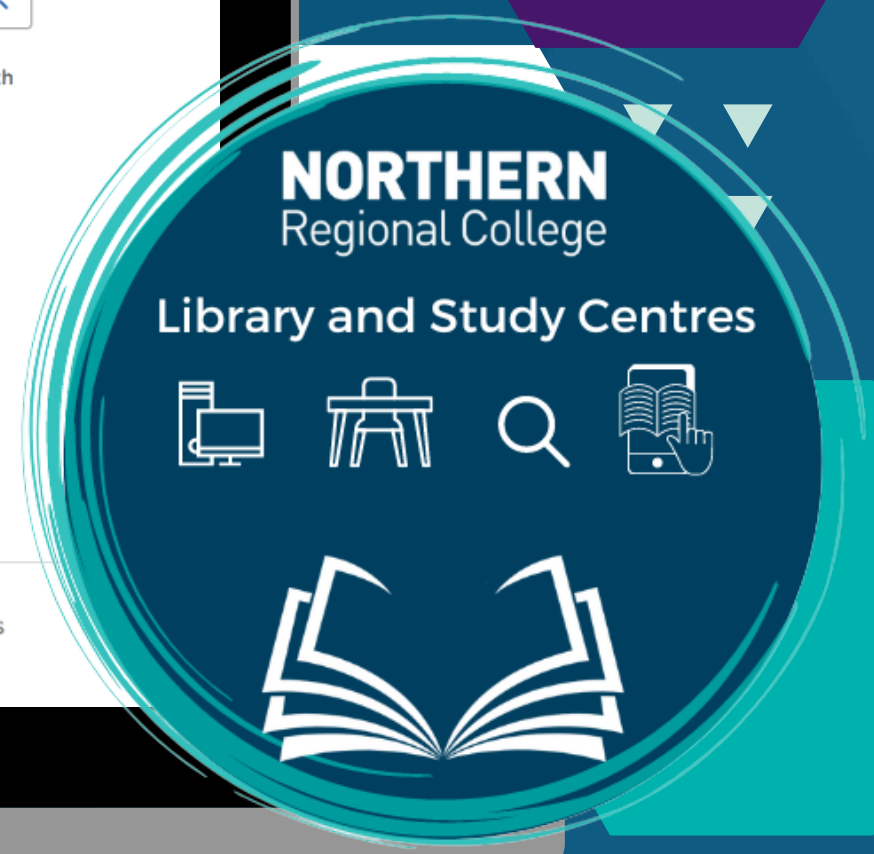
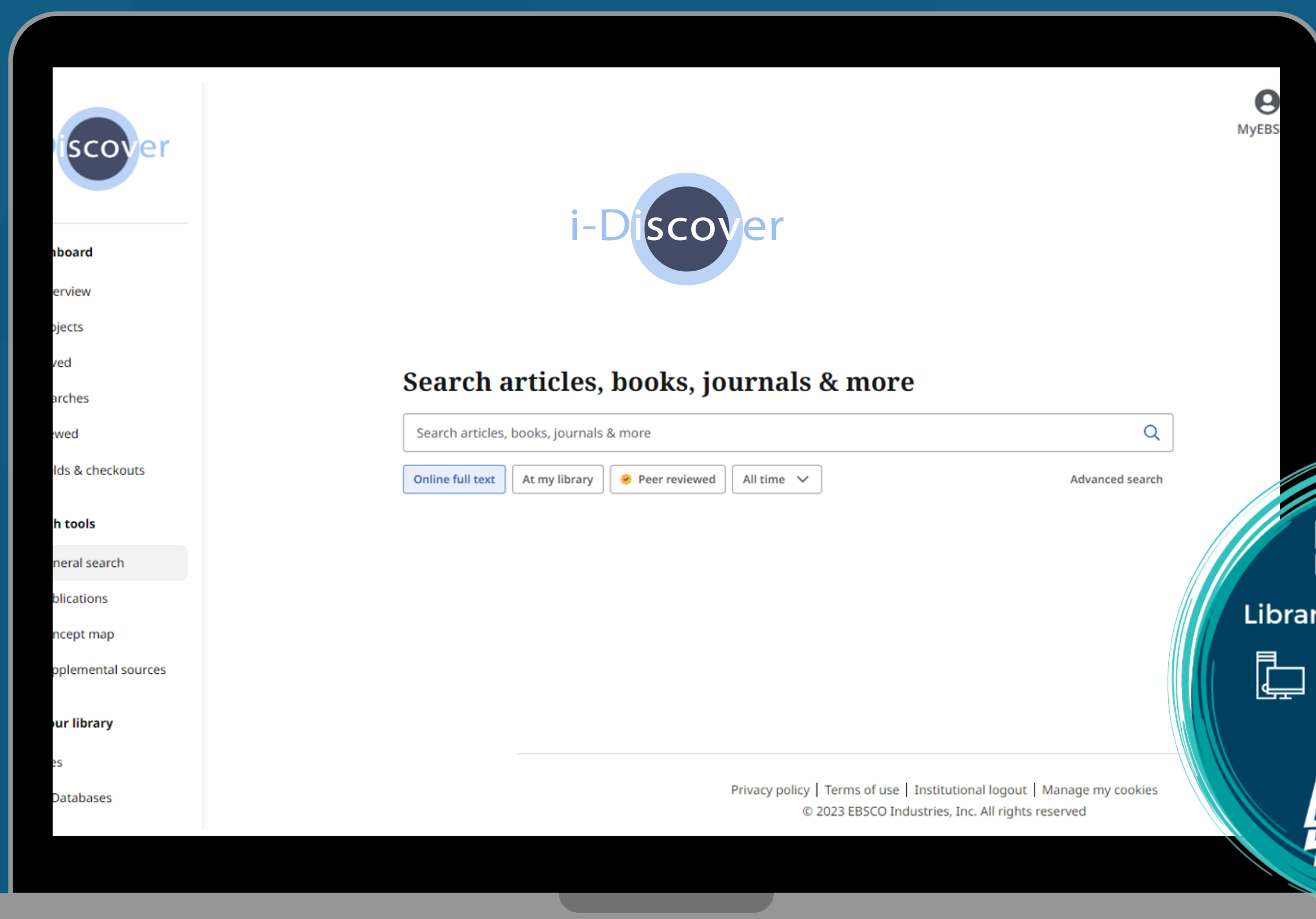


