![NTU] Nottingham Trent University

Using electronic library resources

The library at NTU provides access to over 777,000 electronic books and over 200,000 electronic journals, and the overwhelming majority of these eBooks and eJournals can be accessed from both on and off campus and can be used to support your online learning courses. This information sheet will outline how best to provide access to these resources for your students, with links to more detailed guidance where necessary. If you have any queries, please contact the library via libinfodirect@ntu.ac.uk

NOW student help

Your students can get help using online resources via the Help button on NOW. This includes guides (see below) and links to direct help.

Library OneSearch

Students use Library OneSearch, as part of their independent learning, to discover books, journal articles and AV materials, and to access their subject specific databases. The NOW Student Help contains a full guide to using the service.

However, you can also provide your students with a pre-defined search which you know will bring up a set of useful books and articles. Being careful **NOT** to sign into Library OneSearch yourself, just run the search in the usual way and copy the URL:

The URL is very long, so you might want to disguise it by adding the hyperlink to some text, like this:
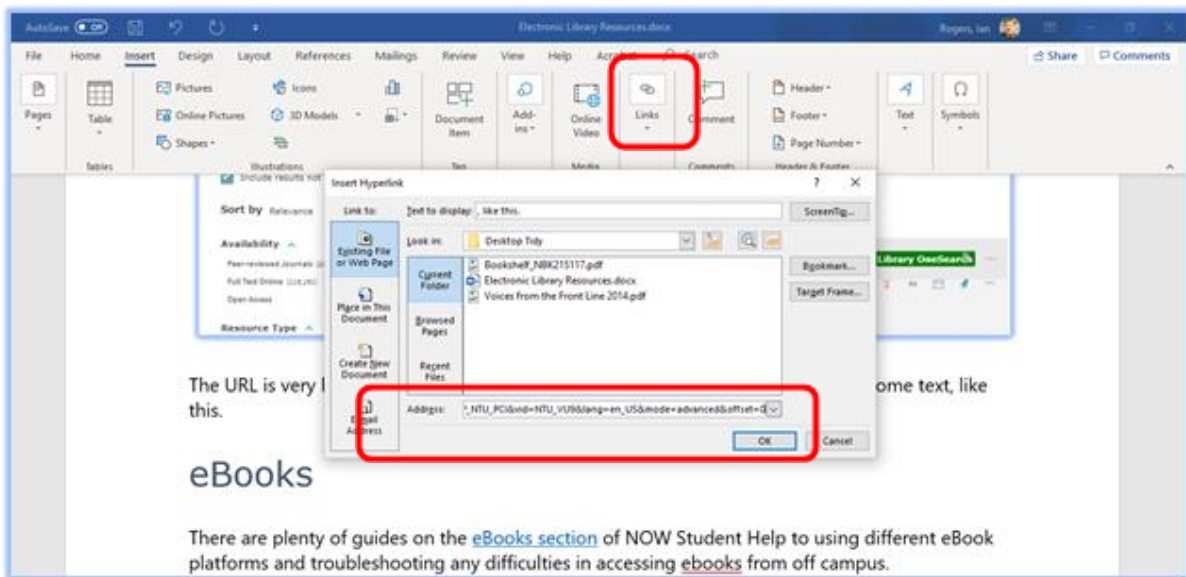
eBooks

There are plenty of guides on the eBooks section of NOW Student Help to using different eBook platforms and troubleshooting any difficulties in accessing ebooks from off campus.

If you are recommending an eBook to your students, you can either add it to your Resource List (see below) or, if you wish to give them a direct link use the permalink feature on Library OneSearch:
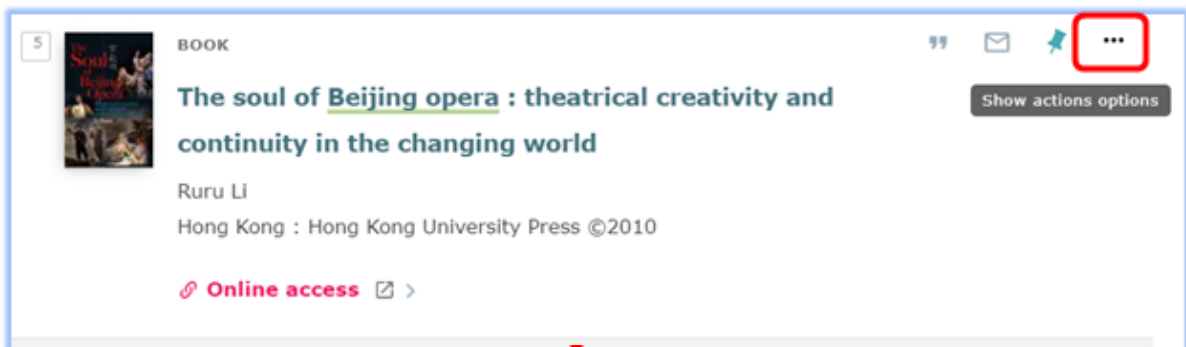
eJournals

Students will find journal articles in the course of their own research using Library OneSearch, Google Scholar and the subject specialist Library Databases. However, you may wish to recommend specific articles for your students who are working remotely.

