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Introduction (1)

(i) How to use electronic journals and online databases

This booklet contains separate guides on most of the individual databases and resources that the College currently has access to or subscribes to. There are a couple that are not included here and for these, you must pick up the literature that has been produced by the supplier of the database.

Please check the Library notice boards for information about new resources being added and changes to existing resources, as these can occur quite frequently.

If you come across a resource that you think we should know about, please let us know, and we will be happy to make further enquiries about it

In addition to this guide, we have produced other separate guides on how to use locate and use journals – both print and electronic. Please make sure you pick up some of these guides.

There are essentially two main types of database:

► Fulltext

A fulltext database will generally provide you with whole text articles and reports.

► Abstract

Our definition of an abstract would be 'a summary of any document'. You may come across others in the course of your own research. An abstract database therefore, will give you summaries of documents only. From the information given in the abstract you then need to decide if you want to try and find the whole text, and if you do, whereabouts you are likely to find it.

Before you begin any sort of online search, it is very important you have picked up a copy of the 'Guide to Journals':

Guide to Journals

The Guide to Journals contains the titles of all the journals we currently stock in print in the LRC along with many more titles, which can be found via online resources. The titles are arranged alphabetically within Subject Sections. It is particularly useful if you are searching abstract databases, as it will tell you whether there is another database in which you may find the fulltext of the document you are looking for, or whether we have that title in our print stock in which case you would be able to photocopy the information you require.

Please make sure you make full use of all the Guides that are available to you as

You WILL be expected to make use of journals and databases from the start of your course.

Introduction (2)

(ii) Athens

This booklet contains a detailed guide on Athens –What it is, how to access it, and why it is essential that you use it throughout your course. Please make sure you keep your login details safe. If you do decide to change the password you are initially given, make sure you update your own records.

(iii) Non-Athens

Besides all the Athens databases you have access to, there is also a range of databases that require individual logins. You will find descriptions of them and instructions on how to use them in this Guide.

Please make sure you complete the form at the back of the Guide, and return the slip at the bottom to you Subject Librarian so that you can collect a sheet providing the website addresses and login details for these resources.

Inter Library Loans

If, after searching the journals catalogue and/or databases for the full-text of an article for which you have the reference or abstract, and you cannot see it listed, you may be able to obtain the document using our **Inter-Library loan** service. Fill out the relevant form which you can obtain at the library counter and pay £1. We will then attempt to obtain the document from the British Library. Read more about Inter-Library Loans in the main Library Guide.

(iv) PDF (Portable Document Format)

- ▶ A PDF file is essentially one that will look the same whether viewed on screen or in print.
- ▶ Your computer must have Adobe Acrobat Reader stored on it, to view files in PDF.
- ▶ Use the '**Hand Tool**' or the scroll bar to move up and down your document.
- ▶ To print, click on the printer icon on the Adobe Acrobat Toolbar. (***If you use the web browser print facility, vital text may be missed from your printed sheets***)
- ▶ We recommend printing in PDF format as opposed to HTML, as the text and any graphics, charts and diagrams tend to be printed more clearly.
- ▶ To highlight/copy and paste text, you must ensure the '**Text Select Tool**' is chosen.

(v) Tutorials

These Guides should provide all the help you need in order to search and use online resources, but if you do require more in depth help, the Subject Librarians run weekly workshops in computer rooms, so that you can have hands on practice of using the resources. Please ask your Subject Librarian for the times of these workshops.

The Subject Librarians are:

Fiona Murray – Hospitality; Catering; Food and Consumer; Food and Retail

Manjeet Dhillon – Tourism, Sport and Leisure, and Adventure Tourism

David Renfree – Care, Education and Early Years

Dianne Hudson – Hairdressing and Beauty Therapy

Nick Betts – Management and Business

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Athens

Athens is a platform from which to access a range of online databases using *single sign-on* technology

Current Athens Administrator: Fiona Murray (extension 412) f.murray@bcftcs.ac.uk

To access the resources, all you need to do is to know how to login to Blackboard. This can be done from the College website or the student (or Staff) Intranet. Simply click on the 'Blackboard' link and login using your Student (or Staff) ID. Once in Blackboard, click on the Athens links to take you to the 'MyAthens' homepage. From here you can:

- ▶ Click on the 'Resources' tab in the top left corner or the 'Resources Section' link under 'Favourite resources' to view the full list of resources available to you.
- ▶ Download your own personal 'MyAthens' Toolbar. Some of the features are not applicable for the way that this College uses Athens, but it may still be useful for you
- ▶ Use the '**Contact your Administrator**' form, to email the current Athens Administrator

Note - *If you do fill out this form, please ensure you include a contact email address for yourself, otherwise the administrator may not be able to reply to your query*

- ▶ Individual guides to all the resources are contained in this booklet. This will be updated once a year. Please check the **Current Awareness Board** regularly for new resources being added to the collection, and keep a lookout for separate individual guides to new resources added midway through the year
- ▶ You shouldn't need to type in ANY further usernames or passwords once you are logged on to Blackboard. If you ARE asked to, you have probably logged in to Blackboard incorrectly. Please speak to your Subject Librarian if you have difficulties
- ▶ Check to see who the current Athens administrator is. You will find contact details at the top of this page. Please remember to include email address if you contact the Administrator using the function from the 'MyAthens' homepage. Please check your student e-mail and College notice boards regularly to ensure you are aware of any changes that may occur with regard to the administration of Athens.
- ▶ Always make sure you access the Athens resources via Blackboard. If you start trying to find out and access resources using any individual URL's, you may well get confused. It is also much easier to transfer between databases if you access them this way.

To navigate between resources, you can either:

- ▶ Click on the small black arrow to the right of the 'Back' button in the Internet Toolbar (whichever database you are currently in) and select: "List of Athens Protected Resources" from the Drop-down, take you back to the list of resources

Remember, most of the resources will have help pages to assist you in using the database. Otherwise, speak to your Subject Librarian for more advice

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Descriptions – Athens (1)

The short descriptions to the databases on the Online Athens Resource list will be different to those below and may not necessarily reflect the appropriateness of the resource.

Childlink

The Childlink database provides information on education, welfare, lifestyle, justice, benefit issues, youth affairs, health and employment. It focuses on the legislation, policies and practices relating to the children, young people and families of the UK and Ireland.

CSA Illumina

We subscribe to 5 of the CSA Databases (Otherwise known as **Sage Full-text collections**); Communication Studies, Education, Management and Organization Studies, Sociology and Urban Studies and Planning, It is a database of quality academic journal articles all in full-text.

Business Insights and MBIC (Marketline Business Information Centre)

Provides detailed profiles of companies, industries and countries including SWOT analyses, political, economic and Macroeconomic data. Business Insight is a source of data, analysis and market insight. They work in association with leading industry experts to produce a range of reports across a wide range of industry sectors.

Ebook Library (EBL)

EBL contains a wide selection of ebooks in all subject areas. All of the titles you find here can be browsed, read online or downloaded to your PC or laptop or transferred to Palm-based PDAs.

ChildData

ChildData provides access to four databases covering policy, legislation, practice and research, with books, reports and journal articles covering information about national and international child care organisations and press coverage of issues affecting children and young people.

EbscoHost (Hospitality and Tourism Index)

EbscoHost databases or Hospitality and Tourism Index provides quality academic resources covering topics such as culinary arts, food & beverage management, hospitality law, hotel management, business travel and market trends.

Emerald Databases

Articles from leading marketing and management related journals in fulltext format, please note however that Articles published before 1994 will be in abstract form only.

European Sources Online (Previously Know Europe)

Provides information about the institutions, structures, regions, and peoples of Europe.

Global Market Information Database

An online business information system providing Business Intelligence on countries, consumers and industries.

Hairdressing Training

An online training system for the hairdressing industry, created and delivered by experts in hairdressing and education and providing guides, lessons, tips, techniques and self test questions

IHS Technical Indexes

Provides online access to British Standards, legislation and other guidance documents related to Food and Drink industries, Health and Safety in the workplace and Environmental issues.

IngentaConnect

Access the full-text of a comprehensive collection of journals that we have print subscriptions to, and in addition, abstracts of articles from over 26,000 publications; mainly education, physical sciences, social science, and economics and business.

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Descriptions – Athens (2)

JustCite and the Justis Law Databases

UK and European legal resources, including summaries of new cases, (**Daily Cases**) the complete archive of The Law Reports since 1865. (**Electronic Law Reports**) and short details of all cases contained in the law reports and weeklies (**Digest**).

Know UK

Know UK is essentially a collection of reference publications online, including Willing's Press Guide, Whitakers Almanac, Who's Who and many of the Which? Guides.

Keynote

A provider of market research reports across a comprehensive range of market sectors, including food and catering; travel and tourism; education and training; agriculture, leisure and entertainment, and retail

Mintel

A well-known analyst of consumer information, Mintel provides access to an extensive range of market research reports covering the leisure, consumer goods, and retail sectors. Each report looks at trends, statistics and forecasts.

NetLibrary

Provides access to electronic books. Browse or search the collections, viewing the whole texts by page or skipping to the relevant chapter.

Oxford Reference Online

A resource providing access to dictionaries, language reference texts, and subject reference works published by Oxford University Press. Fully-indexed, and cross-searchable titles include dictionaries of history, geography, the Internet, law, nursing and Shakespeare, amongst many others.