# STAFF GUIDE TO THE LIBRARY'S DIGITAL AND INFORMATION RESOURCES





# CONTENTS

**3** Accessing Library Resources

**4** NRC LibGuides

**5** i-Discover

Library Discovery Service/Catalogue

**8** e-Books

**11** Academic e-journals

**12** Subject e-databases

**13** Flipster (Online Magazines)

**14** Curriculum Builder

**15** Library Workshops

**16** Get in Touch



# ACCESSING LIBRARY RESOURCES

When accessing any of the Library's digital and information resources, a login screen will appear.

To gain access to the resource you will have to sign in, using your staff username (not email) i.e.

**FirstName.LastName** and your password, as you would do when logging onto any of the College computers.

**Northern Regional College Web Login Service**  
You have chosen Northern Regional College Web Login Service as your home institution to log onto:  
**EBSCO Publishing, Inc.**

jane.doe

.....

[Login](#)

Some of the subject e-databases, may require you to select your organisation, prior to the login screen appearing.

If this happens, type and/or select 'Northern Regional College', you will then be redirected to the login screen e.g.

Which organisation would you like to sign in with?

Start typing the name of your [organisation](#) (e.g. Anywhere College) in the search box, and options will appear below:

northern regional college

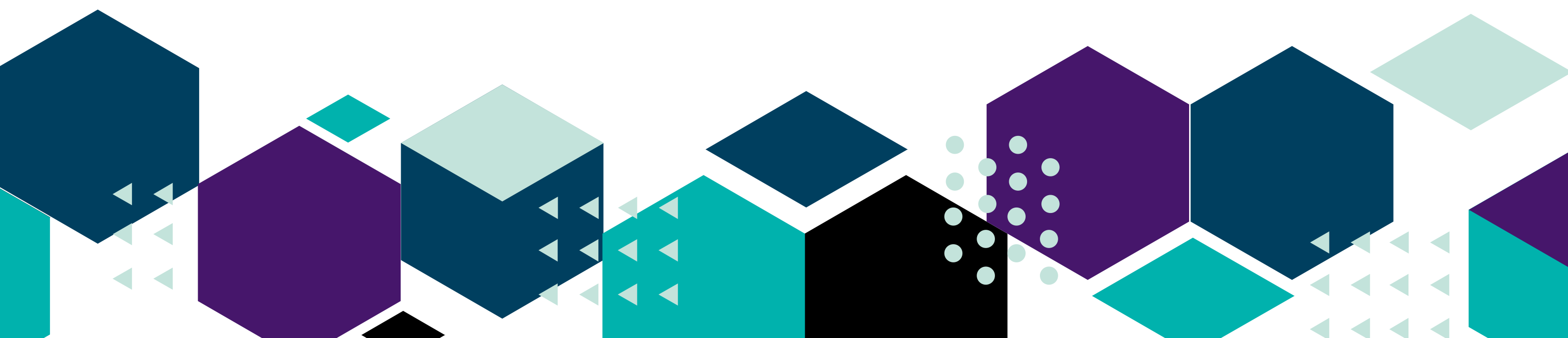
[Search](#)

**Northern Regional College**
[Sign In](#)

[Need help logging in?](#)

The UK Access Management Federation  
[Accessibility statement](#) [Privacy and Cookies Policy](#)

Search over [All Sites](#)



