Using Electronic Resources:
Using YorSearch to find books, journals and more

Workbook for the Department of Health Sciences
## Contents

1. This workbook .............................................................................................................. 1
2. What is YorSearch? ........................................................................................................ 1
3. Searching YorSearch Library Catalogue for books ....................................................... 2
   3.1 Library Catalogue tab .............................................................................................. 2
   3.2 Searching for books and ebooks ............................................................................. 2
   3.3 Searching for books on a subject ........................................................................... 5
   3.4 Making requests ..................................................................................................... 6
   3.5 Key Texts ............................................................................................................... 7
4. Accessing journals via YorSearch Library Catalogue ................................................... 8
   4.1 Why use journals? ................................................................................................... 8
   4.2 Accessing electronic journals via YorSearch ......................................................... 8
   4.3 Print journals in the JB Morrell Library .................................................................. 10
5. YorSearch: Search Everything ....................................................................................... 11
   5.1 Getting started with Search Everything .................................................................. 11
   5.2 Using truncation ..................................................................................................... 12
   5.3 Narrowing or broadening your search .................................................................... 12
   5.4 Limiting your searches and refining your results ................................................... 13
   5.5 Expanding your results to items outside the collections ....................................... 13
6. My Library Account ...................................................................................................... 14
   6.1 Why use My Library Account? ................................................................................ 14
   6.2 Accessing My Library Account .............................................................................. 14
   6.3 Returning J.B. Morrell Library books ..................................................................... 14
7. Using hospital library catalogues .................................................................................. 16
8. Interlending and Document Supply service .................................................................. 16

APPENDIX A - FINDING WHAT YOU WANT: COLLECTIONS ........................................ 17
APPENDIX B - FINDING WHAT YOU WANT: STATUS .................................................... 18
1 This workbook

This workbook contains information and exercises in using YorSearch including:

➢ Searching YorSearch Library Catalogue to find books and e-books
➢ Searching YorSearch Library Catalogue to find journals and to link to electronic journals
➢ Using Search Everything on the YorSearch to search for journal articles and more on a subject
➢ Accessing your Library Account
➢ Using local hospital library catalogues

Each section consists of explanatory notes and instructions, plus a number of questions for you to answer to test your skills.

2 What is YorSearch?

You would normally begin your Library search by using YorSearch.

YorSearch contains information about all the books, journals and audio-visual materials in, or ordered for, the J.B. Morrell Library, the Raymond Burton Library for Humanities Research, the King’s Manor Library, and a number of other libraries. YorSearch can also be used to search for journal articles and other items on a topic. White Rose Research Online, a shared open access repository containing full text research papers from the Universities of Leeds, Sheffield and York, also forms part of YorSearch.

You can access YorSearch by clicking on Library catalogue on the Student homepage, by choosing YorSearch from the Library homepage Quick links, or by going directly to: http://yorsearch.york.ac.uk
3 Searching YorSearch Library Catalogue for books

3.1 Library Catalogue tab

The Library Catalogue tab in YorSearch enables you to find books, journals and DVDs held in the Library and to link to e-books and e-journals.

![Diagram of YorSearch Library Catalogue](image)

You can conduct a simple search of the Library Catalogue by typing your search terms into the search bar and clicking Search (or pressing Enter).

3.2 Searching for books and ebooks

The most efficient way to locate a known book or e-book is to search for the author surname (family name) and a few keywords from the title.

In this example, we will look for Benner (2001) *From novice to expert: excellence and power in clinical nursing practice.*

Type in benner from novice and click on Search.

A screen similar to the following will appear:
If you click on **View editions or versions** a screen like the following will then appear:

The summary screen includes information about whether a copy of the book is currently available in the Library.