Sage Online

Provides access to all those journal titles NOT covered by the full-text collections in CSA Illumina. Some will be in full-text, and many others just abstract format.

ScienceDirect

Access the full-text of journals that we have print subscriptions and many which we don't. Over 60 million abstracts from all fields of science are also available to search.

Thomson Gale Infotrac

Access to three separate resources are provided by Thomson Gale – A Fulltext Newspaper database - including local, national, and international papers, (both tabloid and broadsheet) 'Onefile' for fulltext articles on a broad range of subjects including business, economics, education, environmental issues, health care, humanities, social science, sports and technology and Gale Virtual Reference Library providing searchable electronic books

TRILT

Listings and archive of broadcast programme information – both TV and radio channels, Going back to the mid 1990's, you can also set up alerts to enable receipt of information on forthcoming programmes

World Advertising Research Center

The World Advertising Research Center (WARC) is the leading supplier of information, knowledge, insight and data to the global marketing, advertising, media and research communities

ZETOC – BL Electronic Table of Contents

Access the British Library's Electronic Table of Contents database of over 20,000 current journal titles. It covers 1993 to date, is updated on a daily basis, and includes an email alerting service, so that users can receive notification of relevant new data.

Before downloading or printing, please refer to the copyright regulations for this service

Childlink

This is an Athens resource which can be accessed from the list within Blackboard

Searching

- ▶ Search the Childlink archive by using the 'Keyword Search' box at the top of the homepage;
- ▶ Enter your topic of interest into the box,
- ▶ Choose the type of information that you require from the 'Select category' box. Choose from:
 - ▶ News: stories from major news outlets (e.g. daily papers, the BBC) viewed in PDF format
 - ▶ Papers: reports / research from official organisations (e.g. DfES, OFSTED, Home Office)
 - ▶ Statistics: figures from official sources
 - ▶ Parliament : transcripts of relevant debates from the House of Commons / Lords and
 - ▶ Questions: Questions on issues relating to children and young people from The House of Lords and The House of Commons.
 - ▶ Benefits: Select the region of the UK to view information on various benefits
 - ▶ Legislation: Acts of Parliament / Statutory Instruments; again organised by UK region
 - ▶ Caselaw: summaries of court judgements that are relevant to the search topic
 - ▶ Library: summaries of books that may be of interest
- ▶ Use 'Select Region' box to look for all the above information relevant to a particular area UK.
- ▶ If you want to look for all UK-related information, select 'All Regions'.
- ▶ Finally, click on 'Go'.

Study Guides

Created to assist lecturers and students undertaking Child Care courses including NVQ's Diplomas, AVCE, HND and BTEC. Clicking on each link opens a new PDF document which provides hints on how best to utilise the Childlink resource for that particular course

Viewing Results

- ▶ Results will be listed chronologically, with the most recent items at the top.
- ▶ Click on the title to view an item
- ▶ 'Papers' will open in a new browser window.
- ▶ All items are fulltext with the exception of the books listed in the library category, where only summaries are available.

Browsing

- ▶ To browse by subject, click on the topics listed under the 'archives' heading,

Weekly Updates

- ▶ Obtain details of the latest news stories, reports and statistics from Childlink without logging into the service.
- To sign up for this information, click on the 'Weekly Update' link in the left hand column on the homepage.
- Complete the short registration form and include your email address in the space provided.
- Once this information has been submitted, you will receive a weekly email from Childlink with links to fulltext items that have been published during the previous seven days.

Printing

- ▶ To print News Stories, click on the 'Print this page' link at the bottom of the article
- ▶ All other fulltext items on Childlink are PDFs, so users should click the printer icon immediately above the document.

Before downloading or printing, please refer to the copyright regulations for this service

ChildData

This is an Athens resource which can be accessed from the list within Blackboard

Searching

First – select which of the four different databases you wish to search:

- ▶ Library Catalogue: over 60,000 abstracts with details of books, reports and journal articles
- ▶ Organisations Directory: details of over 3,000 national and international organisations
- ▶ Conferences & Events: details of over 6000 past and forthcoming events
- ▶ Children In The News: over 20,000 abstracts of newspaper stories

The search options vary slightly within each database, but among the most useful are:

- ▶ Keyword – search for items on a specific topic
- ▶ Author – look for items by a particular author
- ▶ Date – restrict your search results to items from a specific year

More options are available to you, if you use the ‘Advanced search’ option

- ▶ Enter your search terms in the boxes provided.
- ▶ Click on the ‘**options**’ button for suggestions of other terms to use, if those you tried did not bring up particularly useful results.
- ▶ Use the ‘&’ symbol to separate more than one search term
- ▶ When your search is ready, click on ‘submit query’ to get your results.

Viewing Your Results

Search results are listed initially, by alphabetical order of the author’s name, so the results at the top of a list are not automatically the most relevant ones to your enquiry. Each result contains the title of an item, its author and full publication details.

- ▶ Use the drop down menu box above the displayed records to select ‘newest first’ to sort your results chronologically.
- ▶ Create a list of the most useful results from your search. Tick the ‘tag’ box next to each result that you are interested in, then click on ‘view selected records’.

Printing Your Results

Click on the ‘print this screen’ link at the top of the list. This will ensure that the records print neatly, and that no text is lost from the edge of the page.

Help

Click on the ‘Help & Support’ link at the top of each page to access an index of help pages, which includes advice on any technical problems that you may be having.

Ebook Library (EBL)

This is an Athens resource which can be accessed from the link within Blackboard

Searching

- ▶ Perform a Quick Search from the 'Discover ebooks' panel on the home page. Type in a search term and choose to look in the Title, Keyword, Author, ISBN or eISBN fields by selecting an option from the drop-down menu. Click *go* to view your search results.

Or

- Use the 'Browse by category' facility on the home page. Select a category from the drop-down menu and click *go* to see details of all the ebooks held in that subject. This kind of search is useful when you want to browse a wider range of books in the same subject area.

Or

- For more in depth searches, or to get fewer search results, use the Advanced Search by clicking the link in the 'Discover ebooks' panel.

▶ **Advanced Search**

- ▶ Allows you to search for terms in up to five fields (Title, Keyword, Author, ISBN or eISBN). You can specify if you want to look for *all* your search terms, *any* of them, or an *exact* match, by using the drop-down menus next to each search box.
- ▶ If you want to search the complete contents of EBL using keywords, type them into the 'full text search' box. You can perform a 'full text search' on its own, by clicking the link on the home page.
- ▶ In the 'Holdings' section, select one or both check boxes to search 'owned' (BCFTCS holdings only) or 'not owned' (to search the whole Ebooks catalogue).
- ▶ Select one or more of the subject areas you'd like to search in, using the 'Category' section.
- ▶ Use the 'Publisher' section if you only want to search Ebooks produced by particular publishers. Use the Control (Ctrl) key to select more than one publisher.
- ▶ Use the 'display results' section to specify how you want your search results to be sorted. For example, you could have your results displayed in date order or ranked by their relevancy to your search. Select an option from the drop-down menus next to the 'sort by' and/or the 'and then' boxes. You can also choose whether your results are shown with either 10 or 25 records per page. Click 'Search' at the bottom of the page.

Viewing your results

On the top of the search results page there is a key to explain the access icons (different coloured books) displayed by each record. Limited access books can be browsed for free for five minutes, with an option to copy and paste text or print pages during that time using the blue buttons above the text. Details about limits on copying and printing ebooks are provided on the home page. Records with green book icons can be read in full, free of charge.

Help

Click on the '**Help**' link at the top of the page for detailed help on all aspects of using the site.

Before downloading or printing, please refer to the copyright regulations for this service

Emerald

This is an Athens resource, which can be accessed from the link within Blackboard

Searching

Click on either Emerald Fulltext or Management Reviews to take you to the search page.

Quick Search

- ▶ Type the keyword/s you want to search for in the text box
- ▶ If you are searching for a phrase, (all search terms will appear together) tick the *phrase* box -.
- ▶ Use truncation to find variations on word endings - e.g. results for "w o r k" will include *work*, *worked*, *working*, *works* etc.
- ▶ Tick 'my subscribed content' to search only the titles that the College subscribes to
- ▶ Click the 'Search' button to begin searching.
- ▶ Results can be sorted by relevancy, oldest articles first or newest first. Use the dropdown menu to amend and then click the *update* button

Advanced Search

- ▶ You have the option of searching within a number of different fields concurrently.
- ▶ Use the drop down menu to select the field you would like to search in (e.g. Abstract, Keywords, Author(s), Article Title, Journal Title).

View Results

- ▶ Your search results will be divided into different types of content
- ▶ The 'articles' tab will display all the full-text articles. The 'Abstracts and reviews' tab will display just abstracts
- ▶ DON'T neglect to use the Abstracts, there may be some very useful documents you can use
 - If initially, you DO see just an abstract, there may be a link you to other databases such as **Ingenta**, so always click here to see if the fulltext of the article **is** available elsewhere.
 - Even without links we may have access to the full-text of the article you require, either in print or in another database. Please refer to the **Guide to Journals** to see if this is the case.

Please also make sure you refer to other literature we have on locating online articles.

