UCL Explore Tutorial Transcript

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Find a book

If you want to use Explore to search for books, you should select Library Catalogue from the drop-down menu to the right of the search box. The easiest way to find a specific book, for example one that you have found on a reading list or in a list of references, is to type the author's surname and a word or two from the title of the book. So, for example, to find the book **Quantitative methods for health research** by **Bruce, Pope and Stanistreet**, you could type: **bruce quantitative methods** and then click on **Search**. There are two editions of this book.

The latest edition is available online. To read the online version, click on **View Online**. You may need to sign in. (For UCL staff and students, the login will be your UCL computer account. If you are a member of GOSH staff, you will need to use your library barcode and password). Then, click on the full text link. You can usually either read the book online, or you can download it to your computer. Some online books may ask you to choose a loan period, such as three days, when you download the

PDF. Once the loan period has expired, you will be able to return to UCL Explore and download the book again. This book allows you to download the PDF indefinitely.

This book is also available in print and you may decide that you would prefer a print copy. To find out which of the UCL libraries has this book, click on **Available**. Two UCL libraries hold this book and a copy is available in each library. Books in the GOS ICH Library are usually for standard eight-week loan. You can find the book on the shelves by noting down the shelf mark. You can ask staff in the library if you need any help with finding the book on the shelves.

If you are not searching for a specific book, you can type subject keywords into the search box to search for books on a particular topic. For example, to find books on **counselling children**, type these keywords into the box and click on **Search**. Explore has found 617 books on counselling children. Click on the **Child Health** filter to the left to view only books that are located in the Great Ormond Street Institute of Child Health Library.

Please contact the library for further assistance.

Find journal articles

Explore will enable you to conduct a quick search for journal articles on a topic. For more detailed, systematic searching it is usually better to use one or more of the literature databases that the library subscribes to, such as PubMed or Web of Science. There is a list of these databases on the GOS ICH Library website.

To search for articles in Explore:

- Select **Journal articles** from the drop down menu.
- Then type a few keywords into the search box. So, for example to search for articles that discuss the issues involved in providing aid in conflict situations, you could type: **foreign aid conflict**.
- And click on **Search**.

You can see that this brings up a large number of results, nearly 500,000. Slight changes to the keywords that you type can affect the results that you get significantly. For example, if you put double quotation marks around the phrase **foreign aid**, Explore will only find results that include these two words side-by-side as a phrase. You could also make your search more specific by searching for armed conflict, i.e. **(double quotes) foreign aid(double quotes) and (double quotes) armed conflict (double quotes).** This has reduced the number of results to just under 5,000.

You can also use the Refine options to the left of the screen to reduce the number of results further. For example, you can limit by date, so that you only find articles published **after 2009**.

To view an article, click on **Full text available** . You may need to sign in to access the full text. (For UCL staff and students, the login will be your computer account. If you are a member of GOSH staff, you will need to use your library barcode and password.) Click on the publisher's link in the white box to access the article. The article details or full text should display in a new tab. Usually, there will be an option to open a PDF version of the article.

Please contact the library for further assistance.

Find a journal

You can use UCL Explore to find an online journal, for example if you want to access the **Journal of paediatrics and child health**.

Select **Journal titles** from the drop-down menu and type the name of the journal: **Journal of paediatrics and child health**. This journal is available both online and in print.

Click on **View Online** to access the journal directly. You may need to sign in (for UCL staff and students, the login will be your UCL computer account. If you are a member of GOSH staff, you will need to use your library barcode and password).

You can see that we have access to the entire journal, the backfile from 1965 – 1996 and the more recent issues from 1997 onwards. To browse articles in the most recent issue, we would click the top link which includes 1997 onwards. The journal website will usually include an option to browse through all the available issues. If the journal, or the year that you want, is not available online, it may be available in print in one of the UCL libraries.

To find out which libraries hold the journal in print, from the Explore results screen, click on **Check Availability**. This journal is available from UCL Library Services' Stores. The Store holds this journal in print from 1990-2015. For information about how to access journals that are held in the Store, watch our 'Request items from UCL Stores' tutorial.

