

**This guide is available online and can be produced in larger print on request.**

## Using online resources

## General Quick Guide 2010/11

- An [Athens username and password](#) is created for you when you enroll. This allows you to access our electronic resources **on and off campus**. Go to **My UWS Library** on Blackboard to see what your user name and password is. You will also receive a **student email** with details of your user name and password.
- For any problems with Athens, or for details of other passwords, contact your local enquiry desk (numbers overleaf). There are also numbers for **book renewals**. For **help with searching**, or with using resources, contact your subject librarian (see overleaf) or ask at your local enquiry desk.
- For access to **Blackboard** go to <http://www.blackboard.uws.ac.uk>. Log on with your banner number (e.g. b00001234). Your password is your 6-digit date of birth (e.g. 080391).
- For **Student email** go to <http://www.uws.ac.uk/schoolsdepts/ict/StudentSupport/email.asp>.
- For **help** with Blackboard, student email, or your UWS network account, call or email the **ICT Helpdesk**: [helpdesk@uws.ac.uk](mailto:helpdesk@uws.ac.uk).

## Where to access the Library's online resources

1. The **Library website**: <http://www.uws.ac.uk/library>. The *e-Resources and Athens* page is at <http://www.uws.ac.uk/schoolsdepts/library/resources/index.asp>
2. **My UWS Library** on Blackboard can be found at the end of your module list. Here you can access the Library's online resources, get online help, and find Library information.
3. The **UWS Library Facebook** page also has links to the Library webpage, Blackboard and Referencing.


## Finding resources:

- **To look for stock on the shelves** of all campuses use the **Catalogue** (also called *Talis* or the *OPAC*). An online guide to the Catalogue is available on our web site or from My UWS Library.
- **Journal articles on a topic** are searched using our **databases** on the Website *e-Resources and Athens* page or the My UWS Library *Access Resources* button in My UWS Library.
- **Electronic books** (eBooks) can be accessed from the library Catalogue by limiting the Collection pull down menu to "*Electronic Books*". Click on the link of the book you want to access the eBook.
- **Journal titles**. To see if we take a *specific journal* electronically, use the A-Z list on the *e-Resources and Athens* page or My UWS Library. See overleaf to learn how to access specific ejournals using *SFX*. **Do not use this to search for topics**; this is what you use the databases for.
- Our lists of **Useful Internet sites** *e-Resources and Athens* page or My UWS Library are a good starting point for searching topics on the internet. These include links to online statistics.
- **Bibliographies & Referencing**. Our guide to referencing is available on the library web site and on My UWS Library. These are available as an online resource, or as a document for printing, and as a Summary Sheet.

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## Finding your full text article

If you only have the details of the article you need then you can still access the **full text**.

- 1) **SFX** . In a **database search**, click on this symbol beside your article to link **directly to the full text** of the article (provided the Library has a subscription).

If **SFX**  is not available, then use the **Quick Article Finder** in My UWS Library and fill in as much information as you know, or use the **A-Z list** on the website e-Resources and Athens page. Make sure you search with the *title of the journal*, not of the article.

If the journal is available from more than one service, make sure you choose one that *covers the date* of the article you need. You do not have to complete any of the Year, Volume, Part, Page fields. *You can just click on GO for a list of all holdings.*

- 2) If the article is **not available electronically**, check the Library Catalogue to see if it is available on the shelves in print. Limit the Collection pull-down menu on the catalogue to “*Serials*”.
- 3) If the title is *not* available in either format, you may be able to obtain it through an **inter-library loan**. Ask at the counter of your campus library.