(For more information regarding this See Page 2)

- If the article is not available from any source within the LRC please enquire about using the **Inter Library Loan Service**. (Refer to the Introduction – page 3) for more details of ILL's
 - ▶ Choose HTML or PDF to view the full document (We generally recommend you use PDF)
 - ▶ Please see separate information on PDF and printing within this guide.
 - ▶ Choose to view the Full PDF document direct from the list of results if required
 - ▶ Click on 'Save search' to create a history of your searches

Note: occasionally there may only be an option to view in html, select as above.

Browse

- ▶ To browse within the site use the link on the left hand side. You can either choose to browse by defined subjects, journal titles as well as view just abstracts or reviews. It is also possible to narrow down the list journals that have been subscribed to (My Subscribed Journals).
- ▶ To browse alphabetically click on the alphabetical list above the list of publications.

Before downloading or printing, please refer to the copyright regulations for this service

European Sources Online

These are Athens resources, which can be accessed from the link within Blackboard

Searching

- ▶ The homepage of the resource contains a search box, although it is recommended that you click on the 'Advanced Search' link to enable you to make your search more effective.
- ▶ Among the search options available to you are keyword, Geographic Indicator, subject, publication information, source origin, source type and/or date :
 - Keywords: Choose terms that reflect the information that you are looking for.
 - Geographic Indicators: Choose from the list of options
 - Subjects: Again pick from the list
 - Publication Information: Type in any information you know that may help with the search
 - Source Type and Source Origin: Add or remove ticks from the boxes to narrow or expand your search
 - Date: Specify the publication dates between which you wish to search.

After your search terms have been entered, click on the **search** button at the bottom of the screen.

Viewing Your Results

Search results are listed by date (most recent first). Each result shows the title of an item, the type of information it contains (eg news report, legislation), the author and where it was originally published. You will also see at least one of four icons to the left of each result; each one is a link which you can click on for further information. The icons operate as follows:

- ▶ Bibliographic Details: provides full bibliographic information about the item.
- ▶ Full Text: opens the full text of the item.
- ▶ WWW: links to a webpage containing the full text of the item.
- ▶ Camera: opens the full text of the item in page image format.

Browsing

You may prefer to browse the information contained within the database. From the homepage, click on one of the following links to view an index of documents:

Weekly Bulletin: provides links to recent news stories concerning the EU.

Information Guides: provides links to a vast range of documents and links on European topics and issues

Web Directory: Europe on the Internet provides links to a range of EU-related websites

News and Analysis: Provides links to articles from the Economist, the European Voice and the Financial Times.

What's new in ESO?: Gives details of enhancements to the service.

You can also create your own personalised area within the site by clicking on 'my archive'

Printing Your Results

Results can be printed in the same way as a standard webpage.

Help

Click on the 'Help' link that appears at the top right of every page to open a new browser window containing information about the page that you are currently viewing.

Before downloading or printing, please refer to the copyright regulations for this service

Global Market Information Database

Euromonitor International Global Market Information Database

An online business information system providing business intelligence on countries, consumers and industries.

Searching

- ▶ Click on 'Select Geography' then select the countries for your search by clicking on the small + next to the world location. This will expand the list to separate countries, click on the relevant countries to add them to the search
- ▶ Chosen selections will appear on the right hand side of the website
- ▶ Click on 'Select Category' and then again click on the small + symbol next to the subject area. As previously add the separate subjects to the search.
- ▶ Filter the selection by selecting either statistics, analysis , companies and market share and sources from the top of the search selection then clicking 'filter'
- ▶ Search through the possible selections by using the 'Find Category' box at the bottom of the 'Select Category' selection box to search through the possible choices for the search.

Viewing Results

- ▶ Results will be displayed on the screen containing any relevant hits. Click on the tick box next to all useful results then click 'Load Details' to view.
- ▶ On the left hand side of the results will be a box containing the option of saving the results in different formats such as PDF or MS-Excel and the conversions of the results into different currencies, standards and per capita results. There are also many more business information options such as trends, forecasting and year on year growth to apply to the results.

Printing Results

- ▶ Either convert the results into a format such as PDF or Excel or click the 'Print' button on the left of the results box (It looks like a small printer, third from the left).

Also don't forget to have a look at the useful 'Browse Reports' option at the top of the site for relevant demographic reports or the 'Keyword Search', however be prepared to look through a lot of data as the results have not been filtered.

Help

- ▶ GMID is a very complex database with many options so the help is comprehensive and recommended. It is reached from every page by clicking on help/about at the top; there are also help sheets to enable you to chart your results effectively.

Hairdressing - Training

This is an Athens resource which can be accessed from the list within Blackboard

Searching

- ▶ From the Athens list of resources click on 'Hairdressing-Training'
- ▶ Click on the login button
- ▶ From the homepage, use the navigation menus at the top or left-hand side of the page to select the required material.
- ▶ Search the whole site by clicking on the 'search' tab to bring up a search box

Haircuts-Male or Haircuts –Female.

- ▶ Click on one of these two options to reveal a list of styles. Follow the links to download PowerPoint presentations, follow step-by-step photographic guides or test yourself with the online quizzes under each section
- ▶ Click the numbers at the foot of page to move through the different sections of the course
- ▶ Use Download PDF, to view a more 'easy to print' version of that section of the course

Lessons

- ▶ Use the left-hand menu to choose the subject area you are interested in
- ▶ This section covers much of the theory behind the haircuts and includes information on health and safety.
- ▶ Move through the various sections of the course as you do with the Haircuts section

Products

- ▶ This section looks at equipment and hair care products.
- ▶ Choose from the menu on the left
- ▶ Download a useful A-Z colour PDF in this section

Discussion Zone

Use this area to interact with other users by submitting questions and placing comments about hairdressing in general or about the contents of the site.

Info

Includes information on copyright, downloads and links to other sites.

Feedback

You can submit feedback at any stage of the course by clicking in the buttons on the bottom right of almost every page of the course.

Help

Click here to obtain a guide to using the site, a glossary of terms, frequently asked questions and information about accessibility issues for disabled users'.

Site Map

Click here for a list of every page available on the Hairdressing Training site. Just click on any entry in the site map to go directly to the relevant page.

Before downloading or printing, please refer to the copyright regulations for this service

Hospitality and Tourism Index - (EbscoHost)

This is an Athens resource which can be accessed from the list within Blackboard

Searching

From the Athens list of resources click on 'EbscoHost'

Click on the link 'Hospitality and Tourism Complete'.

Type your search term/s into the 'find' box and click on search

The Boolean operators 'and', 'or' and 'not' may be used, to expand or narrow your search. For example, 'Italy and hotels' or 'tourists or visitors' or 'France not Paris'. Click on 'search tips' for more information on Boolean operators.

Use the Advanced Search for more limiting and expanding options

Limit or refine your search by selecting the limiting factors at the bottom of the screen. Options include 'Peer Reviewed', 'Date published' and 'References available'

Parentheses (Brackets) can be used to form more complex search queries, such as '(holiday or vacation) and hotel'

View Abstracts

- ▶ Results are listed in groups of 10 abstracts. Click on 'next 10' for more results.
- ▶ To view an abstract, click on the blue hyperlink.
- ▶ The abstract should contain all the bibliographic details necessary to find the fulltext of the article including the title of the article the author/s, the journal title, a brief description of the article, and subject headings.
- ▶ View results from 'academic journals', 'magazines' or 'reports' only, by clicking on the appropriate tab at the top of the lists of results
- ▶ When the full text is available, click the 'Full Text PDF' link to view.

Adding to a folder

- ▶ Click on the Add link, next to the reference to add the abstract to a folder
- ▶ To view articles in a folder, click on 'View Folder'

Other options

- ▶ Click on the Author to find other articles in the database by the same author
- ▶ The tabs can all be changed to other languages including Chinese for extra ease of searching
- ▶ Click on the e-mail tab to e-mail the abstracts to others

My EbscoHost

Set up your own account, to store items added to the folder for a future session

Print Abstracts

- ▶ To print abstracts, click on File from the menu bar and select 'print'

To obtain additional help using the database, click on the 'help' tab in the top right corner of the home page.

IHS Technical Indexes

This is an Athens resource which can be accessed from the list within Blackboard

Searching

You will see six services available for you to choose from. Four of these databases contain full-text documents:

- Occupational Health & Safety Information Service (OHSIS): Documentation for health and Safety in the Workplace.
- Food and Drink Safety: Legislation and guidance documents relating to catering and hospitality.
- OHSIS Document Alert: Latest health and safety information.
- Environmental Management: Legislation and guidance documents relating to environmental management.
-
- **There are also two databases containing product and supplier information:**
 - ▶ Engineer-it: Information / contact details for design and manufacturing.
 - ▶ Specify-it: Information / contact details for building and civil engineering.
 - ▶ Either select which one database you wish to search or type your terms in the 'Search all your Products' box.
 - ▶ You will then be told how many documents containing your terms can be found in each of the Databases.
 - ▶ Click on the link to display a website containing documents in this field.

Advanced search

- ▶ Selecting 'Advanced Search' on the various websites for each specific data source will enable you to be more specific in your searches. If you know a document standard number, ISBN or organisation name you can type this in, in the relevant box

Browse

- ▶ Clicking on the 'browse organisations' pull down list in the 'search' option takes you to a list of all the documents concerning that particular Organisation
- ▶ Clicking on 'ADV' places the organisation name in an advanced search form for you

Viewing Your Results

- ▶ The results page will display the title and bibliographic details of each document
- ▶ Click on the letter i icon to view a summary of the item, or the pages icon to view it in full text.
- ▶ Click on the 'agree' button. (You are agreeing not to forward this document to anyone else)
- ▶ The full-text document should then open in a separate browser window as a PDF document.

