

Using Explore

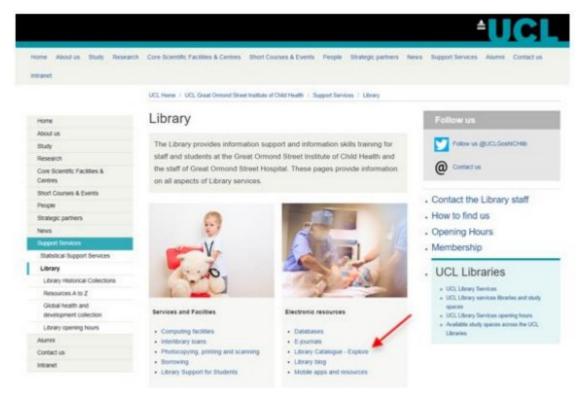
Explore is UCL's library catalogue, it is a one-stop service for the discovery and delivery of printed and electronic resources. It is a resource which allows you to search for materials across a range of resources simultaneously.

This guide explains how to:

- Search for books and journals and all other holdings held by UCL Library Services.
- Search and access online and print journals through the library catalogue
- Search for a database.
- Place interlibrary loans and store requests.
- Reserve books that are on loan.
- Save your search results to your library account.
- Export your search results and citations.

There is a link to Explore on the GOS ICH Library's homepage.





Before you start your search, we recommend that you sign in in order to make the most of Explore. Signing into your library account will allow you to:

- View details of item loan periods;
- renew items;
- request material on loan or from store;
- request interlibrary loan items;
- view full search results across all our licensed articles.

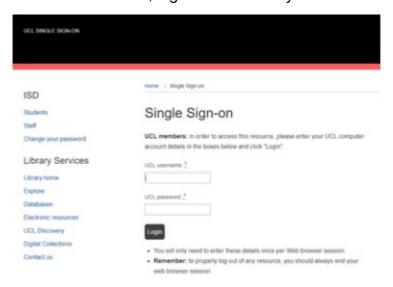


Select which category you belong to:



For **non-UCL members (external members, including GOSH staff)** with borrowing access who wish to use the above features, **a barcode** (on the reverse of your library card) **and a password are required**.

For **UCL members**, login will now use your standard UCL user id and password.



Finding a specific book.

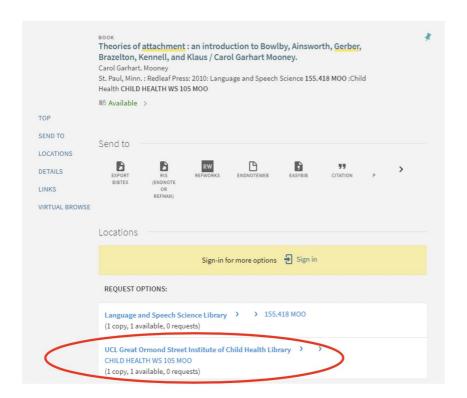
If you are looking for a specific book, select **Library catalogue** from the drop-down menu to the right hand side of the search box. Type the author's surname and a word from the title into the search box. For example, to find the book 'Theories of attachment: an introduction to Bowlby, Ainsworth, Gerber, Brezelton, Kennell and Klaus' by Carol Mooney, type:

gerber attachment



Click on the **Search** icon or press the return key.

Any item that matches your search terms will appear in a list, click on the **Available** link to check the location of the item. The next page will display the number of copies available.



You will find the book on the shelves of the Child Health library, please take a note of the shelfmark, e.g. **WS 105 MOO**.

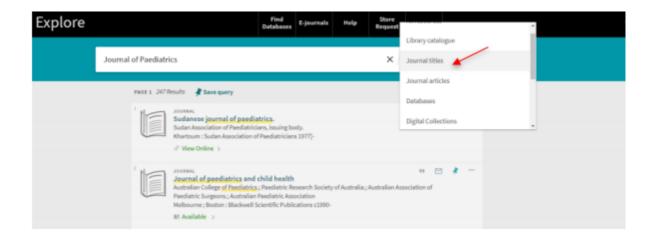
Click on the item to display: the loan type, due date and request options. **Please** note that only books that are out on loan can be requested.