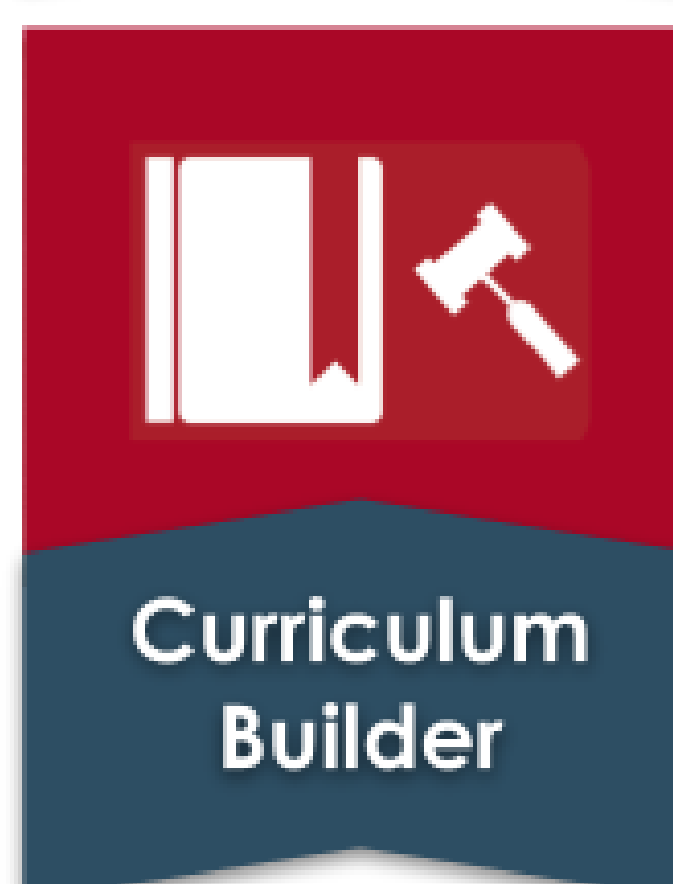
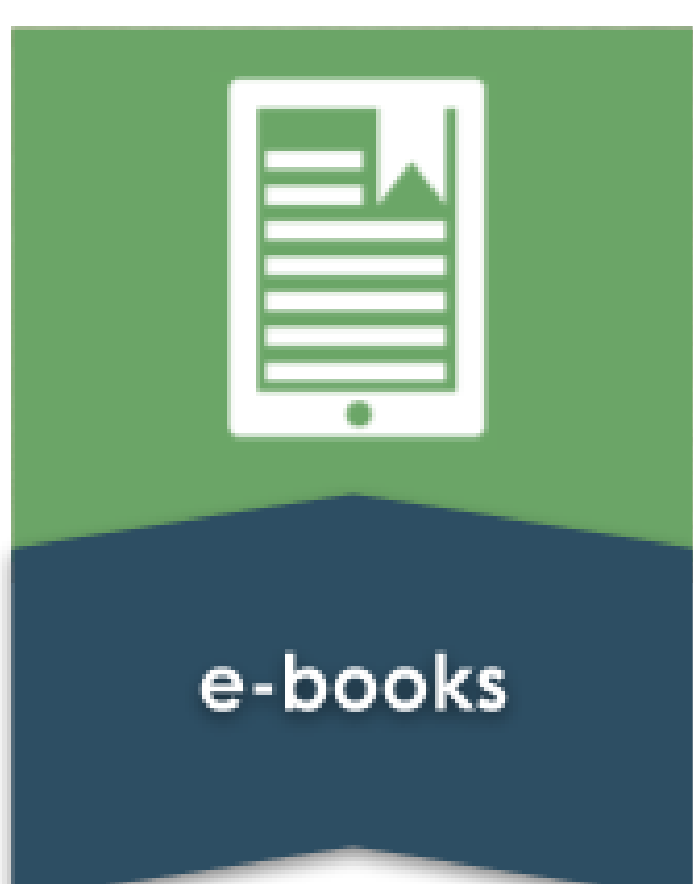
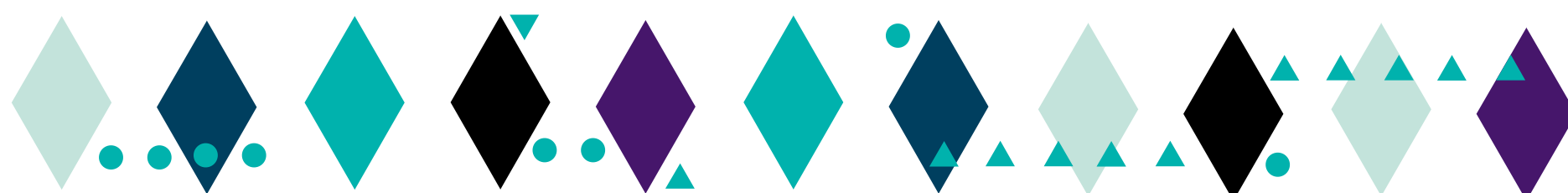


# NRC LIBGUIDES

With a library on each site, Northern Regional College can provide staff and students with a wide range of resources across all subject areas. Each library is well stocked with current books, journals and reports. Our online and digital resource subscriptions are constantly expanding.

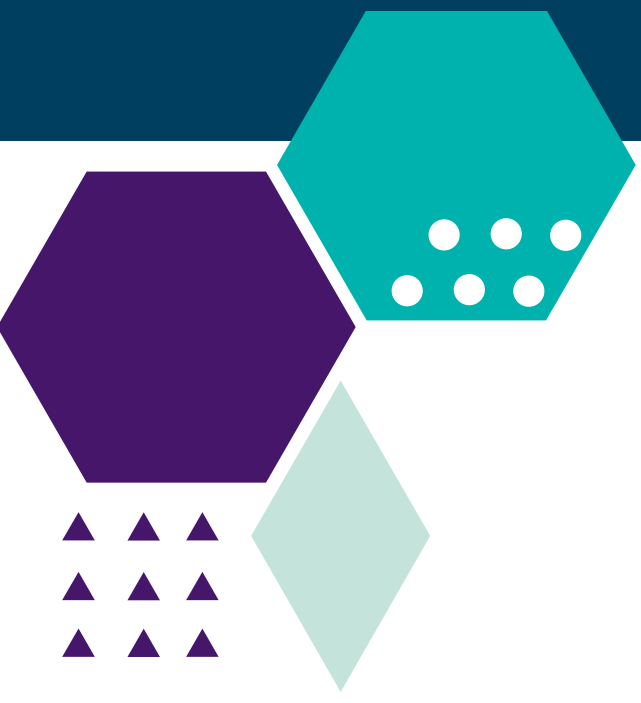


[NRC LibGuides](#) provides staff and students with everything they need to know about the library. It is an easy way for you to find out about our wide range of resources and services. The Library Resources area at the bottom of this page includes sections containing useful help guides as well as discovering forthcoming library workshops or events taking place throughout the academic year.





# LIBRARY DISCOVERY SERVICE



[i-Discover](#) is the Library's discovery service (online catalogue). This is your 1-Stop search tool for all of your informational needs. i-Discover is the Libraries' equivalent of 'Google', where access is available to content that is not freely available via the open web.