If you are using one of the supplier information services (Specify-it or Info4engineering) then a list of relevant suppliers together with contact information will form the results of your search.

Printing

Full-text articles will be PDF files. Click the printer icon immediately above the document. Please refer to the information about PDF documents in the introduction to this guide

Help

Each of the services has a 'help' link in the top right-hand corner of the page. This will provide further information about the database that you are using as well as search tips.

Before downloading or printing, please refer to the copyright regulations for this service

IngentaConnect

This is an Athens database, which can be accessed from the link within Blackboard

Searching

- ▶ On the homepage, click on 'advanced search'
- ▶ Search in either 'article title, keywords or abstract' or only 'article title'
- ▶ You may want to search within the title of the journal
 - You may also choose to specify the years between which you wish to search
 - After entering your terms, click on the 'search' button at the bottom of the screen

Viewing Your Results

- ▶ The results page shows the title and bibliographic details of each record, with the most recently published items at the top.
- ▶ If the article is available through IngentaConnect, you will see the letter 's' next to the article title and you will be able to view the abstract of the article.
- ▶ From here, you can if you wish, create a list of the most useful results from your search. Click the 'mark' link next to each result that you are interested in, then click on 'update marked list' at the top left of the results page. To retrieve results click 'Marked List' on the top right side
- ▶ You will now have the option to select a format (PDF or HTML) in which to view the fulltext of the article
- ▶ If you see the message - "the full-text article is available for purchase" this means we do not subscribe to this title.
- ▶ At this point it is ESSENTIAL YOU CHECK THE GUIDE TO JOURNALS to find out if fulltext copies of the articles are available elsewhere, either in print in the library or via another database
- ▶ Select 'next article' to move through the articles from that issue of the journal
- ▶ Click on the keywords to take you to more relevant references in that subject area
- ▶ The 'articles that cite this article' could also be a useful feature

Browse Publications

- ▶ Click here if you know the details of the article you're trying to obtain
- ▶ Select the title using the alphabet line or click on the publisher if you know it
- ▶ Keep narrowing your search, until you have the contents of the issue of the journal you require
- ▶ Click on the title of the article you require, to bring up the abstract
- ▶ Scroll to the bottom to select either the HTML, or PDF format. (Sometimes you will only have the option of viewing the article in PDF format)

Printing

- ▶ Fulltext articles from Ingenta can be printed as normal PDFs; click the printer icon
On the PDF toolbar at the top of the document.
- ▶ To print a list of results, click on 'Display for printing (HTML)' above. This will format the records neatly, and ensure that no text is lost from the edge of the page.

Help

Click on the help tab at the top of the screen for a list of Frequently Asked Questions

Before downloading or printing, please refer to the copyright regulations for this service

KEYNOTE

This is an Athens Resource, which can be accessed from the link within Blackboard.

Searching

The search options appear as icons on the left hand side of the page:

Quick Search

- ▶ Enables quick searching of all the the Key Note titles using key words.
- ▶ You may use a keyword, phrase or two linked phrases, for example, 'British Airways and Virgin Atlantic'. For more examples, please use the 'Help' facility.
- ▶ When you click on the Quick Search button, a text box (with the words All Text above it) will appear in the left-hand frame.
- ▶ Simply type into the box the relevant word or words you wish to search for and then click on the Search button below it.
- ▶ A list of the reports that include instances of this word/phrase will then appear in the right-hand frame.
- ▶ Results will be ranked by relevance.

Advanced Search

- ▶ Type your search terms in the box under 'All text'. Don't worry about any of the other options.
- ▶ If an exact phrase is sought, tick the box, 'Match Exact Phrases'. This method may be used if you wish to narrow your search, for example, by date of publication.
- ▶ The search button appears above the search box this time.
- ▶ The default for the order of results is by relevance ranking, but you can also re-arrange them by date or alphabetical order of title.

A-Z Report Listing

- ▶ Provides a full list of all reports available in alphabetical order.

Market Sectors

- ▶ This will show a list on the left hand side of all the market sectors covered by Keynote. By clicking on a sector, a list of related reports will appear.

The homepage also has a 'What's New' section which provides details of new reports and additional information

Printing

- ▶ You may print in PDF or HTML. By clicking on 'File' and 'Print', the chapter on view will be printed.
- ▶ Alternatively, you may want to copy a section and paste in Word to print, therefore establishing how many pages will be printed.
- ▶ By clicking on 'View Whole Report', you will see the report in PDF format. See separate section on PDF within this guide.

Help

Use the help link for much more information on searching and navigating around the site

Know UK

This is an Athens resource which can be accessed from the link within Blackboard

Searching

Type your search terms into the box on the home page and click the search button

Or

Choose a category from the blue menu on the left, where you can search just within that category . You can now also limit your search to particular publications

Or

Select one of the four options below:

▶ **Advanced Search**

Narrow your search to a particular publication or find records containing all or any of your search terms or the exact phrase

Alternatively, use the alphabet list to go straight to a specific publication

▶ **Browse all Publications**

Choose 'Browse contents' or 'About this publication' from the alphabetical list of titles.

Keep clicking on the '+' signs until you find the piece of information you require

▶ **Local information**

Obtain information on local services and amenities using UK postcodes.

- Click on the link and use the drop down menu on the left under 'find my local';
- Type in a postcode, to find out about facilities such as Libraries or services such as MP's in, or near to, your area. Alternatively select a region from the list on the right and narrow to very specific areas
- Alternatively, click on an area of the blue map to locate the region you require

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▶ **Life Events**

Click on a topic area for a guide containing website addresses, links and further information in that subject area

You will always have the full list of subjects in the menu on the left, so you can choose another topic without having to use your 'back' browser button

- Topics include birth and childhood, education marriage, buying property, and retirement

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Viewing your results

- ▶ Your results will be sorted in relevance order
- ▶ To change this to alphabetical, click on the link to the right
- ▶ Most of the records contain contact details where relevant, including e-mail addresses and websites

User Resources

- ▶ Find out more about the site using this link
- ▶ View a demonstration of using the site and read case studies of other libraries making effective use of the resource
- ▶ You will find that many of the links here however will be more for the librarians use than the students

Help

Click on the 'Need Help?' tab for detailed help on all aspects of using the site.

Before downloading or printing, please refer to the copyright regulations for this service

Law Databases

These are Athens resources, which can be accessed from the link within Blackboard

Tip

If you have ANY pop-up blockers installed on your computer, make sure they are NOT enabled, as you will not be able to access the Law databases satisfactorily. You may well need to hold down the control key on your keyboard when clicking on any of the Justis resources from the Athens list

JustCite

- An index of the information provided on other Justis law databases with links to these databases where appropriate
- Search either cases or statutes for names, citations or subjects, or type in the name of a case (should you know it) and browse the resulting list.
- ▶ Clicking on the hyperlinked information in the 'citation' column in the results, brings up a small window indicating which resource to consult for further information

Justis Daily Cases, Law Reports (eLR) and Law Reports Digest

Whilst there are three separate links from Athens to Justis Law resources, each one will in fact take you to the same overall resource.

Searching the databases

- ▶ Click on any of the three database headings – Each will take you to the same page.
- ▶ Be patient – it can take quite a while for the databases to load.
- ▶ The home page will expand to fit your entire computer screen.
- ▶ From now on, you will need to use Justis' own toolbar to navigate around the resource.
- ▶ Clicking on the underlined heading expands the folder to reveal more choices.
- ▶ Tick the box/es of the database/s you wish to search (either Law Reports; Law Reports (Digest); Weekly Law Reports (Digest) or Daily Cases) and then click the 'OK' button,
- ▶ Type in your term/s in the search Justis box and then click on 'search', or click on the
- ▶ change search fields to amend how you search the database.
- ▶ Once you have your list of results, click on the title of the case you require.
- ▶ Navigate around using the content links in the left margin.
- ▶ The toolbar buttons should now be used:

'Back' returns you to the search page;

- 'Databases' returns you to the page where you chose the folder to search
- 'Document Trail' provides you with a history of the pages you've visited.

Printing

Left clicking the printer icon will allow you to specify the ranges of pages you wish to print, but it is not clear which printer the pages will come out on. Right clicking anywhere on the screen should bring up a menu where you can select the 'print' option. This will bring up a print window, where you can specify which printer you wish to use.

Help

Clicking on the help tab brings up a separate help window with some very useful tips and guidelines on how to find your way around the site and use it effectively

Note: ALWAYS make sure you click on the log off button on the tool bar to come out of the database. The next user will not be able to access the resource if you do not.

