



# MetaLib

## Electronic Library Gateway

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### What is MetaLib?

- It is a single access point to electronic journals, library catalogues, image databases, guides to Internet resources, reference resources such as encyclopaedias and dictionaries, and abstracting and indexing databases which assist with literature searching.
- It helps to identify useful resources in particular subjects.
- It enables simultaneous searching of multiple information sources.

To access MetaLib, go to <http://metalib.ucl.ac.uk>

### The MetaLib screen

At the top of the screen you will find:

- Navigation menus for moving around MetaLib.  
**NOTE: You should use these rather than the Back and Forward buttons in the Web browser,** to avoid losing search results.
- Login link - shows your name instead if you are currently logged in. Log in when outside UCL or for access to the **My MetaLib** personalisation features.

### Using QuickSearch

If you are looking for introductory information on a topic, we have selected the top resources for a range of related subjects.

- Select the subject area which suits your topic by clicking the relevant radio button.

- Type a word, phrase, multiple terms, or a truncated term into the search box at the top as advised in the examples below and click **GO**
- If you want to see which resources are being searched, click on the hyperlinked subject area.
- If you would like to choose which resources to search, go to **ExpertSearch**.

## Search Results

- MetaLib will show the top results 10 at a time from each of a range of resources in a single list, ranked by relevance. You can choose to **Get more** if required.
- Each record indicates the resource in which it was found (e.g. JSTOR and Web of Science in the picture below).

The screenshot shows the MetaLib search results interface. At the top, there are navigation links: QuickSearch, ExpertSearch, Find Resource, Find e-Journal, and My MetaLib. A search bar contains the query "Dickens and copyright" and a "GO" button. Below the search bar, it says "Search for 'Dickens and copyright' in 'English Language and Literature' found 6644 results". There are tabs for "Table View", "Brief View", and "Full View". A "Sort by:" dropdown menu is set to "Rank". On the right side, there are links for "Report a problem", "Help", "Icon Key", "Login here", and "MetaLib". The main results area shows a list of 1-10 of 49 records. Each record includes a title, author, publication details, and a list of resources where it was found (e.g., JSTOR, Web of Science, SFX@UCL). On the right side, there are filters for Topics, Dates, Authors, Journal Titles, and Resources.

- To find out how to get hold of an item which interests you, click on the **SFX@UCL** button. This will lead you to any full text online resources as well as providing location details of printed materials.
- To show subsets of your results, use the links at the right hand side, which limit your results by **Topics, Dates, Authors, Journal Titles** or **Resources**. See the next section for more information on search results.

## ExpertSearch

The screenshot shows the ExpertSearch form. It has a "Subject:" dropdown menu with "General Resources" selected. Below it, there is a "Sub Categories:" section with a list of categories: General bibliographic, ALL, NEW, Audiovisual materials, Biography, Current Awareness, Dictionaries, and E-books. The "General bibliographic" category is highlighted.


ExpertSearch enables you to search up to 20 resources of your choice at once. Many of these will return their results into a single, de-duplicated list in MetaLib, although resources marked "Search + Link" display their results differently.

### Step 1. Select the resources you want to search.

Select your Subject and then a Sub-category. These categories contain all the relevant resources in each subject area – with better coverage than in **QuickSearch**. Tick the boxes next to the resources that fulfil your criteria.

For information about a resource, click on the **i** button. Some resources cannot be selected for searching through MetaLib. In this case, click on the **Resources Name** to open its homepage in a new window.

## Step 2. Enter your search term(s)






To specify which fields to search (eg author, title, year of publication), click on **Advanced**. This option will not work for all resources – check the search hints for the resource by clicking on the  button.

## Step 3. View your search results

The search summary screen shows the status of your search as it proceeds in the different resources. To show results for a single resource at any time, click on **View** next to that resource. If a search cannot be completed, an error message will be shown. When all the searches have completed, you can see **Combined results** by clicking on **View** on the right. As before 10 results at a time will be displayed.

Scroll through your results, using the **Next>** and **<Previous** links. You can retrieve more at any time by clicking **combine more** above the results list.

For each result, you can:

- Use the SFX button  to **find full text** if the  button appears alongside.
- Click on the title for the **Full View** of the record which may include an **abstract**.
- Email or save** the record, from within the **Full View**, by clicking on  or .
- Mark the record** by clicking on the  button. See **eShelf** below for more details.

## Search + Link

Some resources are not able to import their results to MetaLib. To view these click on **Jump**.




## Find Resource


MetaLib can be used for discovering and accessing individual electronic resources.

Click on **Find Resource** and search by **Title**, **Keyword** or **Subject**

## Resource List

From the resulting list of resources, you can:

- Link to the resource, by clicking on the Title.
- Display information about the resource, by clicking .
- Add the resource to your list of favourites, by clicking . See **My MetaLib** section for details.
- Search the resource in MetaLib (if available), by clicking . See **ExpertSearch** section.

You can also find journals within MetaLib and add them to your list of favourites using the **Find e-Journal** facility by clicking on the  button.

## My MetaLib

MetaLib offers a number of useful features when you are logged in. These allow you to save sets of records, create favourite lists of resources, and set up regular alerts based on previous searches.



## eShelf

Records which you mark from your results lists are stored in your **eShelf**. When you click on **My MetaLib** in the top menu the **eShelf** shows by default.