Find books, e-books, academic e-journals, magazines, reports, research starters, videos, open access content and much more.

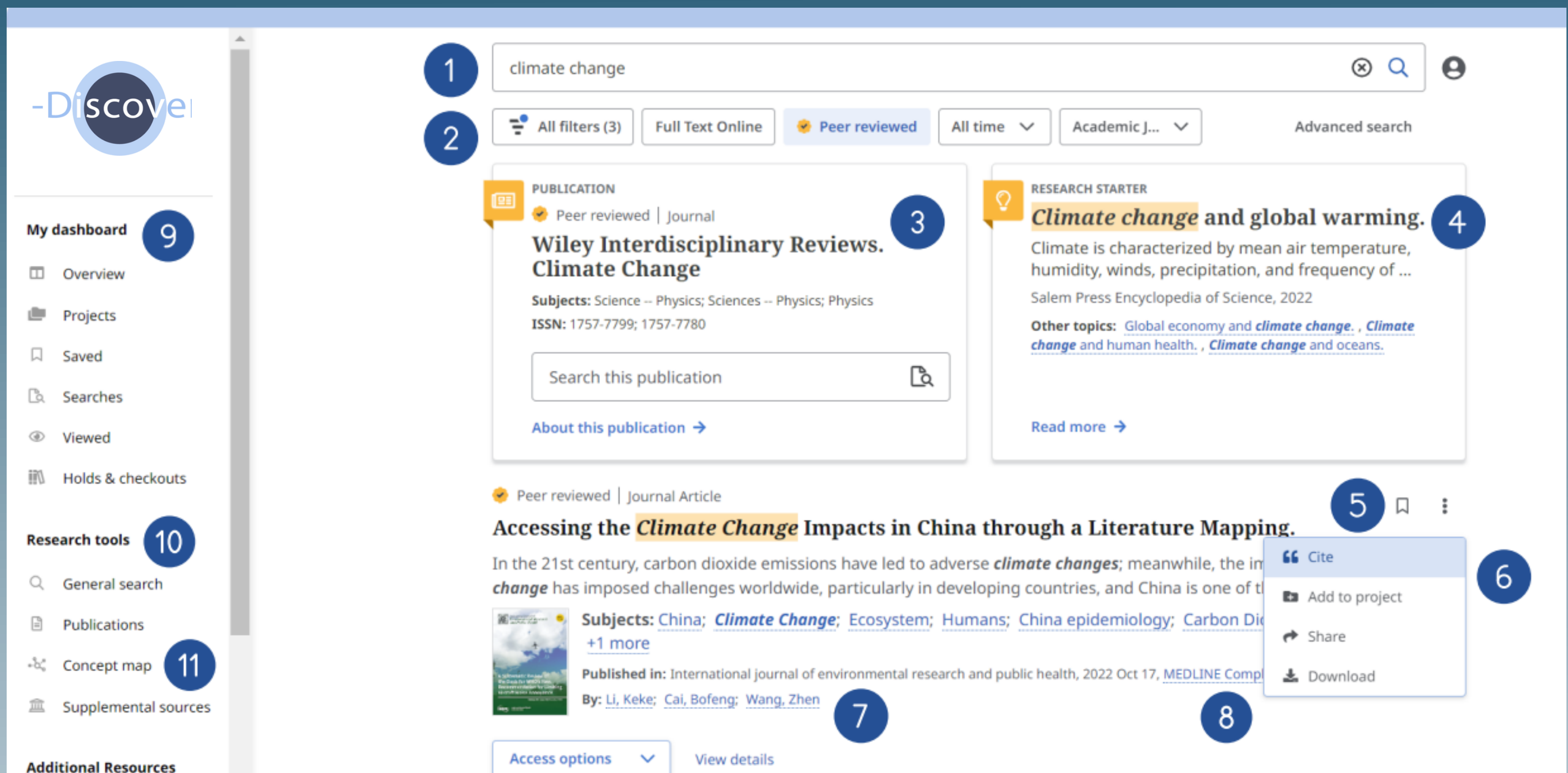
[i-Discover](#) also has links to other useful online resources in the top menu bar e.g. e-Books, Canvas, subject e-databases, and the Library's Click and Collect service (for requesting print resources).

[i-Discover](#) can be accessed via [NRCi](#), Canvas ([LibGuides](#) and [Student Hub](#)), and by the link in the pinned tweet on the Library's Twitter: [@nrclibraries](#)



# Key features of i-Discover Discovery Service

Powered by EBSCO Discovery Service™



- ① **Search Bar:** Enter your term or topic to search all the library offers
- ② **Quick Filters:** Refine a search without navigating away from results, this includes resources that have been peer-reviewed. Filters can be expanded to limit to type of resource, publisher, publication and more.
- ③ **Matching Publication:** Publications with titles that match your search. Ability to search directly in publication
- ④ **Research Starter:** Available for the most popular topics, Research Starter provides quick access to an overview article and links users to related information and detailed bibliographies.
- ⑤ **Save Item:** Save articles to your dashboard
- ⑥ **Export:** Ability to export the article through a variety of methods

- ⑦ **Related Subjects:** Explore related subjects through hyperlinks
- ⑧ **Hyperlinked Database:** Select link to conduct research in a specific database
- ⑨ **My Dashboard:** Login to save articles, view search history, review checkouts and holds and organize resources by project
- ⑩ **Research Tools:** Access journal publications and additional sources
- ⑪ **Concept Map:** A visual browse of subjects and related subjects



