Introduction to the Library

Accessing your reading lists in the VLE & using the Library Catalogue

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1 Contents
1. Introduction ..........................................................................................................................1
2. Using online reading lists...................................................................................................1
3. Using the Library Catalogue...............................................................................................2
1. Introduction

This booklet provides information on accessing your reading lists in the VLE and using the Library Catalogue.

2. Using online reading lists

Each of your modules has a site on the VLE, Yorkshare, where you will find information about the course, assignments and the required reading. There is a link to Yorkshare on your personal student homepage. When you log in to Yorkshare, you will see a list of the modules which you are enrolled in.

Most of your modules also include an online reading list – there will be a link in the menu on the left which says “Reading list” or “Resource list” or sometimes “EARL resource list” (or something similar). EARL is the name of the Library’s online reading list software. When you open the link, you will see a table of contents for all of the reading lists for that module. The example below shows the list for Understanding Arguments in Management.

Click on View to open the list.

The EARL list will show whether the references are to books, chapters, journal articles or online material. It also shows if a book is in the Key Texts Collection (this is the short loan collection on the ground floor of the Library). Each of the titles is linked to the Library Catalogue so that you can easily look up the shelf locations of the books. If a journal article is available electronically, the title link will lead you to the online version of the article. In some cases the Library will scan chapters of books and provide a link to that online chapter – look out for the links as shown in the image on the next page.
3. Using the Library Catalogue

3.1 Introduction

Although the online reading lists make it easy to find resources without searching the Catalogue, there will be times when you are given additional references which you need to look up. You will also be expected to find additional material for your assignments, so it is important that you learn how to use the Library Catalogue.

The Library Catalogue is called YorSearch. It contains information about all the books, journals and audiovisual materials in several libraries including: J.B. Morrell Library, Raymond Burton Library for Humanities Research and the libraries at the King’s Manor, York Minster and the National Railway Museum.

To access the Library Catalogue:

1. From your personal student home page, click on Library Catalogue

2. Or enter this web address: http://yorsearch.york.ac.uk
3.2 Searching for recommended titles

Books (Monographs)

Here is an example title taken from the reading list for *Understanding Arguments in Management*:


1. Enter the author’s surname and any words from the title into the search box under the Library Catalogue tab and click on **Search**. Leave out any words such as *a* or *the* at the start of the title.

2. A list of results is displayed showing the items which have been found containing your search terms. If the Library holds several editions of a title you can click on **View X editions or versions** to display them all. Click on the title or on **Details** to see more information about an item. Click **Get It** to find the shelf location and to see if the book is available. If the book is held at more than one location, choose the location you require.

4. You should take careful note of the location information to be sure of looking on the right shelves: for example, a book may be listed as **Morrell - Quarto [Oversize Books]**. Quarto books are extra-large books, shelved immediately after normal-size books in each subject area. Floor plans showing the location of each subject area can be found by clicking **Locate**.

5. If the book is available as an ebook, you can click **View It** and then follow the given link to the text.
Chapter of a book

Sometimes you may be given a reference for a particular chapter within a book as in the example below:


The Library Catalogue does not contain individual chapters of books (unless a photocopy of the chapter has been added to the Library’s Photocopy Collection – see page 5 for details). To find the reference above, you need to search for the editor and the title of the book in which Guba & Lincoln’s chapter appears, i.e. Denzin, *Handbook of qualitative research*.

Journal articles

Journals (also known as periodicals, magazines or serials) are collections of articles published regularly (e.g. in weekly, monthly or quarterly issues). Journal articles can be more up to date and may have a greater depth of content than a book. Articles often report the results of research and so offer a valuable way of keeping aware of current developments in your subject area.

The University Library subscribes to both print and, whenever possible, electronic versions of journals. Most of these e-journals can be accessed anywhere with an Internet connection so you do not need to be in the Library or on campus to use them.

Here is an example of a journal article taken from the reading list for *Understanding Arguments in Management*:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year of publication</th>
<th>Article title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rowlinson, M., 1988, The early application of scientific management by Cadbury,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In order to find the article you need to search for the title of the journal. The Library Catalogue does not contain individual article titles (unless a photocopy of the article has been added to the Library’s Photocopy Collection – see page 5 for details).

1. Go to YorSearch.

2. Enter the title of the journal in the search box under the Library Catalogue tab.

3. If the title you are looking for does not appear near the top of the list of results, click on Journals under Resource Type in the list of Refine My Results options on the left of the screen. This will narrow your list of results to display journals only.
4. Find the correct title in the list of results. If the journal is available electronically, you will see **Electronic resource** displayed under the title information. If these words are not displayed, it means that the Library only subscribes to print copies of the resource. To see which volumes the Library holds, click on Get It. You can use the drop-down menus to help you find a particular volume or year.

