Getting started - accessing the Library web pages.

The student portal on the University homepage contains a link to the Library webpages. Or, go to: http://www.bolton.ac.uk/library/

Electronic Resources Login

Click on a resource title, you may see the University of Bolton’s Electronic Resources Login. If this page loads, enter your usual university username and password and login. You now have permission to access most of the University’s electronic resources. You only have to do this for the first resource that you access. Be aware that if you are using electronic resources for a long period of time, you may need to login again if prompted to do so.

A small number of resources require a different username and password. Please contact the Subject Help Desk or your Subject Librarian for details.

E-books

The best way to access e-books is via the Library Catalogue. Search for a topic on the catalogue, then once you have a list of results, click on Ebook under Loan Type on the left of the screen. Click on a book title, then either of the blue links to access the book. Alternatively, you can access individual e-book collections via the blue E-Books tab in the Quick Links menu on the library home page. There are help guides for MyiLibrary, Ebsco Ebooks and Safari, available online or in print.
Journals

Journals contain articles providing information based on the latest academic research. Most are available in electronic format. Click on **E-journals** or use the **Library Catalogue** to search for an e-journal title (for information on print journal titles search the library catalogue). Only use individual journals if you have been asked to read a specific article. If you are researching a topic use the academic databases instead of searching for a specific journal.

Databases: researching a topic

Databases enable you to search for articles relevant to your topic across thousands of e-journals. Click **Databases** from the Quick Links menu to view the A-Z list. If you are not sure which database to use, go to your subject page and there will be a recommended list for your subject.

To carry out effective research you should do several searches trying different keywords and search more than one database. Use the database user guide for your subject and any relevant cribsheets/videos for help on constructing effective searches.

Subject page

Click on **Resources by Subject** from the Quick Links menu. Click on your subject. On your page you will see a list of recommended databases and Internet resources. You will also find links to relevant help guides and the Subject Librarian team.

Off-campus access to resources

Sometimes extra clicks may be needed to access the Electronic Resources Login page. Look for links that say **Alternative Login, Login through your institution** etc. and navigate through to the University of Bolton Electronic Resources Login page. Full access instructions for databases can be found on the Databases pages or on the databases section of your subject page.

Further support and information:

**Subject help Desk**: for immediate help during Library staffed hours, please contact the duty librarian on 01204 903404 or email subjecthelp@bolton.ac.uk.

**Help guides**: [http://www.bolton.ac.uk/library/Study-Skills/Quick-Start-Guides.aspx](http://www.bolton.ac.uk/library/Study-Skills/Quick-Start-Guides.aspx)