Library website: [https://www.bolton.ac.uk/library/](https://www.bolton.ac.uk/library/)

**Library resources**

The Library provides access to print and electronic books, journal and newspapers articles, theses and other academic material in print and electronic format.

**Reading Lists Online - Recommended module resources**

RLO is an online reading list service that allows you to access module reading lists via your Moodle courses or via the Library Quick Links menu as shown above. Reading Lists Online allows you to:

- Access e-resources such as eBooks, ejournals and databases direct from the list
- Link direct to the Library catalogue for availability and location of print titles
- Access Google Preview for print titles if available

For further information have a look at the video or cribsheet on the RLO guide: [libguides.bolton.ac.uk/readinglistsonline](libguides.bolton.ac.uk/readinglistsonline)

**Discover@Bolton - Researching a topic**

Discover@Bolton is a service that allows you to search for print and electronic resources such as books, journal articles and other sources at once via a single interface. Electronic resources are accessible via Discover@Bolton, click on a resource title, then enter your university username and password into the University of Bolton’s **Electronic Resources Login**.

**Discover@Bolton - Books/eBooks**

If you search for a topic, you will see a list of resources, to view book records only select **Book/ebook** from the menus on the left of the screen. For further information about a print title
click **Check Availability** and you will be taken through to the catalogue record which shows where you can find it on the Library shelves or make a reservation if all copies are out on loan. To refine your results to ebooks only, click on **Full Text Online**. To access a book, click on **Full Text Online** next to the item and then either of the blue links. You may need to enter your username and password at this point. For help using ebooks, see the Ebooks guide: libguides.bolton.ac.uk/ebooks

**Discover@Bolton - Journal articles**

Journal articles provide information on the latest academic research. Most are available in electronic format. The library subscribes to individual journal titles and access to large journal databases (collections) such as ProQuest Central and Scopus. However, Discover@bolton enables you to search all available content simultaneously. To carry out effective research you should do several searches trying different keywords. Use the relevant study guides and LEAP Online for help on constructing effective searches.

**Discover@Bolton – Refworks.**

You can create bibliographies and reference lists with Discover’s simplified version of Refworks. Click on **Refworks Log In** via the menu in the top right of the screen and create an account to manage and save references. For more information, see the video guide on Discover@Bolton or the Advanced Discover cribsheet available at: https://www.bolton.ac.uk/library/Electronic-Resources/Discover-At-Bolton.aspx

**Business subject guide**

Access via **Subject Guides** from the Quick Links menu. On your subject guide you will see the link for Discover@bolton and a list of individual databases and Internet resources. You will also find links to relevant help guides and contact details for your Subject librarian.

**LEAP Online - Study Skills**

LEAP Online supports the student Learning Excellence Achievement Pathway and provides online tutorials for academic skills such as finding appropriate information for assignments, writing essays or reports, right through to writing a dissertation.

**Further support and information:**

For general help during staffed hours, please speak to a member of staff at the Help Desk. For specialist help during office hours, tel. 01204 903232 or email subjecthelp@bolton.ac.uk

**Subject Librarian:** Mary Barden. Tel. 01204 903547 email m.e.barden@bolton.ac.uk

**Help Guides/Videos:** there is a range of cribsheets available online and in print in the library, plus video tutorials for help with accessing and using resources.

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