Discover@Bolton enables you to search multiple databases (collections of journals) and the Library catalogue at once via a single search interface. The full-text content of journal articles and eBooks, to which the Library subscribes, is directly accessible and information on the availability and location of print books and other material in the Library is also included. See the Discover@Bolton cribsheet for basic information on getting started.

Once you have done a search using an appropriate keyword, you can use the filters on the left side of the screen to refine or sort your results. You can refine by full-text only, item type, subject area or publication date etc. For example, to restrict results to ebooks only, click Full Text Online and Book/eBook. Click on Full Text Online by an item to access the material.

Note: results are ranked by relevance and are not in date order. Use the date slider at the left of the screen to refine your results to your required date ranges.

To temporarily store a record click on the folder icon. To permanently store one see the Refworks section overleaf.

Click on Preview to see details about the article, such as the abstract. Click on Related articles for other articles relevant to your search.

Click on the Cite icon to generate a citation which you can then print. You can also email the reference.
Search query help

If you are struggling to find relevant results, try refining your search. You could try using " " with keywords that you wish to search for as a phrase rather than individual keywords, eg. “b2b marketing”. You could also try using NOT or OR if relevant. The Advanced Search facility, located next to the basic search box, will help you to create a more structured search. For Help using Discover, click on the Help button at the top right of the screen.

RefWorks

Refworks enables you to store and manage your search results. To create a RefWorks account, click on RefWorks Log In from the top right of the screen and Create Account. Enter your university email and choose your own password. Once you have done this, you can add selected results to folders which are stored permanently in your account. To access RefWorks at any time, click on the folder icon at the top of the screen.

In RefWorks it is possible to select resources to create an exportable bibliography/reference list. Select relevant results and click Create Bibliography as shown above, then select the citation style, such as Harvard. Your results will then appear in a list which you can copy and paste into your assignment. If you use Harvard, you will need to edit them to fit the Bolton Harvard style. You don’t need the long url given - reduce it to: http://bolton.summon.serialssolutions.com

You can create folders to organise your results using My Folders. There are other functions available to use such as Quick cite which generates citations to insert into your work.

Further help

Visit us at the Library Help Desk if you require further help and guidance or Telephone: 01204 903232 or email subjecthelp@bolton.ac.uk