Articles can be added to your NOW resource lists (see below) but if you wish to provide your students with a direct link, this is best achieved by locating the 'SFX' record for that article. The 'SFX' record is the page of links that you see whenever you click the 'Full Text Available' or 'FindIt@NTU" button on the library catalogue or some of the subject databases:
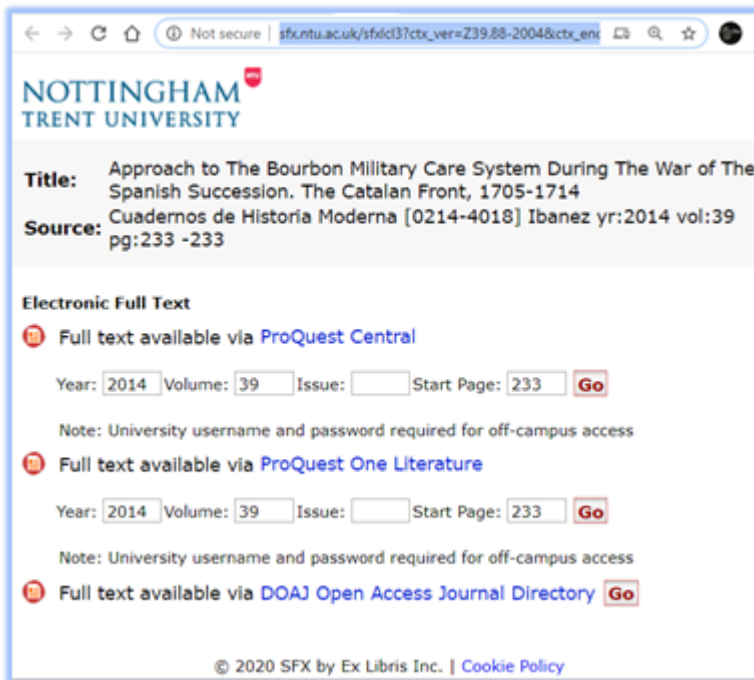
This URL can be sent to students and will give them the choice of platforms, as well as ensuring that they are taken to an appropriate log in point, if off campus.