Click on **Get It**. This will open a window which contains more information about the book, including which library the book is in and where to find it. If the item can be found in more than one location you will see a screen like this:
From novice to expert: excellence and power in clinical nursing practice
Bennett, Patricia E.
This coherent presentation of clinical judgment, caring practices and collaborative practice provides ideas and images that readers can draw upon in their
Available and other locations

Get It | Details

University of York
You must log in to see Request options
Send to

Request Options:

<table>
<thead>
<tr>
<th>Location</th>
<th>Availability</th>
<th>Location Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Texts</td>
<td>(1 copy, 1 available)</td>
<td>Locate</td>
</tr>
<tr>
<td>University Library – Ordinary Y 0.73 BEN</td>
<td>(22 copies, 17 available)</td>
<td>Locate</td>
</tr>
<tr>
<td>University Library – Morrell – Ordinary Y 0.73 BEN</td>
<td>(1 copy, 1 available)</td>
<td>Locate</td>
</tr>
</tbody>
</table>

Location:
The different places where the book can be found, e.g. in Key Texts and in the main collection. Click on the location to find out more.

Availability:
Gives the number of copies housed at each location, and the number currently in the library.

Location Map:
Click Locate for help in finding the collection.

In the example above, one copy is kept in the Key Texts collection (on the ground floor of the Morrell Library), 22 loanable copies are at Y 0.73 BEN in the Ordinary collection (the main shelving run) of the Morrell Library, and a reference copy is kept in the same place.

In some cases a book will be too large for the main shelving. In such cases it will be listed as Quarto [Oversize books] rather than Ordinary. Quarto books are shelved in their own section after the normal-size books in each subject area. Appendix A at the back of this workbook provides a list of the collections and some possible locations.

Clicking on the location you are interested in will bring up details for each copy in that location. So, for example, if you click on the first of the two links for University Library Morrell – Ordinary Y 0.73 BEN you will see:

Location:
The details you need to find the book on the shelves.

Policy:
Is the book loanable or not loanable (i.e. for reference only)?

Use these buttons and the scroll bar to browse through all the copies.

Click Back to return to the previous screen.
The **Status** column on the right-hand side tells you if an item is in place or if it is on loan. If an item is available to borrow, “Item in place” will be displayed. If the item is on loan, it will say “On loan until” followed by the due-date. An item may also be unavailable for some back-room processes e.g. “On order”, “Being catalogued” etc. (see Appendix B for a list of statuses and their meanings). If you log in you can use **Request options** to obtain items that are not in place (more later).

If the title is available as an e-book, YorSearch will provide a **View It** link. Click on this link to access the e-book. You may be prompted to enter your IT Services username and password.

### 3.3 Searching for books on a subject

You can search for books, journals and other items on a particular topic via YorSearch Library Catalogue. This can be useful if you are doing an assignment but are unsure about which titles are available in the Library on that subject.

In the Search box, type **health promotion** and click on **Search**.

A screen similar to the following will appear:

![Screen showing search results for health promotion](image)

The results are sorted by **relevance** (how many times keywords are present). Note: you can change how the results are sorted to **Date-newest** for example.

You can **refine** your results by clicking on one of the options in the left-hand menu.
3.4 Making requests

If the book you want is out on loan, or has the status Being catalogued, or Being labelled, you can request it via YorSearch.

If all copies of the book you are looking for are out on loan, the results screen will display a message in the item summary:

Clicking on Get It will display more information about the book:

You need to be logged in to make a request, so click the link and enter your IT Services username and password when prompted.

Once you are logged in you will be taken back to the Get It listing:
Where all copies from the main collections are out on loan, you will have the option to **Place a request or a booking**. The same link is available when booking Key Texts (see below).

Note: When a request is placed, users who have the book on loan may be asked to return it earlier than the original due date.

You will be sent an email when the item is available to collect. Always remember to check your emails. You will find your requested item waiting for you in the Key Texts area on the ground floor.

### 3.5 Key Texts

Key Texts are books and articles in very heavy demand and are stored in the Key Texts area on the ground floor. Key Texts are issued for **only up to four hours at a time**.

Items may be booked in advance for a specified timeslot using the Booking options on YorSearch.