Before downloading or printing, please refer to the copyright regulations for this service

MBIC and Business Insights

These are both Athens databases, which can be accessed from the Athens Resource list via Blackboard

MBIC (Marketline Business Information Centre)

A database for searching full-text market research reports and data on global industries and companies

- ▶ Click on Marketline Business Information Centre from the Athens Resource List
- ▶ Browse the database by choosing one of the tabs from the very top of the screen, or Those a little further down Browse Industries; Browse Companies; or Browse Countries and then choose the subcategory required, from the resulting lists
- ▶ Click on the title from the list in the centre of the screen or select from the additional Related links on the right
- ▶ Search the database using the 'Search our Products' box at the top of the screen
- ▶ Full-text reports are then displayed as PDF documents, so you will require Adobe Acrobat to be installed on your computer.
- ▶ News articles and comments are brought up in full-text

Business Insights

- ▶ A related database, providing the full-text of Market Research reports in subjects such as finance healthcare, and technology, amongst others
- ▶ Click on Business Insights from the Athens Resource list. You will be defaulted Directly to the home page, and recognised as an Athens user
- ▶ Navigate around the site by clicking on a link on an industry area under 'List Reports by Industry'. Click 'Show All' to see all the reports held.
- ▶ The next page will display just the relevant reports; any newly added records will feature with a 'New' symbol
- ▶ You will then have the report displayed on the site. Browse around the report by using the chapter links on the left hand side.
- ▶ Click on the links at the top of the report to go directly to any tables and figures relevant to the report, translate the report and search through the report looking for keywords.
- ▶ Click on PDF to download a copy of the article in PDF format
- ▶ Click on the search box and enter search terms to look for a specific article, the next page will be a more advanced search where you can look for specific search terms in the text, tables and quotes.
- ▶ You can also filter the search terms by subject field and the age of the report.
- ▶ Reports can only be downloaded in PDF format, so you will need Adobe Acrobat Reader installed, however you can browse the reports on the website..

MINTEL

This is an Athens resource, which can be accessed from the link within Blackboard

Log In

- ▶ Click on 'Athens Log In' from the left hand side of the homepage.
- ▶ The 'Conditions of Use' will appear on the next page. Scroll down to the bottom of the page and click on 'I Agree'.

Searching

- ▶ Browsing reports from the homepage
- ▶ Click on 'My Reports' to view of categories of report for instance 'Catering' and 'Travel' . From here, click on 'Display all my Reports' for a full list of all individual reports
- ▶ Select the report you would like to view. The various sections of the report will be shown on the left hand side, with latest news updates and related reports listed on the right
- Click on the section of the report or the news update you wish to view.

The news updates will be abstracts only. If you wish to see the full article, check the Guide to Journals to see if it is available elsewhere

Using the Quick Search

- ▶ Input your search terms in the 'Quick search' box in the top right of the screen
- ▶ For a phrase search, enclose the words with quotation marks, for example "no frills airlines".
- ▶The most relevant results will be ranked first.
- ▶Select the report you would like to view
- ▶You will be taken to the Contents of the report. The sections of the report containing your search terms will be emboldened. Again, news relating to the title of the report will be shown on the right hand side.
- ▶Click on the section of the report you wish to view
- ▶Use the previous and next links to the left of the main text to navigate through the sections or go back to the Contents and click on another section

Advanced Searching

- ▶Click on the 'Search' tab from the row at the top
- ▶Search is exactly the same as for the basic search, but with more limiting options
- ▶From here, you can also choose to view the results with the most recent first, buy using the drop-down menu next to 'show results'

Other features

My info – Use this feature to create your own profile and save your searches

Everything in...- on the right hand side is a drop down menu that enables you to search for reports just in specific countries

News – Select the 'news' tab to find all news articles from a particular month. Current within 1 day

New Reports – lists those reports added to the database within the previous 6 weeks

Printing

- ▶ To print a section of a report, click on 'print' on the left hand side of that section. It is best not to download whole reports. You may be breaking copyright regulations and many of the reports are over 200 pages long

Note: Searching from your home computer

The first time you login to Mintel from home, you will be expected to fill out a short registration form. You will not be able to access the reports for free, until you have done this.

Before downloading or printing, please refer to the copyright regulations for this service

NetLibrary

This is an Athens resource, which can be accessed from the link within Blackboard

Searching

Once you have clicked on the link from the Athens list of resources, Click 'Athens Users, Log In Here' to be taken to the main page.

Basic Search

- ▶ Perform a quick search by entering terms in the search box and selecting one of the four search fields (Keyword, title, author, fulltext).
- ▶ Click on the search button.

Advanced Search

- ▶ Uses multiple fields and the Boolean operators; and, or and not.
- ▶ Click on the Advanced Search tab, near the top of the screen.
- ▶ Use the drop down menu to the left of the search boxes to select your search criteria
- ▶ Enter your search terms (use the drop down menus at the right side of each search box to choose the boolean operator you require).
- ▶ Click the search button.

Tip: Refine your search results by using limiting options (e.g. publication year, publisher or language). You can also specify the order of your search results by newest first, oldest first, top matches, title or author, by using the 'sort' option

Browsing

If you prefer, you can browse the full collection of e-books that we have made available to you.

- ▶ Click on either the 'See our collection of' or 'List all resources'
- ▶ If you want to view any of the books, simply click on 'view this e-book'

Tip: Use '**Basic Search**' at the top right of the screen link to carry out a new search

Once you have clicked on the book title you want, the text will appear in a frame on the right hand side of the screen. Use the contents scroll bar on the left to navigate through the pages or type in a specific page number in the box on the right at the top.

Printing

Print one page at a time by clicking on the printer icon that appears in the document. You will be limited in the amount of pages you can print and will be warned by NetLibrary if you are about to exceed the limits. Please be selective in the pages you print

Help

Use the 'Search tips' tab for lots more help and information on matters such as; the different types of search; adding notes to your pages; using Boolean operators and how to navigate around the site.

Oxford Reference Online

This is an Athens resource, which can be accessed from the link within Blackboard

Quick Search

Type your search word or phrases in the search box provided and click on the 'go' Button.

The results will be displayed with the source listed below.

For a more specific set of results, click on one of the links below 'Refine by Subject', and if required, click on 'refine by book' to be even more specific.

If more results are required, use the 'Widen Your Search' button in the top right-hand corner.

Use double quotation marks around a phrase, for example, "growing pains", to enable a search for an exact phrase.

Advanced Search

This is the default search, so you will need to click the 'home' button if you only want to carry out a 'quick' search.

Allows a keyword or phrase to be searched for in full text sources, in entry headings, by people or by date.

Below '**Select Subjects to Search**', tick the boxes for subjects within which you would like to search; then select from one of three ways to search by clicking the appropriate radio button to search by **Boolean, Pattern or Standard**.

▶ **Standard Search** : E.g. results for 'world' would include 'world-wide Web' and 'First World War'.

▶ **Boolean Search** : Use 'and', 'or', and 'not' for a more specific search, E.g. 'plants not house'

▶ **Pattern Search** : Find similar matches to terms; useful if you are unsure of the spelling of a word.

Subjects & Books Search

Click on the 'Subjects & Books' tab to search or browse individual titles

Browse

▶ Click on the Browse tab from the home page to browse terms from the whole collection of titles in the database using the alphabetical list.

▶ Use the search box to type just one letter or words/phrases to narrow the 'browse'

Timelines

▶ Click on the timelines tab from the homepage

▶ The timeline events are linked to the relevant entries in the database

▶ Select a timeline from the list

▶ Click on the + signs to the left of your chosen timeline to view a complete list

Links

Provides links to external websites for each book included in the database.

There is a 'Help' section available for further tips and advice.

Before downloading or printing, please refer to the copyright regulations for this service

Sage online and CSA Illumina

This is an Athens resource, which can be accessed from the link within Blackboard

Sage Online

Searching

- ▶ Do not try and type in any more log-in details. You should be able to access everything in fulltext
- ▶ Enter your search terms in the keywords box and click the 'go' button
- ▶ Most relevant results will be listed first. To alter this to the most recent, click on newest first
- ▶ Click on PDF to view the fulltext of one document. Click on the abstract link to view the abstract
- ▶ To view abstracts of more than document, tick the boxes on the left of the results

Browsing

- ▶ Click on 'Browse Sage articles by topic' to bring up subject headings and subheadings. The articles won't be listed in any particular date order using this function
- ▶ Click on the relevant letter beneath 'Browse Sage journals by title' to narrow down to specific articles.
- ▶ From here you can choose to search within that one title and within specific years or you can narrow further to arrive at one article.
- ▶ Chose the year and then the month/issue
- ▶ Then choose either 'PDF' or abstract. Adobe Acrobat reader should launch automatically and you can view the fulltext of your chosen article
- ▶ Several other options are open to you if you chose to view the abstract first

CSA Illumina

Searching (Quick Search)

- ▶ Clicking on CSA Illumina from the Athens list of resource take you to the 'Quick Search'
- ▶ Type in your search terms in the search box (use the search tips, if necessary)
- ▶ Change the 'date range' using the drop-down menu if required
- ▶ Click on Search or Click on '**Specific Databases**'
- ▶ Select the Subject Collections you wish to search, and click on continue to search

Searching (Advanced Search)

- ▶ Enter your search terms in the boxes, using the drop down menus to alter where you search
- ▶ Again, take note of the search tips.
- ▶ Click on 'Add row' to incorporate more terms in your search
- ▶ Again, click on 'specific databases' to narrow down your search to specific subject collections
- ▶ Limit your search to 'Latest update', 'Journal articles only', or 'English only'
- ▶ Click on Browse from either the quick or advanced search, to locate specific articles

Search History

- ▶ Click on the Search Tools tab or Search History to view past searches and set up an 'alerts' account

Viewing articles

- ▶ Click on the article title or view record for the full record of the document including an abstract
- ▶ Click full text PDF to view the whole article
- ▶ The default is for the results to be most recent first. Use the drop-down menu next to 'sort by' to alter to most relevant first

Printing

- ▶ If you are viewing the 'PDF' document, just click on the 'printer icon in the Adobe acrobat toolbar.