# Viewing the Detailed Record i-Discover Discovery Service

Powered by EBSCO Discovery Service™

The screenshot displays the EBSCO i-Discover Discovery Service interface. On the left is a sidebar with the EBSCO logo and navigation menus: 'My dashboard' (Overview, Projects, Saved, Searches, Viewed, Holds & checkouts) and 'Research tools' (General search, Publications, Concept map, Supplemental sources). At the bottom of the sidebar is 'Additional Resources' with a blue circle containing the number 6. The main content area shows search results for 'climate change'. At the top right is a search bar with 'climate change' and a magnifying glass icon. Below the search bar, the results are displayed. A blue circle with the number 2 is next to the search bar. The first result is a peer-reviewed journal article titled 'Accessing the Climate Change Impacts in China through a Literature Mapping.' (indicated by a blue circle with the number 1). Below the title, it says 'Published in: International journal of environmental research and public health, 2022 Oct 17, MEDLINE Complete' and 'By: Li, Keke; Cai, Bofeng; Wang, Zhen'. To the right of the article is a thumbnail image of a book cover. Below the article title, there is a section for 'Access options' (indicated by a blue circle with the number 4) and a 'Download' button (indicated by a blue circle with the number 5). The 'Access options' dropdown menu is open, showing options: 'Online full text', 'PDF' (selected), 'Open Access PDF (published version)', and 'View Complete Issue'. Below the 'Access options' section, the article title 'Accessing the Climate Change Impacts in China through a Literature Mapping.' is repeated. At the bottom, there is an 'Authors' section listing three authors: Li K, Cai B, and Wang Z, with their respective affiliations.

- ① **Peer Reviewed Indicator:** Indicates a peer-reviewed article
- ② **Article Export:** Save, cite, share or download article
- ③ **Publisher Information:** Denotes Journal Title, Date and Database (if applicable)
- ④ **Access Options:** Ability to view via PDF or other methods
- ⑤ **Download Option**
- ⑥ **Additional Information:** Includes title of article, authors, abstract, etc.

## Have Questions?

Ask a member of library staff or email:  
[nrc.library@nrc.ac.uk](mailto:nrc.library@nrc.ac.uk)



# E - BOOKS



&



As well as print books, the Library services provides access to a range e-books in a variety of subject areas for all staff and students at Northern Regional College. An electronic book (e-book) is a publication made available in digital format; there are just over 700 electronic books chosen to suit subject specific requirements. Login required; please refer back to 'Accessing Library Resources', page 3, for further details.

The College subscribes to two key e-book providers: (1) [Ebook Central](#) and (2) [EBSCO e-books](#). These may be accessed 24/7 anytime, anywhere, provided you have an internet connection and a compatible electronic device.

Our e-books offer flexible options for offline reading; including, downloading chapters, pages or the entire book.





# PROQUEST E-BOOK CENTRAL

Ebook Central delivers ebooks from scholarly sources, including University Presses and other top publishers. This collection covers a wide range of subject areas including: **Arts, Business, Childcare, Construction, Education, Engineering, Health, History and Politics, Hospitality, Management, Law, Literature & Language, Social Sciences, Science and Technology.**

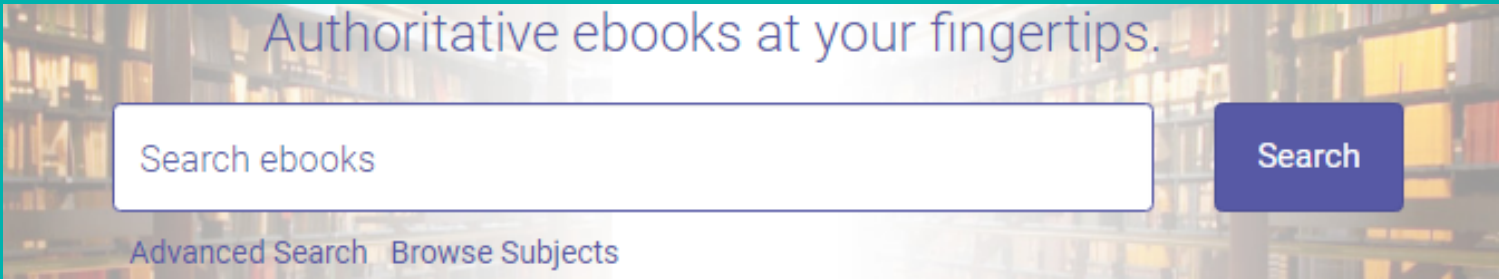
## READ A BOOK ONLINE

You can read the book online by clicking on any of the following icons:



The book will then open automatically on your device.

## SEARCH FOR A BOOK



You can search for books by entering a keyword, ISBN, author, title or other terms into the search box.

To refine your results, try Advanced Search.

## DOWNLOAD THE BOOK

You can download the book online by clicking on the following icons:



A window will pop-up - fill in the information to download the book on your digital device.

## CREATING CITATIONS

You can create a citation, in your choice of format, for an e-book by clicking on the following icon:



Cite Book

Citations are also included when you copy and paste text, and print pages and chapters to PDF.