From the **Get It** page, click on **Place a request or a booking** (if you are not logged in, click the **You must log in to see Request options** link first), then complete the form for a time that suits you. If the **Request Type** field appears on the form you will need to set it to **Place a Key Text booking**.
4 Accessing journals via YorSearch Library Catalogue

YorSearch also gives information about the location of print journals in the Library and lets you link out to electronic journals.

4.1 Why use journals?

Journals (also known as periodicals, magazines or serials) are collections of articles published regularly (e.g. in weekly, monthly or quarterly issues). Usually a number of issues together form a volume, which is typically bound on completion (often annually). Journals give you access to articles which provide more up to date information in more depth than would be given in a book. Articles often report the results of research and as such offer a valuable way of keeping aware of current developments in your subject area.

Journals may be available in a printed format and/or an electronic format.

Journals are usually of the following types:

- **general interest** e.g. *Nursing Times*
  These publish news and opinion articles and are useful for keeping up with what is happening in a broad subject area and for providing background information for essays, etc.

- **research** e.g. *Journal of Advanced Nursing*
  A typical research journal consists of a collection of papers, each of which may begin with an abstract and end with a list of references. Results of research are published in these journals and articles usually go through “peer review” which is aimed at ensuring the validity of the research before it is published (this is not 100% guaranteed!).

4.2 Accessing electronic journals via YorSearch

You can access electronic journals through the Library Catalogue. In this example we will visit the *Journal of Advanced Nursing*.

Remember: If you are looking for an article in a journal, you would normally type in the name of the journal not the title of the article.

In the Library Catalogue tab, type in *Journal of Advanced Nursing* and click Search.

You should see a display similar to this:
From the results screen identify the correct title and click on View It.

A window should open similar to the one below:

For the SwetsWise supplier, from which year is the full text available? ..........................................

Click on SwetsWise to browse that supplier’s volumes of the journal.

A new window will open. You may be prompted to enter your University IT Services username and password.

On the screen is a listing of the years and volumes available for this journal.

NOTE: Each supplier will use a different layout but all will follow the same principle.
Choose one of the available years by clicking on it. A list of issues is displayed. Click on one of the issues listed (it doesn’t matter which). This will display the contents page for that issue.

For an article of your choice (it doesn’t matter which), click on View Full Text to view the full text. After a pause, a new window will open displaying the article.

Close the SwetsWise windows.

4.3 Print journals in the JB Morrell Library

The majority of the Library’s journals are provided in an online format. You may, however, occasionally need to use the print holdings for titles such as Nursing Standard and Nursing Times where the electronic access does not include all articles.

The Medicine and Nursing print journals are located in the Y section on the first floor of the Morrell.

To check what print holdings are available, click on Get It for the appropriate title as illustrated below:

![Image of online journal search results]

The resource type is displayed to the left of the results list.

You can use the dropdown menus to quickly find a particular volume or year:
5 YorSearch: Search Everything

You can use YorSearch to search through multiple sources of information. By choosing the Search Everything tab you can search the Library catalogue, e-resources (including e-books, e-journals, and journal articles) and the White Rose Research Repository at the same time.

5.1 Getting started with Search Everything

On YorSearch click on the **Search Everything** tab:

![Search Everything](image)

Try searching for **health inequalities**. How many records are found?

---

**Item type e.g. book, article, journal, thesis., etc.**

**Remember, you can refine your results by clicking on one of the options in the left-hand menu.**
5.2 Using truncation

Truncation can be used in broadening your search to include variant spellings and plural forms.

The asterisk ( * ) is used as a truncation symbol. Use the * symbol to expand a word stem by an unlimited amount of characters, e.g. nurs* will find nurse or nurses or nursing (it will also find nursery).

Try searching again but this time using truncation:

Modify your search to health inequal* and click on Search.

How many entries are there now? .................................................................

How does this compare to before? .................................................................

The search has found catalogue records containing inequality as well as those containing inequalities. Truncation is a common feature in searching all electronic databases.