Before downloading or printing, please refer to the copyright regulations for this service

ScienceDirect

This is an Athens resource, which can be accessed from the link within Blackboard

Do not be put off by the 'busyness' of the site; once you have learnt the search basics it's not too difficult to find your way around

Quick Search

- ▶ To search for both abstracts and fulltext articles, input a keyword into the 'Quick Search' box at the top of the homepage.
- ▶ Abstract terms, article titles, keywords and author names may be input within this field.
- ▶ Multiple terms can also be used, for example, 'food beverage travel'.
- ▶ Enclose keywords with quotation marks to search for an exact phrase, for example, "Child Obesity".

Basic and Advanced Searches

Clicking on the Search tab takes you to the Basic and Advanced search Options, with the default to Basic

- ▶ A drop down menu allows searching by 'Abstract', Title, Keywords', 'Fulltext' etc,
- ▶ Narrow the search by date and/or subject. (Find hospitality and tourism under 'Social Sciences').
- ▶ Click on the 'Advanced' tab, situated on the right hand side of the search box, to enter search terms including the Boolean operators 'and', 'or' and 'not'; for example, 'tourism destinations and marketing or selling'.

To View

- ▶ Beneath each result will be three links, Abstract, Fulltext & Links and PDF.
- ▶ All articles in journals we subscribe to, will appear in PDF fulltext format, so click on PDF to view.
- ▶ If a username and password is requested, you will not be able to view the fulltext, However, you should be able to view the abstract
- ▶ Have a look in the Guide to Journals to see if the article is available in print in the library or via another database
- ▶ Click on the partial abstract or full abstract tabs for longer or shorter summaries
- ▶ Don't forget about the Interlibrary loan service we offer if the article is not available elsewhere

Browse Subscriptions

- ▶ To view fulltext articles from specific journals, click on the subject area in the 'Browse' box
- ▶ From the tick box on the left hand side ensure Subscribed is ticked
- ▶ Click on 'All' at the end of the alphabet list, to show all our current subscriptions and Complimentary journals.
- ▶ Click on the individual title you require using the alphabetical list to narrow down the list.
- ▶ For further help, there are 'Search Tips' and 'Help' facilities.

Printing

Use the printer icon in the 'PDF' toolbar. For more on PDF, please refer to the separate section in the Introduction to this guide.

Thomson Gale Databases (INFOTRAC)

These are Athens resources, which can be accessed from the link within Blackboard

Searching the Databases

Thomson Gale now have 3 separate databases available from one link, each have similarities and slight variations in their searching capabilities and methods

Select the database you wish to search. (All 3 databases can be searched simultaneously if required)

Onefile (journal articles) and **Full text Newspaper Database** (Custom Newspapers)

Advanced Search

- ▶ Type your search terms in the boxes provided. Just one or two words in each box. Narrow your search by typing more terms in the other search boxes. Add more rows to insert terms if you wish.
- ▶ Use the drop down menus next to 'keyword' to alter where you look for your search terms, for instance 'text word', 'subject' 'abstract' or 'author'.
- ▶ Use the drop down menus at the side of each search box to select one of the Boolean (or logical) operators, 'and or, & not'

Subject Guide Search (available on Onefile only) Browse lists of subjects, people, products, and locations

- ▶ Publication Search Choose this option to search for issues and articles from specific titles
- ▶ Click Browse publication title to bring up a list of up to 10 titles to search independently

Viewing & Retrieving Articles

- ▶ Click on the title to read the fulltext of the article. A letter 'A' on the icon underneath the title indicates access to the abstract of the article only. A letter 'C' means citation availability only
- ▶ Un-tick the to documents with fulltext box, to expand your search to include abstracts and Citations

Click on '**More search options**' to use additional limiting options such as documents with images and peer-reviewed publications

Use the help menu on the top right for more detailed information about searching.

Printing

- ▶ Click the 'print' icon rather than 'file' and 'print' to ensure correct formatting of your article
- ▶ A separate window will appear unless you have already selected 'PDF' from the results list

Click on the 'e-mail icon to obtain a separate window to e-mail the article to yourself or someone else, using the options of 'PDF' full-text or citation depending on what is available

Gale Virtual Reference Library (encyclopaedias, almanacs, and reference sources)

Advanced Search (default)

- ▶ The search methods are as for the Newspaper and Onefile databases
- ▶ Limiting factors include 'documents with images', 'subject area' and 'target audience'
- ▶ There is also the 'browse publication' feature enabling you to select up to 10 titles to search independently of the rest of the titles in the database

Basic Search

- ▶ Type in your search terms and select where you wish the terms to be located or
- ▶ Use the list below to browse specific publications
- ▶ When you are viewing the individual publication, you can choose to view the electronic tables of contents, electronic index or lists of illustrations

Before downloading or printing, please refer to the copyright regulations for this service

TRILT

This is an Athens resource, which can be accessed from the link within Blackboard

Use the tabs at the top of the screen on the home page to:

- Find out more about TRILT and the BUFVC
- Browse News and events
- Select and read profiles of channels - both terrestrial and non-terrestrial; television and radio. Choose from short or long descriptions.

Browse FAQ's

To start searching the database, click on either the 'Access TRILT' button on the left or the 'Search TRILT' tab at the top of the screen.

Simple Search

- ▶ A single keyword or phrase may be used, for example, 'budget airlines'.
- ▶ You may wish to use the Boolean operators, 'and', 'or', 'not', to specify your search, for example, 'history and China not tea'.
- ▶ Select a date range, input chosen dates or choose a source, to narrow the search.
- ▶ You may sort results by Date, Channel Name or Title.

Advanced Search

- ▶ Here the option is given to use up to 3 keywords or phrases and to perform searches for these within a number of fields which can be selected from the drop down menu next to the search boxes.
- ▶ There is also a further option to select by 'Genre', 'Channel' and 'Technical Aspects'.

View Results

- ▶ Click on 'Full Record' for further details of the programme.

What's On

- ▶ By clicking on the 'What's On' tab, full radio and television programme listings for numerous channels can be viewed.
- ▶ You may add further channels by selecting one at a time and clicking 'add channel'. Date and time for showings may also be selected.
- ▶ It is possible to view single channel listings or search by genre by clicking on the appropriate tab.

My TRILT

- ▶ Here, you will find options to select records for emailing, and saving the search to My TRILT Auto Alert, which will automatically send the list of results to your EMail Address.

World Advertising Research Center

These are Athens resources, which can be accessed from the link within Blackboard

Quick Search

- ▶ To search for both articles and case studies, input a keyword into the 'Search' box at the top of the homepage.
- ▶ Multiple terms can be used for example 'media science advert'.
- ▶ Enclose keywords with quotation marks to search for the exact phrase, for example "account planning".

Advanced Search

- ▶ Clicking on '**Advanced Search**' takes you to the '**Advanced**' search options.
- ▶ The search allows you to narrow down the search with an exact phrase, a combination of words and using Boolean terms.
- ▶ Boolean terms include '**and**' '**or**' and '**not**', for example 'tourism destinations **and** marketing **or** selling'.
- ▶ A drop down menu allows you to search by date or subject.
- ▶ Select specific sources to include or remove from a search with the list of sources.

View Results

- ▶ Beneath each result will be three links, summary, full text and 'more like this'
- ▶ Click on either full text to view.
- ▶ Click on Abstract for a small summary of the full text.
- ▶ Click on '**More Like This**' to find other relevant documents
- ▶ On the top of the result is the option to filter and order the results by the type of document as well as ranking the results by relevance and publication. There is also the option to '**Search within results**', where you can enter another search term and search only in the results on screen.

Browse Index

- ▶ To browse a list of all the case studies and articles browse the subject boxes situated at the top of the site.
- ▶ Browse the documents by clicking on each relevant field in turn until you have narrowed down your search to the document you require.

Printing

We recommend that you print from the PDF version of the document, unless you have only been able to view an HTML format. Please refer to information at the front of this booklet for details on how to use and print PDF documents.

Help

On the left hand side of the site is the '**help**' option containing a PDF userguide and a FAQ (Frequently Asked Questions).

Zetoc

This is an Athens resource, which can be accessed from the link within Blackboard

Searching

- ▶ Click on 'Zetoc Search'.
- ▶ Three types of search are available. Conference papers, journal articles, or a general search.
- ▶ Choose from a number of different search fields (eg keyword, title, author, date), and fill in as many or as few as you choose.
- ▶ When you have selected your terms, click on 'search'

Viewing Your Results

- ▶ Search results are listed by date (most recent first).
- ▶ Each result contains the title of an item, its author(s), and full publication details.
- ▶ Click on the number next to each result for further information about an item.
- ▶ Zetoc contains only the citations of articles, and not the full text, so this feature can be useful if you decide that you wish to order an item that you have found.
- ▶ Create your own list of the most useful results from your search.
- ▶ Tick the 'tag' box next to each result that you are interested in, then click on 'email records' at the top of the results page.
- ▶ Enter your email address in the form provided, and Zetoc will send a list of these results only to your inbox.

Printing Your Results

Results can be printed in the same way as a standard webpage.