## CREATE A BOOKSHELF

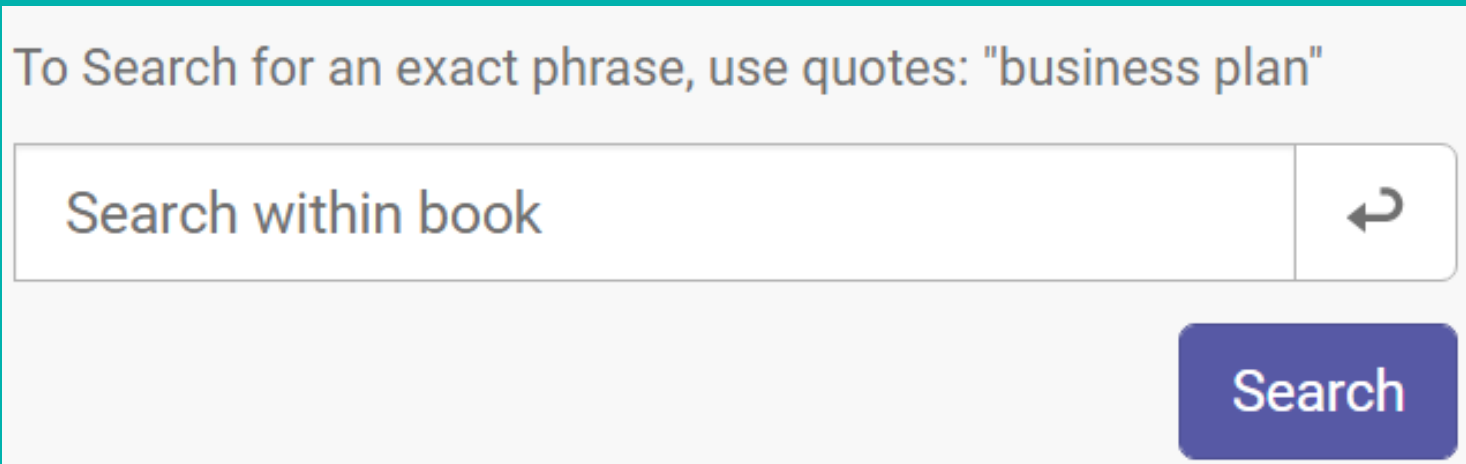
In your Bookshelf you can organise and share your research. Share a book or entire folder of books with others, and export the notes you have taken on a book.

In order to add books to your bookshelf you will need to be logged in. Click on 'Bookshelf' on the top navigation bar (top right).

## SEARCH WITHIN BOOK

Search within the book by entering a keyword and clicking search.

You will then have a results list of all the pages that keyword appears on. Click on a page to be redirected to it in the book.







# EBSCO ebooks

EBSCO Books provides online versions of printed books that Northern Regional College Library has purchased. This is a relatively new collection of e-books which continues to expand. Coverage is mainly in: **Animal Care, Business, Construction, Early Years, Education, English, Health & Social Care, Hospitality & Catering, Maths, Research, and Social Policy.**

## READ A BOOK ONLINE

You can read the book online by clicking on the following icon:



**PDF Full Text**

## CREATE AN ACCOUNT

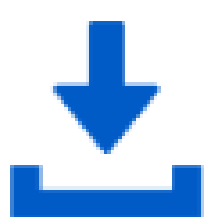
In order to download EBSCO e-books, you must create an EBSCO account using your College email address.

Creating an account will also enable you to add materials and save other searches from the Library's discovery service and online catalogue, **i-Discover**, e.g. e-journals, research starters, library print collection, other e-books etc.

## DOWNLOAD A CHAPTER OR SECTION

Log in to EBSCO eBooks via your ESBCO College account in order to download.

You can download a chapter or section of the book by clicking on the following icon:



**Full Download**

## SEARCH FOR A BOOK

Searching: **eBook Collection (EBSCOhost)**

Choose Databases

Enter any words to find books, journals and more

**Search**

[Basic Search](#) [Advanced Search](#) [Search History](#)

You can search for books by entering a keyword, ISBN, author, title or other terms into the search box.

To refine your results, try Advanced Search.

## CREATING CITATIONS

You can create a citation, in your choice of format, for an e-book by clicking on the following icon:



**Cite Book**

Citations are also included when you copy and paste text, and print pages and chapters to PDF.

## SEARCH WITHIN BOOK

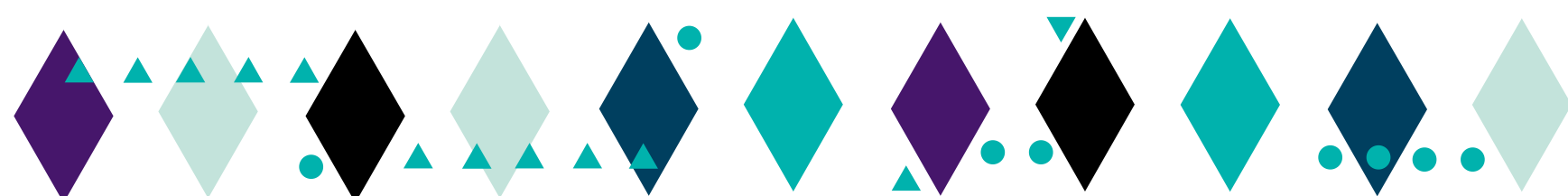
You can search within the book by entering a keyword and clicking search. You will then have a results list of all the pages that keyword appears on. Click on a page to be redirected to it in the book.

« [Contents](#) [Search within](#) [My Notes](#)

Search This eBook



# ACADEMIC E-JOURNALS



## WHAT ARE JOURNALS?

These are sometimes referred to as magazines, periodicals or serials that are published on a regular basis such as weekly, monthly, bi-monthly or quarterly. Each journal issue will contain a collection of articles written by a range of authors on specific themes/topics pertaining to the subject matter of the publication.

As journals are published on a regular basis, the information contained within these articles is often more up-to-date than a textbook, which often takes longer to publish.

**The Libraries have a wide range of full-text online and print journals.**

**E-journals are available online 24/7 with full-text access. The articles can be searched and accessed via i-Discover, the libraries online catalogue.**

# SUBJECT E-DATABASES



Northern Regional College Libraries hosts an electronic collection of resources often referred to as '[subject e-databases](#)' relating to a range of subjects available online.