To help find the SFX record, the FindIt@NTU button can also be added to Google Scholar by clicking the 'Burger Menu' > "Cog" > Library Links. Type in *Nottingham Trent University* and then tick the box and **Save**.
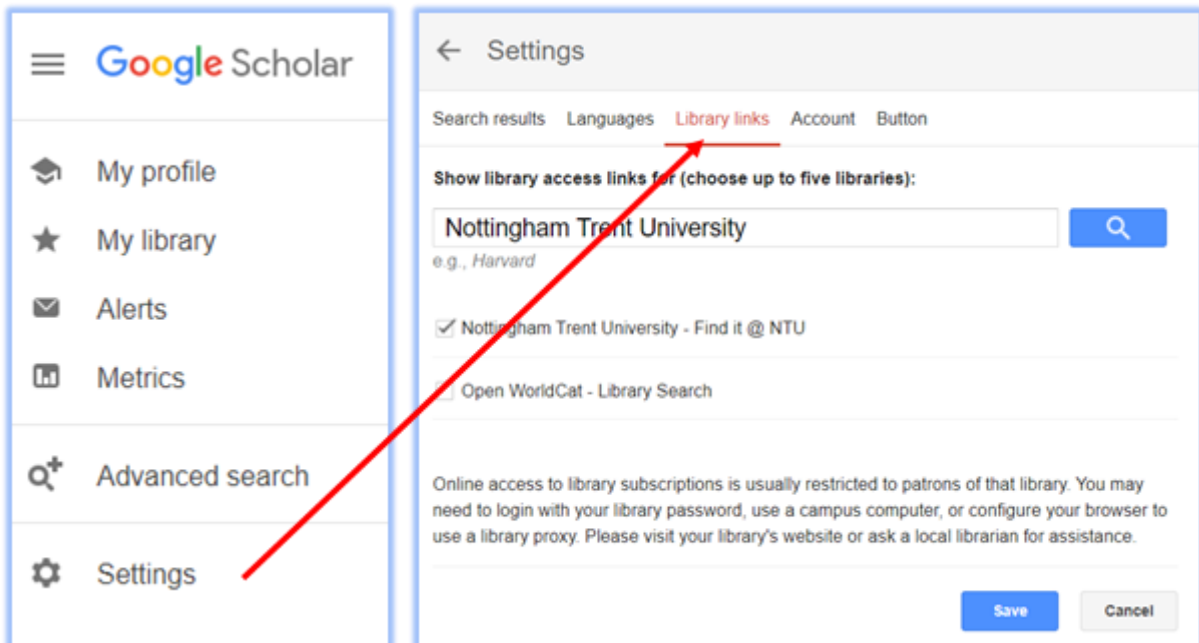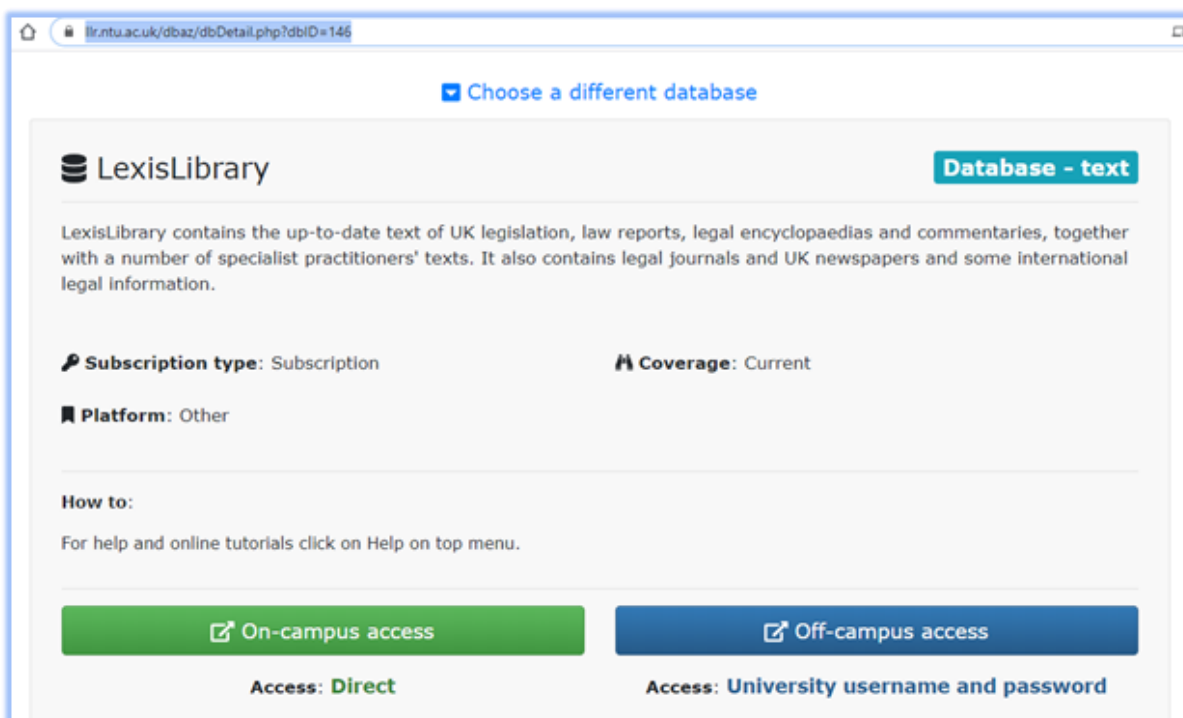
Databases

You will be familiar with the major databases in your subject area and may wish to recommend that students especially use these to track down information for their studies while working remotely. Normally students and staff enter these databases via the "Find Databases" button on Library OneSearch, which ensures that they are taken to the correct log-in page.

If you would like to give your students a direct link to one of the databases, find the database via "Find Databases" in the normal way, click on the link provided, but stop at the option page where you chose between On Campus or Off Campus access:

Providing the URL for this page will ensure that students can access the database off-campus or on-campus with ease.

Adding items to NOW resource lists

As you develop your online courses, if you need to use resources that the library doesn't already hold electronically, please let the library know by updating your resource list within NOW and remember to submit it for review. For full instructions on adding items to your resource lists see our guides on NOW Central:

Resource List Management Software getting started

Resource Lists: good practice guidelines

Digitisation of material on NOW resource lists

Digitisation of material on NOW Resource Lists

If you only require a chapter, a few pages or a small section of a book, or journal, please add the details to your resource list and select the "Request Digitisation" option, as we may have permission to digitise limited amounts of the book or journal, in the event that we cannot supply electronic access to the whole work.

Requesting Digitised Content Quick Start Guide

Requesting Digitised Content - TADC User Guide