Alerts

- ▶ Use Zetoc to inform you when new items of interest are published; this is useful to help you keep up-to-date with the latest research in your area.
- ▶ To use this service, click on 'Login to zetoc alert' from the homepage.
- ▶ Then enter your email address and a name for the list you are about to set up.

This will take you to an instructions page outlining the service. You may choose either to be informed when the latest issues of specific journals are released, or you can enter a keyword search so that Zetoc can alert you whenever an article relating to your search is published. In each case, Zetoc will send an email to the address you have specified, with the details of the new publication.

Help

- Click on the green question mark icon at the top left of each search page for additional help. This takes you to a page containing help for each of the search options.

Descriptions – Non-Athens (1)

Most of the resources listed here have guides in this booklet, The descriptions mention a few which do not really require them.

ALTIS (Soon to be incorporated into INTUTE)

Created by a team of information specialists and subject experts, ALTIS is a source of high quality Internet information for students, lecturers and researchers hospitality, leisure, sport and tourism. No individual guide is included for this resource

Brand Republic

A searchable database of marketing journals, including Marketing, Revolution, and PR Week. Also provides a daily news update and an archive of UK TV advertisements.

CAROL

Access Companies Annual Reports, and the top 100 UK company stock prices. Credit reports require payment. No individual guide is included for this resource.

City Mutual

Combination of 4 different databases: Travel and Tourism, Sport and Leisure, Health and Social Care, and Business Class. The resources support GNVQ and AVCE foundation and intermediate units and contain mainly statistical and report based information. Some of the databases that are not needed (IE GCSE Business) are not available. The guides for these resources are available separately and are not part of this booklet

ERIC

ERIC is the world's premier database of education literature both in journal and non-journal format and contains over 1.1 million citations going back to 1966 and around 100,000 full-text non-journal documents from between 1993 and 2004, freely available . No individual guide is included for this resource.

HCIMA

The website of the HCIMA. Many sections are available without log-in but the Library and Information Services section requires you to sign in with a general username and password.

Index to Theses

Provides access to listings of abstracts to all the theses accepted for higher degrees by universities in Great Britain and Ireland since 1716. No individual guide is included for this resource

Leisure tourism

LeisureTourism contains the latest research with over 50,000 abstracts covering academic research, industry reports, books, book reviews and news from the leisure, recreation, sport, hospitality, tourism and culture sectors.

Descriptions – Non-Athens (2)

People Management/ CIPD/Case Studies

Full-text articles from the fortnightly magazine of the Chartered Institute of Personnel and Development, plus case studies in the areas of HRM and personnel management via the Case Studies Club.

Retail Analysis

Retail Analysis is IGD's online guide to convenience, discount, wholesale, multiple AND health & beauty retail operators. Contains UK and International Retailer profiles, PowerPoint presentation slides, Photo Galleries and Comparative Analyses.

Social Care online (Superseded Care Data)

A free resource for information and research on all aspects of social care, from fostering, to mental health. Content is taken from journal articles, websites, research reviews, and government documents. No individual guide is included for this resource.

Sport England

Sport England are leading organisation for delivering the UK Government's sporting objectives. The website brings together information about activities, clubs, and events Research, guidance notes and information resources are available for downloading.

THES

This is the online version of the Times Higher Educational supplement. It includes higher education jobs, news and information on books for university and college professionals in teaching and research.

Visit Britain

Learn about Visit Britain's remit and vision in marketing tourism, their strategies and corporate policies, initiatives and activities, history & awards, and view annual reports, business plans, policy documents and advisory publications. No individual guide is required for this resource

Which?

Which? is the website of the Consumers Association. Access a whole range of Which? publications as well as advice and information on products and services (from organic food to personal banking) and interactive features, including forums and guides online such as the Good Food Guide.

- **There are probably many more resources and websites out there in your subject areas. We could not possibly hope to mention them all here, and check with the subject librarians for any suitable information resources**

Brand Republic

This is a non-Athens resource so make sure you have completed a non-Athens form and picked up a sheet with the relevant log-in details to access the site.

News

- ▶ View recent news articles in various categories, such as; advertising; P.R., Media and Marketing.
- ▶ Search the news archive (After logging in) where you have access to the contents of relevant titles - Brand Republic, Campaign, Marketing, PR Week and Revolution.
- ▶ Register to receive one of several available newsletters. There are printer-friendly versions of articles for you to download.

Jobs

- ▶ Click on the Jobs tab to take you to a new page within the site and a new set of tabs.
- ▶ Search the Jobs section by keyword, location, discipline or salary.
- ▶ The Careers advice tab has a drop-down menu, which includes Job Guides, Salary Surveys and Industry Guides.
- ▶ Click on the 'Career file' to download company profiles and financial information of large and relevant organisations, from either of two magazines; PR Week and Marketing.
- ▶ Register with the jobs section to receive job alerts, searchable CV's and careers advice.
- ▶ Register as a recruiter to post and edit jobs.

Research and Stats

This is the site's own electronic research journal, where you can search for reports, academic research, features, conference papers and book excerpts. Search the section by clicking on the search tab, or click on the subheadings on the left.

Media

View latest media and media statistics such as television audience data from BARB; Radio listenership figures; and National Readership Surveys as well as advertising expenditure for TV, press and the Internet.

Forum

Log in to view, subscribe to and participate in, a variety of forums, including a student's forum where you can discuss issues relating to assignments and dissertations.

Creative

View advertising campaigns for a variety of products

Log in to view the Advertising Archive

Search for Advertising Agencies

Events

View an up-to date diary of advertising and UK and International media related events

Printing

Pages can be printed as any normal web page. Many sections have printer friendly versions

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CIPD/People Management magazine

Most sections of the CIPD site are accessible without log in.

The Information Resources section includes:

- Factsheets on a variety of HR issues
- Practical tools - assisting practitioners on current and emerging Organisational issues,
- Publications and Surveys providing current analysis on topical and Developmental issues.
- Browse for exam papers, book reviews, reports and forthcoming events

People Management – the Magazine of the CIPD

This is a non-Athens resource, so make sure you have completed a form and picked up a sheet with the relevant log-in details on it, to access some sections of the site.

Access the on-line version of the magazine either by

- Clicking on the title from the main CIPD website
- Typing in the separate website address of www.peoplemanagement.co.uk
- Use the log-in details from the sheet you have obtained.

Search for:

- Articles and Editorials through the search box in the top right hand corner of the site
- The latest top stories within Top Stories
- Jobs and Information within Jobs

Archive

This is the section where you require login details. Use the archive to search for back copies of the 'People Management' magazine

- ▶ Type in your keyword, or phrase.
- ▶ Choose a time period to search.
- ▶ Decide whether to search by a specific subject or search the entire database.
- ▶ Select from the results listings, and type in the log-in details when requested.

Printing

Choose the 'Printer friendly' option when printing off articles

Case Studies Club – www.cipd.co.uk/casestudies

- ▶ Provides case studies + tutor guidance to assist with learning business skills.
- ▶ Make sure you have completed the non-Athens form as a separate login is required for this section of the CIPD site.
- ▶ Your tutors will have different log-in details to enable them to access the answers to the case studies as well as the cases themselves .
- ▶ Log in on the left of the first screen.
- ▶ Search by keyword or browse the full list of case studies.
- ▶ The case studies can only be viewed in PDF format, so you will need Adobe Acrobat Reader installed on your computer in order to view them.

Before downloading or printing, please refer to the copyright regulations for this service

HCIMA

All students at the College have access to additional sections of the HCIMA site, as a result of our Educational membership. You may if you wish pay extra for an individual membership, and be entitled to discounts on books, magazines, travel, and theatre and hotel bookings

Make sure you have completed the non-Athens form at the back of this guide, to obtain the login necessary to access the Library and Information Services section of the site

- ▶ From the front page of the site, through a link called 'Information Services' you can:
- ▶ Access the HCIMA online catalogue
- ▶ Make individual research enquiries
- ▶ View the full range of Technical guides in fulltext, plus other online publications
- ▶ Search for abstracts of journal articles and other publications online
- ▶ Download Guides to starting research on a variety of topics
- ▶ Read reviews of Publications relevant to the Hospitality, and Tourism industries.
- ▶ Obtain free access to a legal and regulatory online service run by GEE

Online searches

- ▶ Select 'online search' from the Library submenu on the left of the screen.
- ▶ Type in the general username and password.
- ▶ Choose 'basic' search, and select the media type from the drop down menu, select the subject, and then click on search.
- ▶ Use the advanced search, to search via title, abstract keyword, and author surname
- ▶ Use the drop down menus to limit your searches by publication year or subject
- ▶ Combine more than one search term in the search boxes by using the Boolean operators AND & OR. Click on the Help facility here for assistance on using these.
- ▶ The 'help' button also provides more detailed information on the types of media you can search using the facility, and on the different methods of searching.
- ▶ Let the HCIMA library staff do the search for you, if you prefer, and send you a reading list by email, fax or post. A small fee is charged for this service

Other sections of the site include:

- ▶ Business and Industry – Business news, links to organisations and the HCIMA's involvement with hospitality, leisure and tourism through project work and research
- ▶ Education Centre - Career information, details of HCIMA training and qualifications as well as links to colleges and universities
- ▶ Jobs and placements – Vacancy, current work placement information and careers guidance information for all members
- ▶ Student Zone – Especially for students in hospitality, leisure and tourism. Includes details of student membership along with an online application form.