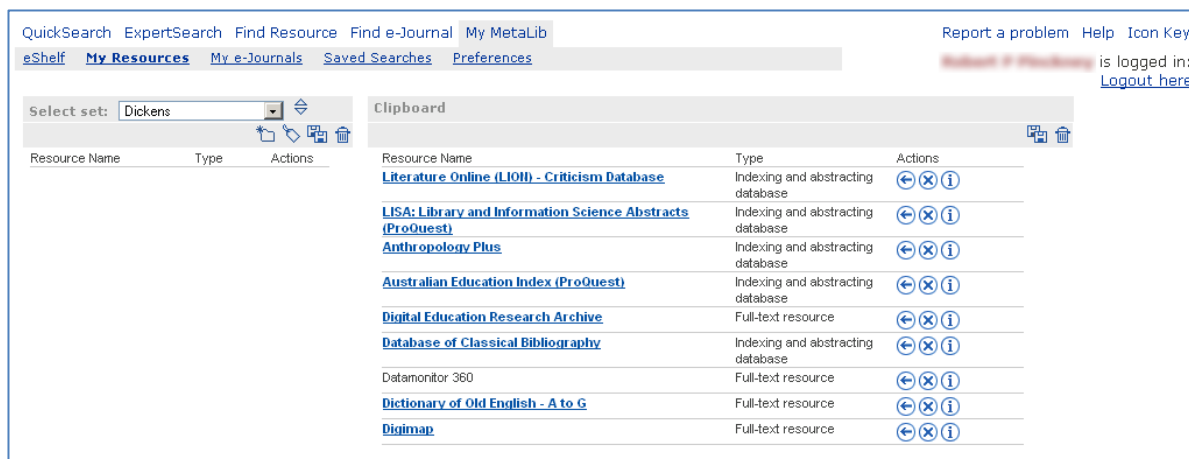
The screenshot shows the MetaLib eShelf interface. At the top, there are navigation tabs: QuickSearch, ExpertSearch, Find Resource, Find e-Journal, and My MetaLib. Below these are links for eShelf, My Resources, My e-Journals, Saved Searches, and Preferences. A user is logged in, and there is a link to report a problem or help. The main area shows a table of 4 records. The table has columns for No., Author, Title, Resource, and Actions. Each record has a checkbox, a title, an author, a resource link, and an SFX button. The first record is 'FROM COPYRIGHT TO COPPERFIELD - THE IDENTITY OF DICKENS - WELSH, A' by MONOD, S, from Web of Science. The second is 'Performing Ownership: Dickens, Twain, and Copyright on the Transatlantic Stage' by Adams, A, from Web of Science. The third is 'Bleak House [electronic resource]' from Literature Online (LION) - Full Text Primary Works. The fourth is 'Oliver Twist [electronic resource]' from Literature Online (LION) - Full Text Primary Works. There are links for 'Select all', 'Clear all', 'Email/Save Selected', and '<Previous Next>'.



No.	Author	Title	Resource	Actions
<input type="checkbox"/> 1.	MONOD, S	FROM COPYRIGHT TO COPPERFIELD - THE IDENTITY OF DICKENS - WELSH, A	Web of Science	
<input type="checkbox"/> 2.	Adams, A	Performing Ownership: Dickens, Twain, and Copyright on the Transatlantic Stage	Web of Science	 
<input type="checkbox"/> 3.		Bleak House [electronic resource]	Literature Online (LION) - Full Text Primary Works	
<input type="checkbox"/> 4.		Oliver Twist [electronic resource]	Literature Online (LION) - Full Text Primary Works	

Marked records are initially put into your Basket. To organise them into folders, click on the **Advanced** link at the top right. You will see a screen with your Basket on the right and space to create new folders on the left. Create a new folder by clicking  and use the arrow icon  to copy items over.

## My Resources

Resources which you mark in MetaLib are added to your personal list and can be organised into sets for searching via **QuickSearch**. Click on **My MetaLib** in the top menu, then on **My Resources**.




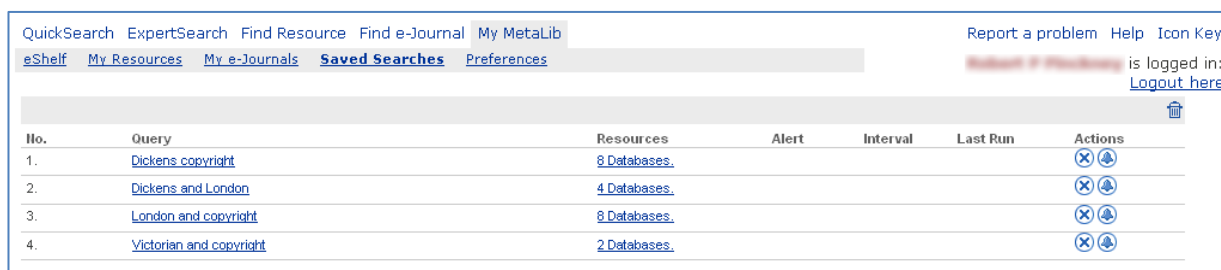
Marked resources are initially put onto your **Clipboard** and can then be organised into sets of resources. Create a new set on the left hand side by clicking  and name it. Select your resources by ticking the boxes and clicking on the arrow icon  to add them to your new set.


## My e-Journals

E-journals are listed alphabetically by title and you can mark them in MetaLib to be added to your personal list. Click on **My MetaLib** in the top menu, and then on **My e-Journals**.

## Saved Searches and Alerts

Your Search History is cleared when you log out of MetaLib unless you save searches to be re-run manually or to run regularly to alert you by email. Click on **ExpertSearch**, then **Search History**. Click on  to mark searches you want to save. Click on **My MetaLib** in the top menu, then on **Saved Searches**.



To re-run a search manually, click on **Query**. To see which resources you searched, click on the relevant link in the **Resources** column. To schedule an alert, click the **bell icon**  on the right and fill in the form.

## Getting more help

Click on **Help** on the top right hand side for further assistance.