Please contact the library for further assistance.

Renew books online

Once you have borrowed some books from the library, you may wish to renew them.

The easiest way to do this is online, through Explore. You need to make sure that you have signed in, using the link in the top right of the screen. (UCL staff should use their UCL computer account. GOSH staff should use the library barcode and password). Then click on **your name**, in the top right corner of the screen.

- Click on My Loans. A list of the books you have on loan will display.
- Click on Renew All or, if you just want to renew selected items, tick the items that you wish to renew and click on Renew Selected.
- Check the new due date to make sure that they have renewed properly.

You will not be able to renew a book if it has been requested by another user. Online renewals cannot be made for inter-library loans.

Please contact the library staff if you have any problems with renewing your books online.

Reserve items that are out on loan

If all the copies of a book in a particular library are out on loan, you can request the book.

This means that, once a copy of the book is returned to the library, you will get an e-mail to let you know that it is available and is being kept aside for you. The library will keep the book aside for one week but, if you haven't collected it by that time, the book will go back into circulation.

To request a book, log into UCL Explore (for UCL staff and students, the login will be your UCL computer account. For GOSH staff, the login will be your library barcode and password). Search for the book in Explore. If all copies in a particular library are on loan, click on **Request** above the list of libraries. Select the library that holds the books you are requesting. Then click on **REQUEST** in the bottom right corner.

You will get a confirmation that the request has been placed, along with your position in the queue.

You will receive an e-mail once the book is ready for you to collect. If you have requested a standard, eight week loan book, the person who has the book on loan will have their loan period reduced and will need to return it within one week, so the book should be ready for you to collect within a week.

Please contact the library for further assistance.

Request items from UCL Stores

The UCL Library Services Stores are located away from London, in Wickford, Essex. If you would like to access a book or journal that is in Stores, you will need to put through an online request. The item will then be delivered to the Great Ormond Street Institute of Child Health Library, usually within 48 hours, and you can come to the library to collect it. To place a Stores request:

- Go to the Explore homepage.
- Click on **Store Request** in the horizontal menu at the top of the Explore screen.
- Select **UCL Great Ormond Street Institute of Child Health Library** as the pick-up location.
- Then select the type of material you wish to request. If you select **An individual journal article**, Stores will usually send a photocopy, which you can keep.
- You need to indicate whether you will be using the item for non-commercial or commercial use, then complete the rest of the form.

Library members from both UCL and GOSH will find the library barcode on the back of their UCL ID cards. GOSH staff should select Non UCL borrower as their Library membership status.

When you have completed the form, tick the 'I'm not a robot' checkbox at the bottom of the form and click on **Send request**

The item should be available for you to collect from the Great Ormond Street Institute of Child Health Library after 4pm on the following day.

Please contact the library for further assistance.

Request an inter-library loan

If the book or journal that you want is not available, either online or in print, through UCL Library Services, you can request the item as an inter-library loan. This means that the library will try to obtain it for you from another library within the UK. There is a subsidized charge of £3 per item for this service.

To request an inter-library loan:

- Click on **Sign in** in the top right corner of the Explore screen. (UCL staff should use their UCL computer account. GOSH staff should use the library barcode and password).
- Click on **the three dots** in the horizontal menu at the top of the Explore screen, then click on **Inter Library Loan Request**.
- Select the type of publication that you want to order.
- Complete the form with as much information about the publication as you can provide.
- Make sure to tick the 'Copyright' declaration checkbox and then click on **REQUEST** in the bottom right corner of the screen.

You will receive an e-mail to let you know once the item has arrived and then you can collect it from the Library and pay the £3 charge.

You will usually be able to borrow books that you have requested for three weeks, although the loan period may vary depending on where the book has been supplied from. Individual journal articles will normally arrive as a photocopy and you will be able to keep the copy. If you have requested an entire issue of a journal, you will need to read the relevant sections in the library, or copy them yourself.

Please contact the library for further assistance.