LeisureTourism

This is a non-Athens resource so make sure you have completed a non-Athens form and picked up a sheet with the relevant log-in details to access the site.

Searching the Abstracts Database

- Click on 'Abstracts Database' on the left of the homepage.
- Enter the username and password specified for this database.
- Enter the keywords you'd like to search for. Single words or phrases 'France and Tourism' will give results which contain both words separately; for a more relevant search 'French Tourism' can be input as a phrase. An author search is also possible.
- Results can also be narrowed by publication year.
- An 'Advanced Search' option allows Boolean searching and searching within many different fields.

Viewing Abstracts

- ▶ Click on the title to view the abstract.
- ▶ There will be a link to 'Full Text' in the top right-hand corner. Click on this and then onto the binoculars on the following page to see whether this will lead you to the Fulltext of the resource. This may not necessarily be the case.
- ▶ If you are not able to retrieve the fulltext of the article, make a note and check in the Guide to Journals to see whether you will be able to retrieve the fulltext of the article elsewhere.

Options

- ▶ Once the abstract has been viewed, you have several options; these are available at the very bottom of the page, below the abstract:
- ▶ Save the abstract to a 'Marked List'
- ▶ Email the abstract, either to yourself or a friend, if you wish.
- ▶ Print the abstract
- ▶ Save the abstract, for example, to 'my documents' or to a floppy disk

Other Areas

LeisureTourism offers a number of other services. These can all be found as Tabs at the top of the homepage:

Latest news headlines on the homepage

A Links page

Calendar

Reviews and Reports

Mailing List, Books and Jobs

Retail Analysis

This is a non-Athens resource so make sure you have completed a non-Athens form and picked up a sheet with the relevant login details to access the site.

Searching

Search the site using the box in the top middle of the screen

Results

- ▶ The results contain the contents of Reports (new and forthcoming), information about qualifications and courses,
- ▶ The Profiles tab contains analysing financial performance and trading activities as well as SWOT analyses,
- ▶ Presentations containing downloadable PowerPoint presentations,
- ▶ A Photo Library of 12,000 internal and external store shots,
- ▶ Store Visits detailing actual visits to retail locations,
- ▶ Relevant News about the organisation.

Also available on the Front Page is the Industry Insights page, a section that gives you a broad view of the food and grocery industry.

The Interactive Charting option on the front page also allows you to create charts containing various retail statistics and information

iReports

iReports is a service where you can Find relevant information across IGD's entire information holdings and create useful PowerPoint presentations and PDF documents

Search

Search for a relevant report by entering a search term in the top right hand corner.

Browsing

Click on 'List Reports' to browse the selection of reports. Reports with a green icon are available for use and the ones with a red icon are for a payment.

Results

The reports are displayed in a PowerPoint Presentation like format with contents on the left hand side. Another useful option is the ability to 'Cut Your Own' report where you can filter out all the report content that is not relevant to your search.

Printing

Click on the 'print this page link' for a clear tidy printable version of the page you are viewing, also on iReports there is the option to print chapters on their own or create a PDF which will be printable as a complete document.

Please DO NOT attempt to alter the login details. Any changes can be detected, and you may well also prevent others from accessing the site.

Before downloading or printing, please refer to the copyright regulations for this service

Sport England

There is no need for a username or password to this website.

Resources

- ▶ From the homepage, click on 'Get Resources' from the menu on the left-hand side.
- ▶ A number of online resources will appear including:
 - ▶ Planning For Sport
 - ▶ Downloads
 - ▶ Useful Links
 - ▶ The Value of Sport
 - ▶ Coaches
 - ▶ Research
 - ▶ National Governing Bodies
 - ▶ Sport Playing its Part
- ▶ Clicking on 'Downloads' will show several categories of publications, including Funding Information, Research and Reports, and Sports Plans.
- ▶ New downloads are highlighted on the right-hand side of the page.
- ▶ All downloads are in PDF format. For more on how to view in PDF, please see the separate information within this guide.

Searching

- ▶ There is a search facility available at the top left hand corner.
- ▶ For those looking for sports related activities in their region, a drop down list of locations is available on the left hand side of the page.

Other Areas of the Website

From the homepage, there are several other resources that can be Accessed:

Case Studies
Latest News
Facts & Figures
Jobs in Sport

If you prefer to view the site without the graphics, click on the 'Text Only' button in the bar at the top of the page.

THES

This is a non-Athens resource so make sure that you have completed a non-Athens form and picked up a sheet with the relevant login details to access the site.

Log-in

The Different areas of the site are listed on the left of the screen and many of these are free to access.

Areas marked with an 'S' icon will require you to log in.

To begin, click on the 'sign-in/register' link at the top left of the homepage.

Enter the username and password in the boxes provided.

This will return you to the homepage, and you will now have access to the entire site.

Searching

Click on the 'search' link at the left of the homepage

Enter keywords for your search in the box provided.

Use the options below the box to restrict your search to the current edition of the THES; the archive (containing articles dating back to 1994) or both.

Limit your search to a specific month or date if you wish

Click on the 'search tips' link if you require further assistance with constructing a search

Viewing Your Results

Your results will be listed with the most recently published items at the top of the page. Each item contains the title of the article, its author, the section of the THES in which it was originally published, and the publication date. Click on the title of an article to view it in full text.

Printing Your Results

If you would like to print an article, make sure that you click on the 'printer friendly' icon at the top of the page above the full text. This will reformat the article, and ensure that it is printed neatly.

Other services

As well as articles, there are a number of other resources available from the THES, all of which are accessible from links on the homepage. These resources include:

Latest news: contains headlines relating to the HE sector from the last week.

Jobs: launches a separate site containing details of the latest HE vacancies.

Courses & conferences: adverts for forthcoming events.

Funding opportunities: details of bursaries / grants etc which are currently available.

Which Online

This is an non-Athens Resource so make sure you have completed a non-Athens form and picked up a sheet with the relevant login details to access the site.

To log into the site input your username and password in the top right hand corner, this enables access to improved information and reports on the site.

Searching Which? Online

- Click on the search box in the top right of the site to start searching, Type in search terms and then click on the box marked 'Search'
- Use the Advanced search to search by relevance, date or title, and limit the search to a Particular day or category. Reach the advanced search box through a normal search then clicking 'advanced search' on the left hand side.

On Some Guides and Search results the following features may be enabled

- ▶ Click on the map icon to track down restaurants, hotels, pubs or B&B's by country or County.
- ▶ Use the Product Picker or the Compare Products link to Select the products that best match your criteria, by Specifying certain brands or price ranges
- ▶ Use Find my Nearest to discover services, schools, childcare, public transport, property prices and more within a 5-mile radius of the postcode or town you type in the search box

Reports

- ▶ Choose from the Subject menu on the left of the screen to narrow down title lists and then choose the title you require.
- ▶ Use the arrows to scroll through the pages of each report or click on the list of contents on the left.
- ▶ Reports contain graphics; pictures and charts.

Other Sections of the site, usually on the left hand side

Campaigns - Access Annual reports, campaign reports and press releases

View all Magazines – Set up free trials to some of the Which? publications

View all Books – Browse and purchase Which? Print publications and guides

Press Centre – Follow the link marked at Press on the top of the site to find information about other organisations and access recent press releases

Recruitment - (On the top of the site) Read profiles of current employees, view current vacancies and browse the list of FAQ's

Printing

Print each page as any normal web page. Choosing 'Printer version' will enable you to print whole reports with nothing but the text of the report included

Before downloading or printing, please refer to the copyright regulations for this service

Non-ATHENS Databases and resources Copyright Acknowledgement form

I agree that my usage of any of the databases mentioned below and any subsequent databases made available to me by the College of Food, Tourism and Creative Studies (hereafter referred to as 'BCFTCS') at which I am a student, is subject to the following conditions:

1. I will ensure that all the requirements of the agreements, contracts and licences under which The Product is held by BCFTCS will be maintained. (Copies of the relevant contracts and agreements may be seen on application to the Library Enquiry Service)
2. I will adhere to the regulations governing the use of any service involved in the provision of access to the product whether these services are controlled by BCFTCS or by some other organisation.
3. I will not remove or alter the Copyright statement on any copies of The Product used by me.
4. I will ensure the security and confidentiality of any copy released to me , and will not make any further copies from it nor knowingly permit others to do so, unless permitted to do so under the relevant licence.
5. I will use The Product only for the purposed defined, and only on computer systems covered by the agreement, contract or licence.
6. I will only incorporate The Product, or part thereof, in any work, programme or article produced by me , where this is permitted by the licence or by "Fair Dealing".
7. I will only incorporate some part or version of The Product in any work produced by me, with the express permission of the Licensor or unless this is permitted under the licence agreement.
8. I will not reverse engineer or de-compile The Product or attempt to do so unless this is explicitly permitted within the terms of The Agreement for the use of The Product..
9. I will return or destroy all copies of The Product at the end of the year or when requested to do so.
10. I am now entitled to receive usernames and passwords for all the resources listed below, and I acknowledge that I am agreeing not to disclose any of these details to anyone outside BCFTCS

In signing this Copyright Acknowledgement Form, I understand that BCFTCS reserves the right to take legal action or appropriate disciplinary action against individuals who cause it to be involved in legal proceedings as a result of a violation of its licensing agreements

Name

E-Mail Address

Course

Student ID

I have read and agree to abide by the conditions above

Signature Date