5.3 Narrowing or broadening your search

In addition to truncation, another way of refining your search is to use Boolean logic. Boolean operators can be used to combine terms either to broaden or to focus the scope of your search:

| **AND** | Both terms appear in the record (posttraumatic AND stress) narrowing the search. |
| **OR** | Either word appears in the record (teenager OR adolescent) broadening the search. |
| **NOT** | The second term will be excluded (york NOT new) narrowing the search. N.B. Use NOT with care as this may discard useful results. |

In the following example we will be using the Advanced Search option in Search Everything to look for articles relating to health inequalities in Britain, including England, Wales, Scotland or Ireland.

Click on Advanced Search. Modify your search by adding a second line Britain OR England OR Wales OR Scotland OR Ireland - Note that you need to use capital letters for OR.
How many records are found when you click Search? ...........................................
Note that you can sort your results by date using the Sorted by: option.
You can view the full text of articles and ebooks by clicking View It.

5.4 Limiting your searches and refining your results
You can put limits on your search at the beginning of the process.

Remember, you can also filter your search results using the Refine My Results options down the left hand side of the page. This is often useful when your search returns thousands of results.

Tip: it is often better to refine your search results than to limit your search at the beginning.

5.5 Expanding your results to items outside the collections
If you want to extend your search to items not held with the Library’s own collections, click on the Include non–full text option listed under Expand My Results.
6 My Library Account

6.1 Why use My Library Account?

It is important to know about the books you have on loan, be able to renew books, and be able to check the progress of any requests you have made. You can do this for yourself by checking your Library Account. You should get into the habit of checking your Library Account on a regular basis.

Notification about overdue items, changes in due date, requests for recall etc., will be sent to you by email. You can choose the email address used for messages within your Library Account.

6.2 Accessing My Library Account

You can access My Library Account from your personal student homepage, the YorSearch Catalogue or via the Quick Links on the Library homepage.

Click on My Library Account.

Enter your University IT Services username and password. You should then see your Library Account displayed.

Here you can view information about your current loans, and renew them if they are not requested by another user.

If you enter your IT Services username and password at any stage when using the Catalogue, please make sure you Logout before you leave a public computer, otherwise your personal account details may be accessed by anyone else. Logging out also clears all current searches.

Click on Logout now.

6.3 Returning J.B. Morrell Library books

If you have a problem returning your J.B. Morrell Library books, for example, a book has been requested by another reader, the hospital libraries at Harrogate, Northallerton and Scarborough provide a returns service:

- Hand in your J.B. Morrell books at least 2 days before they are due back to allow time for them to be transported.

- Make sure that you give your J.B. Morrell books to a member of hospital library staff.

- Keep the receipt that you will be given.
Note that your books will not be removed from your Library account until they are returned at the J.B. Morrell Library.

Students based in York should note that J.B. Morrell Library books can also be returned at the King’s Manor Library, part of the University Library, located in Exhibition Square in the city centre.

If you still have a problem returning an item, please contact Lending Services (tel. 01904 32 3873). Make sure that you explain that you are a Health Sciences student.

You can find out more about the library services available to you whilst you are on placement on the Health Sciences Subject Guide (link to Subject Guides from YorSearch or go to http://subjectguides.york.ac.uk/healthsciences).
7 Using hospital library catalogues

Health Sciences students on placement can use local NHS hospital library facilities, which includes borrowing books, making photocopies, using study spaces and making enquiries. These include:

- Friargate Hospital Library (Northallerton)
- Harrogate Hospital Library
- York Teaching Hospital Library
- Scarborough Hospital Library

You can search for items at these sites via their online catalogues; the links to the catalogues are available on the Health Sciences Subject Guide, which is accessible via the YorSearch page.

Choose Health Sciences from the list of Subject Guides. On the Health Sciences Subject Guide choose NHS/Placement services.

It is always a good idea to check the availability of an item before you visit any library. Most catalogues also give options which let you request and renew your books without visiting the library itself. This can be really useful if your time is split between campus and placement/work sites.

Experiment in using a hospital library catalogue of most relevance to you.