## Subject Librarians and General Contacts

	PAISLEY	HAMILTON	AYR	DUMFRIES
<b>Renew Books</b>	0141 848 3758	01698 894424	01292 886345	01387 734323
<b>Athens Enquiries</b>	0141 848 3759	01698 894424	01292 886345	01387 734323
<b>Business, Management, etc.</b>	Linsey Sutherland <a href="mailto:linsey.sutherland@uws.ac.uk">linsey.sutherland@uws.ac.uk</a>	Eileen Connolly <a href="mailto:eileen.connolly@uws.ac.uk">eileen.connolly@uws.ac.uk</a>	Catriona Alexander <a href="mailto:catriona.alexander@uws.ac.uk">catriona.alexander@uws.ac.uk</a>	Judith Anderson <a href="mailto:judith.anderson@uws.ac.uk">judith.anderson@uws.ac.uk</a>
<b>Computing</b>	Sean Hamilton <a href="mailto:sean.hamilton@uws.ac.uk">sean.hamilton@uws.ac.uk</a>	Tommy McGreevy <a href="mailto:thomas.mcgreevy@uws.ac.uk">thomas.mcgreevy@uws.ac.uk</a>	Margo Stewart <a href="mailto:margo.stewart@uws.ac.uk">margo.stewart@uws.ac.uk</a>	Judith Anderson <a href="mailto:judith.anderson@uws.ac.uk">judith.anderson@uws.ac.uk</a>
<b>Education</b>		Tom Brown <a href="mailto:tom.brown@uws.ac.uk">tom.brown@uws.ac.uk</a>	Catriona Alexander <a href="mailto:catriona.alexander@uws.ac.uk">catriona.alexander@uws.ac.uk</a>	Douglas Park <a href="mailto:douglas.park@uws.ac.uk">douglas.park@uws.ac.uk</a>
<b>Engineering</b>	Sean Hamilton <a href="mailto:sean.hamilton@uws.ac.uk">sean.hamilton@uws.ac.uk</a>	Tommy McGreevy <a href="mailto:thomas.mcgreevy@uws.ac.uk">thomas.mcgreevy@uws.ac.uk</a>		
<b>Health, Nursing and Midwifery</b>	Veronica Murray <a href="mailto:veronica.murray@uws.ac.uk">veronica.murray@uws.ac.uk</a>	Tom Brown <a href="mailto:tom.brown@uws.ac.uk">tom.brown@uws.ac.uk</a>	Margo Stewart <a href="mailto:margo.stewart@uws.ac.uk">margo.stewart@uws.ac.uk</a>	Douglas Park <a href="mailto:douglas.park@uws.ac.uk">douglas.park@uws.ac.uk</a>
<b>Law</b>	Linsey Sutherland <a href="mailto:linsey.sutherland@uws.ac.uk">linsey.sutherland@uws.ac.uk</a>	Eileen Connolly <a href="mailto:eileen.connolly@uws.ac.uk">eileen.connolly@uws.ac.uk</a>		
<b>Creative Industries</b>		Eileen Connolly <a href="mailto:eileen.connolly@uws.ac.uk">eileen.connolly@uws.ac.uk</a>	Rae Riach <a href="mailto:raewyn.riach@uws.ac.uk">raewyn.riach@uws.ac.uk</a> Jacquie Boston <a href="mailto:jacqueline.boston@uws.ac.uk">jacqueline.boston@uws.ac.uk</a>	
<b>Sciences</b>	Kirsty Thomson <a href="mailto:kirsty.thomson@uws.ac.uk">kirsty.thomson@uws.ac.uk</a>	Tommy McGreevy <a href="mailto:thomas.mcgreevy@uws.ac.uk">thomas.mcgreevy@uws.ac.uk</a>		
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<b>Statistics &amp; Govt Pubs.</b>	Lucy Carroll <a href="mailto:Lucy.carroll@uws.ac.uk">Lucy.carroll@uws.ac.uk</a> Sheena Tran <a href="mailto:sheena.tran@uws.ac.uk">sheena.tran@uws.ac.uk</a>	Eileen Connolly <a href="mailto:eileen.connolly@uws.ac.uk">eileen.connolly@uws.ac.uk</a>		