Quick start guide for History researchers

1. The basics

If you are new to York, have a look at the Library’s web pages for new users for general information about the Library: [http://www.york.ac.uk/library/informationfor/newusers/](http://www.york.ac.uk/library/informationfor/newusers/). Click on the link Get to know the Library locations and opening hours to find a Virtual Tour of the main University Library on campus and an interactive floor plan.

You will find further videos on our YouTube channel giving you lots of information about the Library’s facilities and services: [http://www.youtube.com/YorkInformation](http://www.youtube.com/YorkInformation)

...and the Library website contains details about all of our facilities and services too: [http://www.york.ac.uk/library](http://www.york.ac.uk/library)

We even have Library web pages about services especially for researchers: [http://www.york.ac.uk/library/informationfor/researchers/](http://www.york.ac.uk/library/informationfor/researchers/)

2. The Library Catalogue – YorSearch

The location of all items in the University Library’s collection is provided on the Library catalogue, YorSearch: [http://yorsearch.york.ac.uk](http://yorsearch.york.ac.uk). The catalogue includes the holdings of the King’s Manor, York Minster and National Railway Museum libraries, all of which you are entitled to use. There is a short video guide to using YorSearch on the front page of the catalogue. Use this and the Help pages for tips if you need them.

3. Subject Guide for History

Each subject has a dedicated Subject Guide on the Library website: [http://subjectguides.york.ac.uk/](http://subjectguides.york.ac.uk/) (or follow the link from the Library home page.)

On the Subject Guide for History you will find information on:

- Planning your searches, keeping up to date with publications, and referencing
- Resources for finding books and journal articles including e–book collections, e–journal archives, online bibliographic databases for abstracts and indexes
- Resources for the medieval, early modern, eighteenth century and modern periods
- General reference resources, newspapers, official publications and historical legislation
- Where to obtain resources not available online or in libraries in York

The guide is a work in progress and new material is continuously being added to it.
4. Access to electronic databases and online collections

Access to electronic resources is either via the Subject Guide or via the E-resources Guide: http://subjectguides.york.ac.uk/e-resources (or follow the link from the Library home page.)

Use the tabs at the top of the guide to go to alphabetical lists of resources, or use the Subject drop-down menu to choose a subject area relevant to your research interests. You can also use the Category drop-down menu for more general sections such as Reference.

Links to the full text

Many online bibliographic resources include links to the full text of journal articles. However, this is not always the case and there are a few points to remember:

- The link from a reference to the full text article will only work if the University Library subscribes to that particular journal.
- If you are asked to pay to look at a journal article or are asked to supply a password and your IT Services username and password does not work, then the Library will either not have a subscription to that journal or else not subscribe to the year you require.

Click on the Find It button from a record in any database to check whether the University of York Library has a subscription to that title. A window will appear, offering a range of options:

- If an article is available online, you will see a list of publishers who give access to the journal.
- If the article is not available online you will have the option to check the catalogue to see if the Library holds a print copy.

Off-campus access

Most of the electronic resources which the Library subscribes to can be accessed off campus. Details on how to access specific databases can be found by clicking the information sign next to the titles in the lists in the E-resources Guide and the Subject Guides. Always remember to access the online resources via the Library's guides, even if you know the web address of the resource. This is so that you are given the correct login screens and do not have problems with the resource website recognising you as a York user. If you do have problems accessing resources, let the Library know: lib-enquiry@york.ac.uk.

5. Libraries available in York

University of York Libraries

JB Morrell Library
The JB Morrell Library houses the majority of the library collections and the service points. The Help Desk and Key Texts (short loan collection) are located on the ground floor.
Harry Fairhurst Building
The Fairhurst provides IT, group and collaborative spaces in which to study. There is dedicated space for researchers on the 2nd floor. The IT Support Office and the Academic Liaison Librarians are based here.

Raymond Burton Library
Collections housed in the Raymond Burton Library include the 18th Century microfilm collection, the Elton collection of history books and the Humanities Research reference collection. All the material in this library is for reference use only.

King’s Manor Library
The King’s Manor Library is part of the city centre campus of the University of York. It houses collections relating to architecture, building planning, conservation of historic architecture, gardening & landscape design, heritage management, history of architecture & building, stained glass and town planning. It also has smaller collections on the medieval period and the “long” eighteenth century, a large collection of slides and some photographs.

Borthwick Institute for Archives
The Borthwick Institute for Archives is one of the biggest archive repositories outside London. The Borthwick Archive collections are not listed on the Library Catalogue. Their website includes a selection of finding aids and extensive information about the research support services they offer http://www.york.ac.uk/library/borthwick/.

Other libraries and archives in York

York Explore
This is the city’s public library which you are entitled to join as a student here. It has a useful range of material, and shares its online catalogue with York St John University. It also includes a combined City Archives and Local Studies Library – but watch out for temporary closures to this service during 2013 and 2014: http://www.york.gov.uk/info/200181/libraries_and_archives

York St John University: Fountains Learning Centre
Library and Information Services are based on the University’s Lord Mayor’s Walk campus in the Fountains Learning Centre on Clarence Street. You can use the library free of charge for reference purposes, or apply for borrowing rights with the SCONUL Access card.

York Minster Library
York Minster Library is the largest cathedral library in the country, with a collection of some 120,000 volumes. You can borrow from the Minster Library using your University Library card. The Library is located within The Old Palace in Dean’s Park next to the Minster. For further information, see the York Minster web pages: http://www.yorkminster.org/treasures-and-collections/historic-collections/library.html

National Railway Museum: Search Engine
Search Engine is the library and archive of the National Railway Museum and holds material relating to all aspects of railway history. For further information see: http://www.nrm.org.uk/
6. **Study spaces in the Library**

We have dedicated postgraduate study spaces in the Library if you feel like a change from the Berrick Saul! Further details are on the web pages: [http://www.york.ac.uk/library/study/](http://www.york.ac.uk/library/study/)

7. **Flexible Loans**

We operate a Flexible Loans system which means that the return date of books borrowed may vary according to demand for the book. A full explanation is given on the Library website: [http://www.york.ac.uk/library/borrowing/](http://www.york.ac.uk/library/borrowing/)

8. **Interlibrary Loans**

If you find a useful article or book which is unavailable at the University Library, you can use the Interlending and Document Supply Service to request a copy from another library. For more information: [http://www.york.ac.uk/library/services/interlendinganddocumentsupply/](http://www.york.ac.uk/library/services/interlendinganddocumentsupply/)

9. **Minibus service to the British Library at Boston Spa**

York is very close to the British Library at Boston Spa and we run a free weekly minibus so that you can use the reading room and resources there: [http://www.york.ac.uk/library/other-libraries/british-library/](http://www.york.ac.uk/library/other-libraries/british-library/)

10. **Where to find help**

Ask at the Help Desk on the ground floor of the Morrell Library
Email us: lib-enquiry@york.ac.uk
Find us on Facebook [www.facebook.com/uoylibrary](http://www.facebook.com/uoylibrary) and Twitter @uoylibrary

Contact your Liaison Librarian: Kirsty Whitehead
E-mail: lib-history@york.ac.uk