Some e-databases are a collection consisting of a range of subjects that cover a wide range of curriculum areas e.g. [Academic Search Elite](#), whereby others are more subject specific e.g. [Anatomy & Physiology Online](#), and [SPORTDiscus](#) to name but a few.

E-databases may contain a range of information sources such as: full-text e-journal articles, e-books, case studies, video tutorials, interactive e-learning modules, quizzes etc.





# Flipster®

'[Flipster](#) is an easy-to-use digital magazine newsstand for libraries and corporations. Your library's go-to resource for bestselling magazines' (EBSCO, 2021).



'[Flipster](#) is a Library resource, which hosts popular subscriptions such as Conde Nast Traveller, Early Years Educator (EYE), Nursery World, and BBC Easy Cook to name but a few!

Please get in touch if there is a subscription you would like us to look into adding to this newsstand.

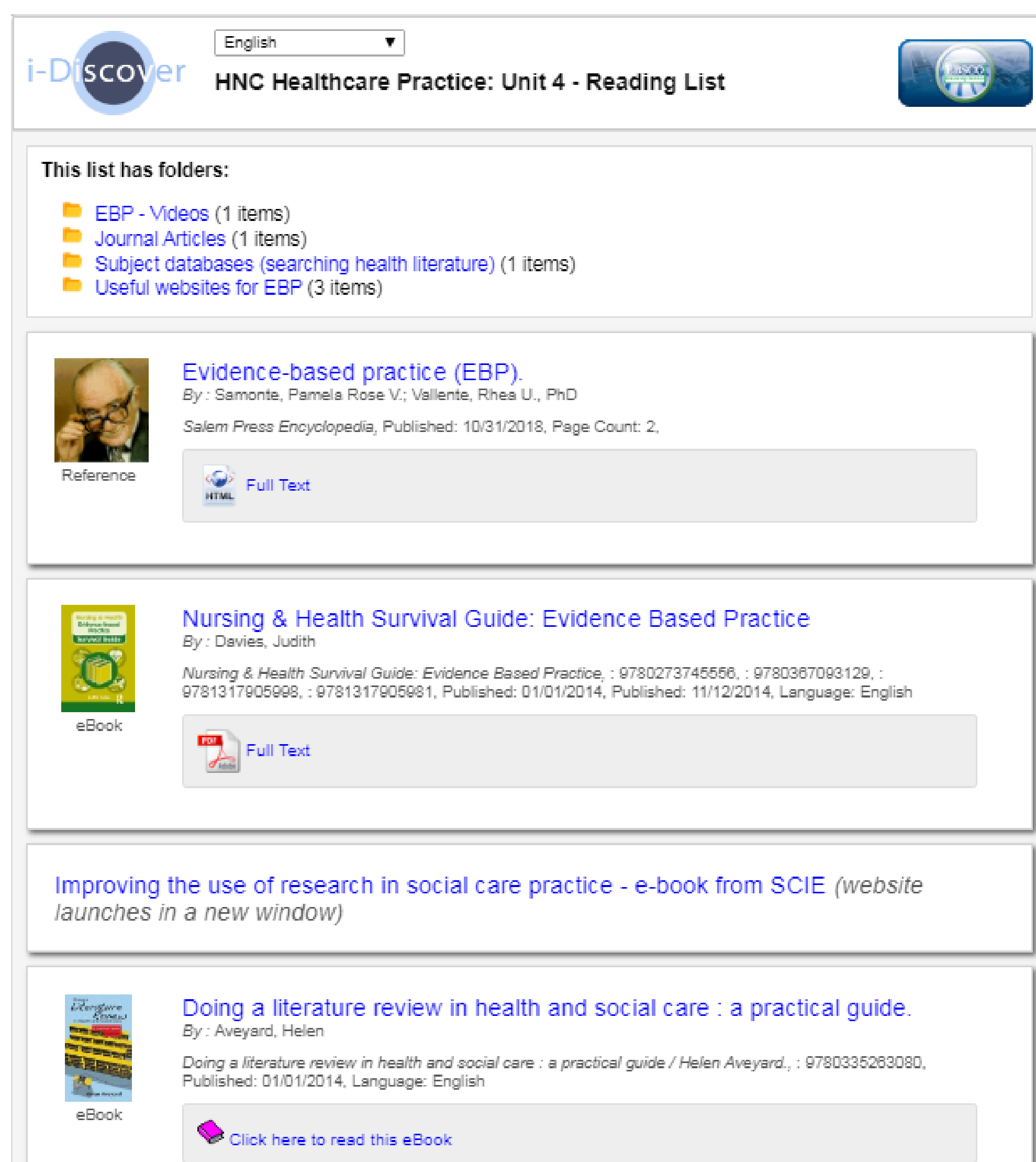
Login required to access; please refer back to '**Accessing Library Resources**', p. 3, for further details.



# CURRICULUM BUILDER

[Curriculum Builder](#) is an innovative way in which you can create reading lists for your students and insert them within your course pages on Canvas. It is particularly useful in supporting the entire blended learning process.

To create reading lists a plug-in has been installed via Canvas, which is directly linked to [i-Discover](#) (the library's online discovery service). This provides access to all of the libraries print materials such as books, print journals and the majority of our online resource subscriptions (e.g e-books, e-journals, newspaper articles, videos etc). Enabling you to access the majority of the library's resources from the one place, saving you time.



The screenshot displays the i-Discover interface for a reading list titled "HNC Healthcare Practice: Unit 4 - Reading List". The interface includes a language dropdown set to "English" and a library logo in the top right corner.