5. If the journal is available electronically, click on **View It**. Details will be displayed of the issues available from each different publisher providing electronic access to the journal:

   ![Electronic resource details](image)

   Different providers who each give access to the full text of this journal. Note that each provider may offer a different range of available dates. You will need to check which provider offers the year you need.

6. Choose the correct option for viewing the article by Rowlinson cited on page 4.

7. Enter your IT Services username and password in the University of York login screen if prompted.

8. The next window will usually be a publisher’s website displaying the journal title and a list of volumes which you can access. Click on the links of the relevant volume and issue until you reach the article title, then open the full text of the article.

**Photocopies**

Sometimes you may be given a reference for a photocopy of journal articles and chapters of books which are available in the Library. The Photocopy Collection is in the Key Texts section of the Library. You will need to check the Catalogue to find the shelf number of the relevant photocopy as they are not shelved according to subject or author or title. To look up a photocopy in the Catalogue, enter the **author's last name** and a few keywords from the **title of the article or the chapter**. Note: the photocopies are the exception to the rule – the only time you will find an article or chapter listed in the Catalogue is if there is a photocopy of it, otherwise you need to look up the title of the journal or the title of the book!

### 3.3 Library loan periods

The Library operates a Flexible Loans system. Books in the main collection are either reference copies or can be borrowed for four weeks (unless they have been moved to the Key Texts collection). You can keep the books for as long as you need them, providing no-one else requests them. After four weeks
you must log into your Library account and confirm that you still have the books and extend the return date.

The length of loan adjusts automatically depending on demand. If someone else requests the book you have borrowed, you will be sent an email asking you to return it. If the book already has several requests on it when you borrow it, then the return date will be much sooner than the standard four weeks. You must remember to check the receipt when you borrow books to make sure you know when the return date is.

This system is designed to make books available to you more people quickly, but in order to make it work, if you need a book which is out on loan, you must request it so that it is recalled for you.

Further information about Flexible Loans is available on the Library web pages:
www.york.ac.uk/library/services/flexibleloans

3.4 Checking your Library Account and confirming your loans

To login to your Library Account:

1. Click on the University members Login option at the top of the YorSearch page and enter your IT Services username and password if requested.

2. Once logged into YorSearch, click on My Library Account at the top of the screen. You can also access My Library Account from the Library homepage, Subject Guides and Yorkshare.

3. Click on the links to view your current loans or to check which items you have requested or which Key Texts you have booked.

4. To confirm the books you have on loan and extend the return date, go to Loans, use the checkboxes to select any items you wish to renew, and click Renew Selected. If the item has been requested by someone else a message will display on screen saying that it cannot be renewed.

5. If you login to your Library Account on a public computer in the Library or elsewhere on campus, make sure you Logout before leaving the PC, otherwise your personal account details may be accessed by someone else.

3.5 How to request a book

1. If all copies of a book are on loan, you can request the recall of the copy that has been on loan the longest by going to the Get It section of the catalogue record. If you are not yet logged in you should click You must log in to see Request options, entering your IT Services username and password if requested. When logged in a link saying Place a request or a booking will be visible (this link will not display if copies of the item are available for loan), click on this link to make your request.
2. Enter the required **Pickup Location** and complete the **Not Needed After** field if you will no longer need the item after a certain date.

3. Click **Submit** to complete your request. When the item comes back into the Library you will be sent an email telling you the date by which you need to collect it.

### 3.6 How to book a Key Texts item

The books which are likely to be in high demand for your course are put into the Key Texts collection. Items in Key Texts display a separate location when you click **Get It**:

Key Texts can be borrowed for up to 4 hours. It is possible to book Key Texts in advance to guarantee that the title is available when you want to use it.

1. Go to the **Get It** section of the Key Texts item you wish to book. If you are not yet logged in you should click **You must log in to see Request options**, entering your IT Services username and password if requested. When logged in a link saying **Place a request or a booking** will be visible, click on this link to go to the booking form.

2. If the **Request Type** field appears, you will need to set it to **Place a Key Text booking**.
3. Click **Check availability** to see what time slots are available. Unavailable times are blocked out in red.

4. Create your booking by selecting a **Start Date** and **Time** and an **End Date** and **Time** (maximum duration is 4 hours).

5. Click **Submit** to place your booking. Remember to logout from your Library Account once you have made the booking.