

Elibrary gateway essay



This guide introduces students to the library Gateway. [Http://www. Nottingham. AC. UK/is 1](http://www.nottingham.ac.uk/is1) . Introduction: What is the library Gateway? The library Gateway is a single interface through which all members of the University of Nottingham can access electronic resources relevant to their subjects. These resources include: 0 major bibliographic databases used to locate Journal articles 0 library catalogues 0 Internet gateways 0 collections of electronic Journals and electronic books. . Where do I access the library Gateway? Via the Portal [http://my. Nottingham. AC. UK](http://my.nottingham.ac.uk) select the Library tab and launch library Gateway. Or you can go directly to [http://metallic. Nottingham. AC. UK/ 3](http://metallic.nottingham.ac.uk). What do I need to access the library Gateway? You need your University ENDS surname and password (I. E. The surname and password that you use to log in to any campus-based computer) to log in to the library Gateway, unless you are connecting from the Portal in which case you will be logged in already.

You may also need surnames and passwords to access certain resources made available via the library Gateway, such as databases and electronic Journals. Most of these require you to login using your University Computer Surname and Password. A few resources may require a different surname and password, for example Athens. Use the icons next to each database to check what surname and password is required. Guidance on accessing resources from off-campus is available from the guide on accessing e-resources or from your subject librarian. ISSUES Published: September 2006
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How do I find resources to search for information? The Find Database screen enables you to identify information resources by subject or search for a

specific resource by title e. G. Medicine. Select a subject category and subcategory Click GO to view a list of resources in this subject area The Key explains the icons used in the Gateway Select Brief View for a list with more details of resources Click on the + icon to add a resource to your personal From the Database List you can click on the title of a resource to connect to it directly or mark resources to add to your personal list which can then be found under the My

Space tab. Resources with the magnifying glass icon displayed can be cross-searched through Metastases; other resources need to be searched individually by connecting to them directly. Page 2 of 4 5. How do I search the resources for information on my subject? Search for information from the Metastases screen. If you have used the library Gateway before, you will see your selected resources displayed in the Clipboard. If not, you will see a list of general resources as shown below.

Key in your search terms and click on Go Tick the boxes to choose resources to reach through Metastases Click the title of resources without a box to search them directly Find other resources with the drop-down list. Select Subjects to browse a list of resources or Find database to retrieve a resource by name. Resources are added to your Clipboard. Your search will run against the selected resources and results will be returned. These are usually lists of references from Journal articles or books, as in the example shown below. Results from the first database display.

Click here to see results from other resources. Mark the references o wish to save with the basket icon. View them in My Space or Full View to in more

detail Click the red SF icon to see whether the reference is available online or in the library Page 3 of 4 6. How can I personalize the library Gateway? You can save sets of references, selected from Metastases, in the shelf under the My Space tab. Your personal choices of resources and Journals can be set up under My databases and My journals and searches you wish to re-run are saved under the History tab.

You can also set preferred display settings under Preferences. . How do I find electronic Journals? To access electronic Journals select the Find journal tab and search for the title you want. Enter words from the title of the Journal you require. Browse an alphabetical list by clicking the radio button Starts with or type in the full title and click on the Exact button A list of matching Journal titles will be displayed as shown below. Select Brief View to see more detail, including dates available Click on the title of the Journal to connect to it. Click on the + icon to add it to your list of journals in My