**Script for book and ebooks and finding reading lists - Aug 2022**

You can use Library search to find information for your assignments and research. This video will show you how to find print books as well as ebooks - these are books that you can read online as well how to access your reading lists.

I am looking for books about sustainability and global warming so will add keywords into the search box - keywords are words that summarize my main ideas.

I am adding an asterix after sustain to find sustain, sustains and sustainability as well as global warming in inverted commas.

I want to find global warming as a phrase - a phrase is 2 or 3 words commonly used together, this will ensure I don't find articles by Dr Global about warming soup.

And then all I need to do is select search.

**Please sign in to access the full functionality of Library Search At the first screen always sign in here, do not select Guest, unless you a member of the public.**

**At the second screen You now have two options. If you are a staff member or student sign in with your university username and password. You are considered a guest if NHS staff, National Oceanographic Centre or affiliated members.**

It's finding results that we have in the University of Southampton library.

I want a physical book, so I'm going to use the book option on the left hand side and select print book.

So I want to find the latest books. So I will also sort these results by date of publication. I can do this using the drop-down box and select Date (newest first).

So why has this first result appeared as it doesn't appear relevant?

It's got global warming in the summary, but it's about marketing strategy.

So let's have a look at the show more button. So it does have my keywords in it, but they're nowhere near each other.

Library Search will look for your keywords in some fields that are not displayed so there might be some results that don’t appear to highlight what you were searching for.

So do look at the full summary or abstract to see how relevant the item might be.

This book looks interesting. However, it's been taken out by someone else and appears as Checked out and it's not due back until the end of September.

Select All Availability to see if there are other copies available. It tells me that there are none available at a National Oceanography Library.

We must have only had one copy.

You can also see similar books about the same topics at the bottom of the page.

However If I wanted this book particularly. I would just select Click and collect.

This opens a new page, and a short form to fill in

Fill in the boxes with the asterixes, if you need it for specific dates and also then if you need a specific chapter to be digitized or an accessible copy, please tell us in the box below and select Submit.

When it's back in the library or available in the format you asked for. You will receive an email telling me that it's available.

So let's go back to the search screen. And see if we can find an ebook.

Back to the options on the left hand side.

Unselect print books and the select ebooks.

If you're not sure what you're looking at, do look at the top. These are the filters that you have applied.

The default is to retain the filters so if you don't want it to do that, please change this.

Just a note, if you want to read an ebook and you are not on campus, you will need a VPN - virtual private network - to do this. The university uses a VPN called Global Protect.

The first one was published in 2022 and I can read this by selecting View ebook. This will then take me out of the university, into the publishers site

You can see here it's gone to Oxford Academic. This is the name of the publisher who provides this ebook.

Here is the abstract which summaries the content and if I scroll down I can see the contents page of the book and I can view individual PDFs to read for each chapter.

Some ebooks will restrict access to one or three uses at any one time.

Some will give us unlimited access.

We try to work round this as much as possible with the books that we buy.

We have a request button via your Library Search Account to ask for further licences if you think this would be useful.

If we return to your search page, and other results - we can see this is from a different provider - this time Wiley

We can learn more about the book here.

Some ebook providers will let you download the whole ebook at once but only for a certain amount of time and then it will disappear. This is usually when have we don’t have unlimited access.

Back to the search screen. So if you're looking for a specific book, you need to put some keywords in from the title and the author - don’t put any years or punctuation in.

I am looking for a book called “Why worry about future generations” by Scheffler.

So am typing in future and Sheffler in the search box, also change the sort to best match.

And here I have the book I was looking for. Before we check for more information – we have some useful options above the title. You can cite this item, you can choose the style - it currently doesn't support all the styles at the university but does have most of them.

You can export to Endnote or as a RIS file. This is a file format for reference management systems such as Endnote or Mendeley.

We currently don't use Refworks at the university.

You can also share details about the time by emailing the summary details. You will not be sharing the whole ebook though.

So by selecting the title we have more information and can see here it's on a reading list. That's also very useful.

So if I select the reading list link. This takes me out of Library search to a new page to show me the reading list for this module.

And I can see these are some general readings and it has been organised by topic, this shows me that there a wider variety of resources to read with a link to view then on screen

Why worry about future generations is in Topic 4 with a link to the ebook and a suggestion to read Chapter One. If you would like to find other reading lists you can use this search button via the home page, or you can select the reading list button that is attached to each module in Blackboard. Ask your module lead if you can't see one.

There are more videos available about how to use Library Search, including one on how to request items from our Document supply team.

Please contact us if you need any further help or have any questions using email libenqs@soton.ac.uk