8 Interlending and Document Supply service

Items not available electronically or in print can be obtained via the Library’s Interlending and Document Supply service. You can place an Interlending request by clicking on the Interlending link on YorSearch – you will then be asked to login using your IT Services username and password. Note: A charge is made for Interlending requests.
## APPENDIX A – FINDING WHAT YOU WANT: COLLECTIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarto books</td>
<td><a href="#">Oversize</a> Shelved after the normal-sized books in each section.</td>
</tr>
<tr>
<td>Audiovisual</td>
<td>Collections of DVDs, videos, etc are available in the Audiovisual Room in the Harry Fairhurst building.</td>
</tr>
<tr>
<td>Compact Stores 1 and 2</td>
<td>On the ground floor. Store area for less heavily used stock and some journals.</td>
</tr>
<tr>
<td>External Store</td>
<td>Stored off-campus. Request these items through Interlending.</td>
</tr>
<tr>
<td>Journal</td>
<td>Arranged alphabetically by title in each section.</td>
</tr>
<tr>
<td>Key Texts</td>
<td>Short loan items available on the ground floor of the J. B. Morrell Library. Time slots may be booked in advance.</td>
</tr>
<tr>
<td>Photocopy</td>
<td>Photocopies of book chapters and journal articles. Available from Compact Store 2 on the ground floor.</td>
</tr>
<tr>
<td>Theses</td>
<td>University of York higher degree theses plus some MAs. Book in advance. Non-borrowable.</td>
</tr>
</tbody>
</table>

If you have any difficulties locating books and journals in the Library, please ask for assistance at the Help Desk on the ground floor.
### APPENDIX B – FINDING WHAT YOU WANT: STATUS

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item in place</td>
<td>Item is currently in the library.</td>
<td>Check on shelf. If not found, make sure you are looking in the right place. Ask at the Help Desk. The item may be in use, so try again later. If still not found, fill out Missing Items form.</td>
</tr>
<tr>
<td>On loan until...</td>
<td>Item is out on loan and is due back on the date specified.</td>
<td>Make a request for the item via YorSearch.</td>
</tr>
<tr>
<td>In transit until...</td>
<td>Item being sent between libraries.</td>
<td>Should be back on the shelves in the library where it belongs within 48 hours. Try again later, or request as above.</td>
</tr>
<tr>
<td>On hold shelf until...</td>
<td>Awaiting collection in the Key Text area after being recalled.</td>
<td>You may request this item. You may also have to join a queue of people waiting for the book on a first come-first served basis.</td>
</tr>
<tr>
<td>On order</td>
<td>Item has been ordered for the Library but has not yet arrived.</td>
<td>You may request this item, but please remember that it might take some time for the items on order to arrive.</td>
</tr>
<tr>
<td>Being catalogued</td>
<td>Item has arrived but has not yet been incorporated into the Library’s stock.</td>
<td>You can request the item and it will be available within a few working days.</td>
</tr>
<tr>
<td>Being labelled</td>
<td>Item is being prepared for use.</td>
<td>You can request the item and it will be available within a few working days.</td>
</tr>
<tr>
<td>Binding Prep Room</td>
<td>Item is to be bound.</td>
<td>Fill in a Binding Prep request form at the Help Desk.</td>
</tr>
<tr>
<td>Binding</td>
<td>Item has been sent to an external firm of binders.</td>
<td>Ask at the Help Desk.</td>
</tr>
<tr>
<td>Technical</td>
<td>Item is temporarily out of circulation for other back-room purposes.</td>
<td>Ask at the Help Desk.</td>
</tr>
<tr>
<td>Being searched for</td>
<td>Item has been reported missing. Library staff will conduct search.</td>
<td>Try looking on the shelves, you may uncover it – let the library staff know if you do! Fill out Missing Items form if you wish to be informed when it is found.</td>
</tr>
<tr>
<td>Missing</td>
<td>Item no longer available in the Library.</td>
<td>May be possible to obtain from elsewhere via Interlending and Document Supply. If on a reading list, report it to your Academic Liaison Librarian.</td>
</tr>
</tbody>
</table>