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INVESTOR IN PEOPLE

Points to note:-

- *You will not be able to find journal articles in the Catalogue unless we have copies in the Teaching Collection*
- *If you want to know what has been published on a particular topic you need to search a different sort of database which is specific to your subject so see www.ucl.ac.uk/Library/database/index.shtml*
- *If you type an abbreviated journal title into the catalogue you usually won't find it so see www.ucl.ac.uk/Library/reference.shtml#elec or ask for help*
- *Where you see the word "Pers" in the Catalogue as in "Geosciences Pers" this is an abbreviation of the word periodicals which is another name for journals*

Looking for a journal title in the Catalogue

- If you are sure of the journal title click on "**Browse**" at the top of the Library Catalogue at <http://library.ucl.ac.uk> or on one of the dedicated Catalogues in the Library, select "**Journal Title beginning with**" from the "**Browse by**" list and type the first few words of the title into the box below e.g. **journal of geology** or at least enough of it to drop you into the alphabetical list e.g. **journal of geol**
- Click on the title you want from the alphabetically displayed list
- However if you are unsure of the journal title, type the title into the "**Quick Search**" box and select "**All journals**" from the drop-down list below. However, note that this isn't suitable for a journal like *Science* as you will get too many results
- Type keywords into the box e.g. **journal geology** and click on "**Search**"
- The column on the right-hand side of the results screen shows you which UCL libraries hold the journal
- To see the what paper copies are held click on the Library where you wish to consult the journal e.g. "**Science**"

- The next screen will display what the library holds:-
 - **“Location”** = the collection(s) where you will find the journal
 - **“Holdings”** = which volumes and years are held, plus details of missing parts

Examples:

- Vol 1(4) – Vol 8, 1941-1949 means that the journal is held from volume 1, part 4, published in 1941 to volume 8 published in 1949
- Vol 1 (4) - , 1941 - means that the journal is held from volume 1, part 4, published in 1941 to the present
- [Lacks: Vol.43-50(2), 1983-1990.] means that this range is missing or was never received
- If the volume/year you need is not held in the library that you have chosen then you can click **“All”** in the **“Display items by site”** drop-down box under **“Items information”** then **“Go”** to see what volumes are held in other UCL libraries
- To find the journal on the shelves consult the **‘Subject Locations’** guide, follow signs or floorplans, or ask a member of Library staff
- Journals are usually shelved alphabetically so **Journal of Geology**, for example, **will be under “J”**
- Many of our journal volumes are now kept in our offsite store in Wickford, particularly if they are quite old, but they can be ordered for next-day delivery to several of our libraries. You can fill in a **“Store request”** form from the top of the Catalogue or via the Store web pages

Electronic access

- To access electronic journals from UCL’s Library Catalogue click on the **“SFX”** button on the right-hand side of either the first page where you see **“[electronic resource]”** or on the second page where you see detailed paper copy holdings. **NB:** When you are using a dedicated Catalogue terminal in one of our libraries you can display the SFX menu but you will not be given the option to link directly to the journal as you need Internet access to do this
- The journal that you need may be available through more than one service so click on **“GO”** alongside the right one in the SFX menu bearing in mind that date coverage varies
- Otherwise you can access titles via the ejournals web pages on UCL Library Services’ website www.ucl.ac.uk/Library/ejournal/index.shtml where you can search or browse titles, look for journals by subject or see what is available from different publishers or collections
- The middle section of the e-journals list provides details of the volumes and years available to UCL users, sometimes through more than one service, and it is important to note this as you may come across details of volumes that are not covered by our subscription when you are viewing the journal web pages
- Click on the SFX button to link through to the journal web pages but be careful to select the service which covers the dates that you need where there is more than one option

If you have any problems with any electronic journals related matters email the Ejournals Team on ejournals@ucl.ac.uk.