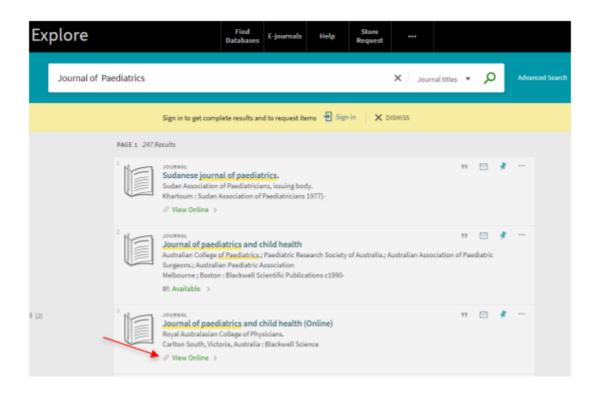
Standard loans can be borrowed for 8 weeks. Reference books cannot be borrowed. All borrowable items from the Great Ormond Street Institute of Child Health Library are standard loans.

Finding e-journals

You can use Explore to see whether a journal is available online. You can also search for journal articles. In order to do this, insert the title of the journal or the title of the article in the search box and select **Journal titles** or **Journal articles** from the drop-down menu:



If the journal is available electronically, you will see a View Online option to click.



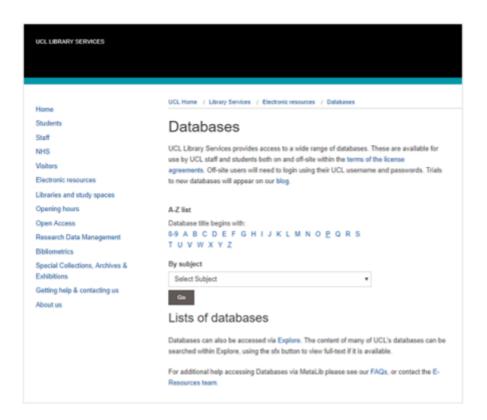
The next screen will display the online options available under the **View it** section. If the full text is available, there will be a link to the online journal or journal article.

Finding Databases

The Find Databases tab is located at the top of the Explore homepage:



If you click on the link, you will be directed to an alphabetical directory of all databases available in UCL. You can select the subject area you wish to explore or, alternatively, select the first letter of the database you wish to use and search for your database of choice, e.g. **P for PubMed**.



Store requests and Inter Library Loans

Store

Store is a physical location in Wickford, Essex. Material kept in Store can be requested for free via Explore. The link to store requests is on the Explore homepage.

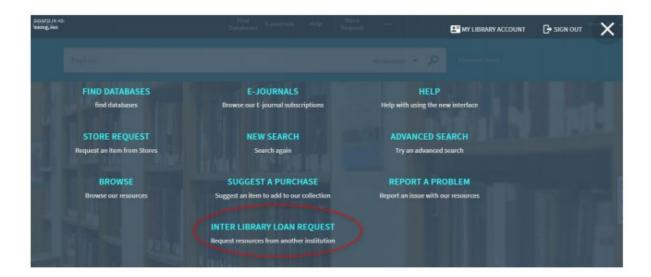


Items requested from store will be available to collect from your home library the following day. Items ordered for pick-up at GOS-ICH Library can be collected from the Library Enquiry desk from 4pm onwards, the following working day.

Inter Library Loans

The Inter Library Loans Service is primarily used for material not available through UCL library services. To request an inter library loan you need to click on the link as it appears below. Interlibrary loans are charged at £3 per item.

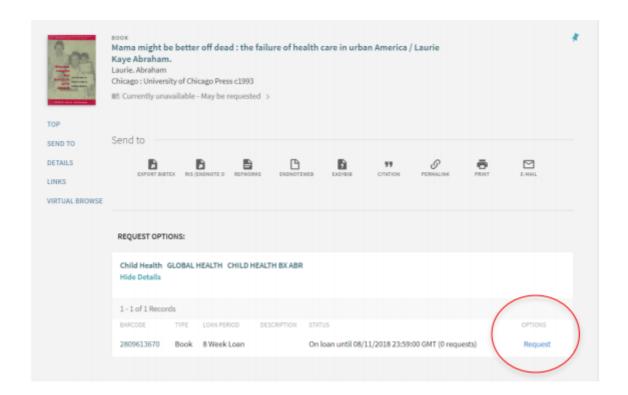
Please note this option is only available to view in Explore after you have signed into your library account.



Reserving a book that is on loan

To reserve a book that is on loan to another reader, first ensure that you are logged into your library account, then locate the book on Explore.

Please note that you cannot place a request on a book if there is at least one copy available at a particular UCL Library.



Click 'Request', your request will now be registered. You will be notified by email when the book is returned to the library and ready for collection.

Further Information

For further information or support in using Explore, please contact the Library by e-mail: ich.library@ucl.ac.uk.

Last update: September 2019

ich.library@ucl.ac.uk
www.ucl.ac.uk/child-health/support-services/library