History 4: Basics
Locating Reading-List Books

A PDF of this presentation is available at:
http://libguides.gre.ac.uk/HPSS/inductions

Purpose

- To demonstrate the most effective ways of identifying and obtaining access to print and electronic books
- Introducing LibrarySearch, the University Library Service’s principal search engine
Programme

- LibrarySearch
  - The Library Catalogue... and so much more
- Searching for print books
  - The three campus libraries
  - Reserving books
- Searching for electronic books
  - External databases
**LibrarySearch: Coverage**

- The main system for accessing the University Library Catalogue and over a hundred other databases of secondary and primary resources

**Definitions**

- **Database**: a searchable collection of objects, be they eBooks, journal articles, historical manuscripts, etc.
- **Secondary sources**: historical, political and sociological analyses of events, movements, theories and other historical phenomena
- **Primary sources**: contemporary observations, commentaries and other documented recordings, from which secondary sources can be derived

**LibrarySearch: Access**

Login to the University Portal, and select the My Learning page.

The link to LibrarySearch; or go directly to: http://librarysearch.gre.ac.uk
LibrarySearch: Structure

**Simple Search** (a Google-type search interface). You can perform general subject or specific item, Reading-List searches.

**Library Search**: Used primarily to discover the location and availability of physical, library based media (print books, print journals, DVDs, etc.) and electronic books.

**Eresources**: Used primarily for electronic journal content (peer reviewed and other articles, reviews, conference papers, etc.).

---

**Searching for Reading-List Items**

**Print Books**
Reading-List Items: Print Books


- These reading-list books are presented in the Harvard style; a precisely defined presentational format covering in-line citations and bibliographies. For example:

<table>
<thead>
<tr>
<th>Surname</th>
<th>Initial</th>
<th>Year</th>
<th>Title/sub-title</th>
<th>Edition</th>
<th>Place of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>

LibrarySearch: Entering a Query / Initial Search Results

Enter one surname and the first three or four words of the title

Four results: different editions

Four results: three Library locations

Click on the required title for detailed location and availability information
Detailed Record for the 6th edn. (2015)

Bibliographic and descriptive information (where available)

Location and availability information, including the Classmark (each number corresponds to a subject area)

What’s the problem for students based at the Greenwich Campus?

The option to Place Reservation

Interpreting the Search Results

- We may have multiple editions of any title
  - You would normally be expected to read the latest

- There are four library locations:
  - Avery Hill (Eltham);
  - Drill Hall (Gillingham – the Medway Campus);
  - Stockwell Street (Greenwich Campus);
  - Electronic – the virtual library
    - Almost all of our journals are available exclusively in this format... as you will discover!
    - Books are also increasingly being made available to us in this format. These Ebooks are also discoverable and accessible via LibrarySearch
Print Books, etc.: Automatic Renewal

- You can borrow up to twenty items (books, DVDs, CDs, and other physical media).
- The nominal loan periods are one and four weeks.
- All loaned items are renewed automatically by the Library system... **EXCEPT**:
  - If another student or member of academic staff has reserved a book you have on loan, it MUST be returned.
    - **Note**: Regardless of the number of reservations on a book, you will always have it for at least one week.
    - **Unreturned reserved books incur a fixed fine of £2 per day per book.**

---

**Searching for Reading-List Items**

**Electronic Books (Ebooks)**

---
Search Results: Print and Electronic Books

1. History: an introduction to theory, method and practice
   By: Claus, Peter (Research fellow in History)
   Electronic access: Link to e-book
   Match Term: History: an introduction to theory, method and practice / Claus, Peter (Research fellow in History)
   Classmark: X(1510157,1)
   Available: 1 in Stockwell Street Library

Ebooks are either single or multi-user access; if the former, you may have to wait to access it.

This example is from the Ebook Central database.

Options to view on-screen; download (for a limited period); and/or permanently save a set number of pages (in PDF format).

The Followed Link: An Example Ebook
Most people do not listen with the intent to understand; they listen with the intent to reply.

Stephen R. Covey

Questions?

A PDF of this presentation is available at:
http://libguides.gre.ac.uk/HPSS/inductions

Locating Reading-List Texts
Further Sources of Information and Assistance

- On referencing and plagiarism, see the guides at: http://libguides.gre.ac.uk/HPSS/referencing
- If you have any problems accessing electronic resources, such as the Ebooks, please contact: librarysearch@gre.ac.uk
- And, of course, you can always contact your academic librarian: Fraser Nicolaides nf02@gre.ac.uk