigate these sites to download any PDF content, browse chapters and use other tools available. For help accessing E-Books within individual collections, see our guideline Searching for E-Books.

Additionally, E-Book search tools are provided via the Library for Online Programmes (see E-Books area).

Whilst you can quickly search for E-Books using Discover, you may also find it useful to search for E-Books using the Library Catalogue to check if a title is available, search by ISBN (International standard book number) or search by keyword.

When you search using the Library Catalogue, you will be shown details about the online book, including the collection where the item is located:

![Library Catalogue Screenshot]

Click the green GO button to visit the E-Book within the provider’s Web page.
“Your entry would be here” or incorrect publication details

If you see ‘Your entry would be here’ when searching the Library Catalogue, this will mean either you have entered incorrect publication details or we do not appear to have access for this E-Book, you can check the accuracy of your publication details by searching for the E-Book title and author using systems such as Web of Science.

Note on E-Book Restrictions (DRM / Digital Rights Managed E-Books)

You should also note that some E-Book providers may limit your ability to download or print. Our E-Book search tools such as Discover and the Library Catalogue will display both restricted and non-restricted E-Books (i.e. which can usually be downloaded in PDF format).

The Library for Online Programmes provides further options to If you have problems with restricted E-Books. See the Unrestricted check box provided under Discover, or see additional (‘unrestricted’) options using in the E-Books page:

Further Help

If you have any questions please contact your Librarian (see list of Liaison Librarians and Librarian for Online Programmes).