Library website:  https://www.bolton.ac.uk/library/

Library resources
The Library provides access to books, journal and newspaper 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 course or the Library Quick Links menu as shown above. Reading Lists Online allows you to:

- Access e-resources such as eBooks, ejournals and databases directly from the list
- Link directly 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:
http://libguides.bolton.ac.uk/readinglistsonline

Discover@Bolton - researching a topic
Discover@Bolton is a service that allows you to search simultaneously for print and electronic resources such as books, journal articles and other sources via a single interface. You may need to log in to access electronic resources retrieved via Discover@Bolton. Click on a resource title, then the link in the new window opened by Discover. Enter your university username and password on the University of Bolton’s Electronic Resources Login page, if required.

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 menu on the left of the screen. For further information about a print title,
click **Check Availability**. You will be taken through to the catalogue record to find the location of the item on the library shelves or to 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. You may need to enter your username and password at this point. For help using ebooks, see the Ebooks guide: [http://libguides.bolton.ac.uk/ebooks](http://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 large journal databases (collections) such as ICE Virtual Library, ProQuest Central and Science Direct. In addition, there are databases such as British Standards Online and Construction Information Service accessible via the Library web pages. Discover@Bolton enables you to search most available content simultaneously. To carry out effective research you should do several searches trying different keywords. Use relevant study guides and LEAP Online for help constructing effective search strategies.

**Discover@Bolton – Refworks**

You can create bibliographies and reference lists using Discover’s simplified version of Refworks. Access the **Refworks Log In** link by clicking on the menu in the top right of the screen, then 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](https://www.bolton.ac.uk/library/Electronic-Resources/Discover-At-Bolton.aspx)

**Civil Engineering & Construction subject guides**

Access via **Subject Guides** from the Quick Links menu. Your subject guide provides a link to Discover@Bolton and a list of relevant databases and internet resources. You will also find general information on library services, study skills, help guides, video tutorials, as well as 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 ranging from finding appropriate information for assignments and 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](mailto:subjecthelp@bolton.ac.uk)

**Subject Librarian:** Steve Crimes, tel. 01204 903093, email [s.crimes@bolton.ac.uk](mailto:s.crimes@bolton.ac.uk)