**This list has folders:**

- EBP - Videos (1 items)
- Journal Articles (1 items)
- Subject databases (searching health literature) (1 items)
- Useful websites for EBP (3 items)

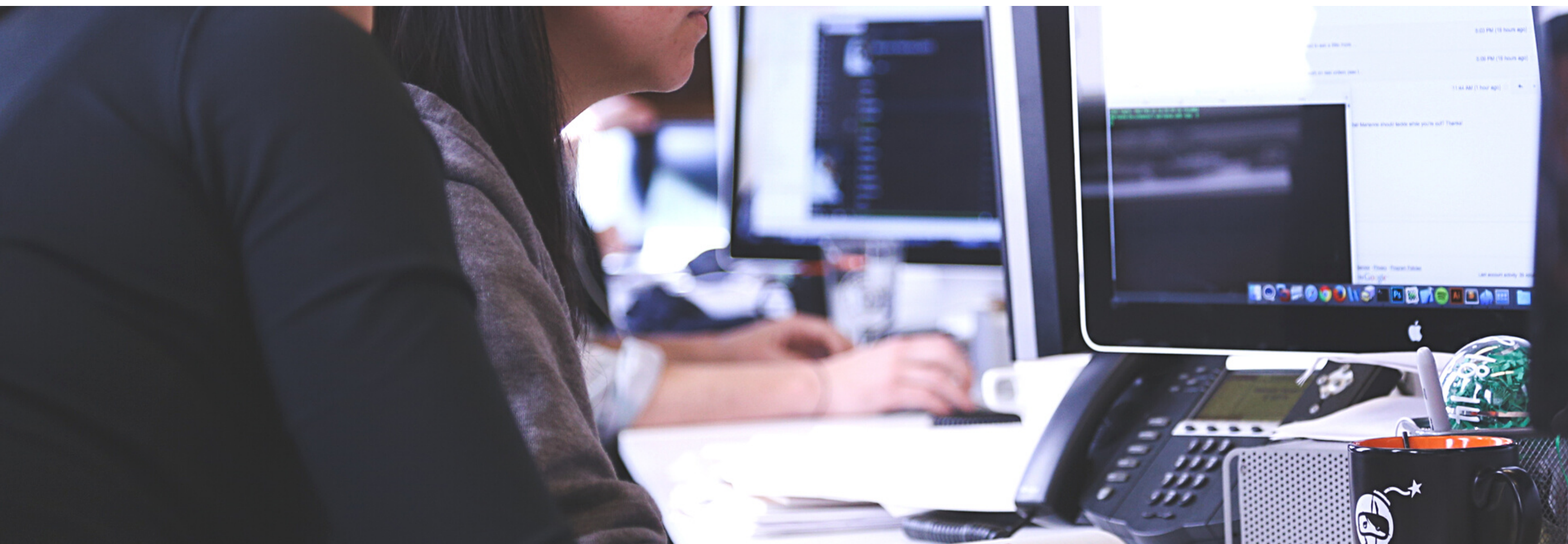
The first item in the list is "Evidence-based practice (EBP)". It includes a small portrait of a man, the text "Reference", and a "Full Text" button with a PDF icon. The details provided are: By : Samonte, Pamela Rose V.; Vallente, Rhea U., PhD; Salem Press Encyclopedia, Published: 10/31/2018, Page Count: 2.

The second item is "Nursing & Health Survival Guide: Evidence Based Practice". It includes a book cover icon, the text "eBook", and a "Full Text" button with a PDF icon. The details provided are: By : Davies, Judith; Nursing & Health Survival Guide: Evidence Based Practice, : 9780273745556, : 9780367093129, : 9781317905999, : 9781317905991, Published: 01/01/2014, Published: 11/12/2014, Language: English.

The third item is "Improving the use of research in social care practice - e-book from SCIE (website launches in a new window)".

The fourth item is "Doing a literature review in health and social care : a practical guide.". It includes a book cover icon, the text "eBook", and a "Click here to read this eBook" button with a PDF icon. The details provided are: By : Aveyard, Helen; Doing a literature review in health and social care : a practical guide / Helen Aveyard., : 9780335263080, Published: 01/01/2014, Language: English.

# LIBRARY WORKSHOPS



## **Using a PC - the basics**

Microsoft Office basics including; Word, PowerPoint, Excel and Outlook. This workshop also covers how to upload work and save documents to your College OneDrive account, accessing and using our library webpages, as well as learning how to convert and print documents.

## **Subject e-Databases & Online Vocational Resources**

Accessing our digital information resources on and off Campus. This workshop can be tailored towards your subject area to discover useful e-databases, e-journals and websites related to your programme of study.

## **e-Books**

How to access our College e-book platforms when on and off Campus. This workshop will cover how to search and browse, create a bookshelf and citations, and registering your own user account.

## **i-Discover - Online Discovery Service & Catalogue**

This workshop will enable users to get the best use out of i-Discover, the library's Discovery Service. This service provides users with access to the College Libraries' entire collection – print catalogue, e-journals, e-databases, e-books, and multimedia – via a single entry point.



# GET IN TOUCH

## Library & Information Services

For more information on any of the Library's digital and information resources or to arrange a Library workshop, please contact us.

 Email: [nrc.library@nrc.ac.uk](mailto:nrc.library@nrc.ac.uk)

 Twitter: [@nrclibraries](https://twitter.com/nrclibraries)

 Instagram: [@nrclibraries](https://www.instagram.com/nrclibraries)

 YouTube: [NRC Libraries](https://www.youtube.com/NRC Libraries)

 Website: <https://www.nrc.ac.uk/college-life/library/>

 NRC Engage: [Library\\_page](#)

