

Short manual for the use of the Digital Library

<http://digitallibrary.leidenuniv.nl>

What is the Digital Library?

A portal that provides access to:

1. All kinds of *databases*: bibliographies, full-text resources, catalogues, search engines, internet resources, reference works etc.
2. *E-journals*

Access to the Digital Library?

For Leiden University students and staff:

- Worldwide access
- Log on: with ULCN-account and password

Others:

- Access: is available only within the Leiden University network
- Log on: with number and password (available at the circulation desk)

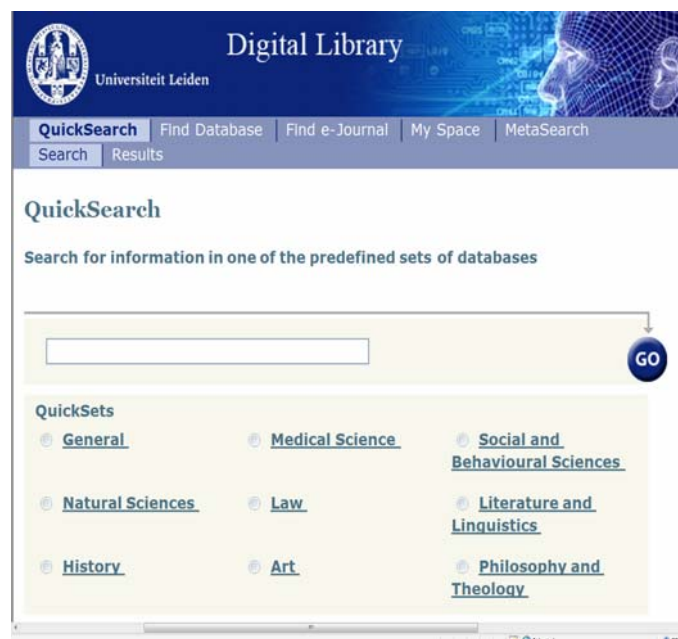
QuickSearch for information about a subject

- Log on
- Go to *QuickSearch*
- Enter one or more search terms in the search window (combine multiple search terms with AND)
- Select one of the quicksets and click *GO*

A list of titles on the chosen subject appears on the screen, for a complete list you may need to click *retrieve more*.

- Click the title for more information
- Click + to add a title to your favourites
- Click the SFX button to find out where the publication is available

Example: you are looking for information about slaves in ancient Rome. Type: *slaves AND Rome* in the search window. Select the quickset *History* and click *GO*



Find a digital resource (database, catalogue, search engine etc.)



- Log on
- Go to *Find Database*
- Select in menu:
 - *Database Title* to find a resource title
 - *Subject* to find resources by subject
 - *Advanced* to search with a combination of search options. Here for example you can search for resource type (full-text, bibliography, etc)

- Enter your search term in one of the search windows or select *subject* or *type*.
- Click *GO*

On the screen a list appears with one or more names of resources followed by type, description and action buttons.

- Click the resource name to open the resource
- Click **i** to display more information about the resource
- Click + to add the resource to your favorites
- Click looking glass icon (not available everywhere) to do a quick search in the resource (the resource itself does not open) for a more accurate search: open the resource

Example: You are looking for the database *Web of Science*. Type: *Web of Science* in the window *Database Title* and click *GO*. On the screen appears one title: *Web of Science*. By clicking it title you open the database.

Find e-journal

- Log on
- Click *Find e-journal*
- Select in menu:
 - *Journal Title* to find an e-journal by title
 - *Subject* to find e-journals by subject/dicipline
 - *Advanced* to search with a combination of search options. Here one may search by ISSN or by provider.



- *Fulltext Finder* allows you to locate a specific article if you have the full citation. For best results, fill in as much information as possible.
- Enter your search term in one of the search windows or select *subject* or provider.
- Click *GO*
- On the screen appears a list with one or more names of e-journals followed by ISSN and action buttons. For access, click the name of the e-journal. There may appear an pop up window that gives you the choice between several providers, who often offer different periods of the journal. Click the name of the provider, or enter year, volume, number etc.
- Click **i** for more information about the journal
- Click **+** to add a journal title to your favorites

Example: you are looking for a recent issue of the journal *Affilia*. Type *Affilia* in the window *Journal Title* and click *GO*. A list of journal titles appears on the screen, with at the top *Affilia*. After clicking this title, a new window opens in which you can choose between two e-journal providers. In this case you choose the provider Sage, since it offers the most recent issues.

Search in several resources at the same time

The screenshot shows the 'Digital Library' interface of Universiteit Leiden. At the top, there is a navigation bar with links for 'QuickSearch', 'Find Database', 'Find e-Journal', 'My Space', and 'MetaSearch'. Below this, a 'Search' button and 'MetaSearch Results' link are visible. The main content area is titled 'MetaSearch' and includes instructions: 'Search for information in multiple databases, select from Quick Sets or Subjects or use Advanced. Mark databases you want to search.' On the left, there is a 'Select From:' menu with options: 'My Databases', 'Quick Sets', 'Subjects' (highlighted), and 'Advanced'. Below this is a 'Subject:' list with categories like 'General', 'Humanities', 'Law', 'Medical Sciences', 'Natural Sciences', 'Social + Behavioural Sciences', and 'Special Collections'. Underneath is a 'Sub Categories:' list with 'General' (highlighted), 'Bibliographies', 'Catalogues', and 'ALL'. The main search area has two input fields, both set to 'All Fields', and an 'And' operator dropdown. Below this, a section titled 'Subject: General--General contains 28 databases' displays a table of databases with checkboxes for selection.

Database Name	Type
<input type="checkbox"/> U-CAT Catalogus Leiden	Catalogue
<input type="checkbox"/> Web of Science	Bibliography
<input type="checkbox"/> WorldCat.org (OCLC)	Catalogue
<input type="checkbox"/> Catalogus NAA	Catalogue
<input type="checkbox"/> DAREnet	Fulltext
<input type="checkbox"/> Digital Special Collections	Images
<input type="checkbox"/> Early English Books Online	Fulltext
<input type="checkbox"/> Eighteenth Century Collections Online - ECCO	Fulltext
<input type="checkbox"/> Encyclopaedia of the Quran online	Reference
<input type="checkbox"/> Factiva internationale kranten	Fulltext
<input type="checkbox"/> Global Books in Print Online	Bibliography

Using *MetaSearch* you can search in several resources simultaneously. With this function you have more possibilities for the selection of the resources you want to search simultaneously than in *QuickSearch*. Besides, it offers more search options than *QuickSearch* does.

- Log on
- Go to *MetaSearch*
- Select at the left side of the screen your preference for a set of resources and, if desired, subject and sub-category
- In the central window appears a list with names of resources
- Select the resources that you want to be searched by clicking the squares. Resources without a square cannot be searched with *MetaSearch*.
- Enter your search term(s) in the search window
- Click *GO*

Favorites in My Space



The screenshot shows the 'Digital Library' interface for Universiteit Leiden. The top navigation bar includes 'QuickSearch', 'Find Database', 'Find e-Journal', 'My Space', and 'MetaSearch'. Below this, there are links for 'eShelf', 'My Databases', 'My e-Journals', and 'Preferences'. The main content area is titled 'e-Shelf' and shows a 'Folder: Basket (3)' dropdown menu. Below the folder menu, there are links for 'Table View', 'Brief View', and 'Full View', along with 'Selected' and '<Previous Next>' navigation. A table displays 3 records, each with a checkbox, a number, an author, a title, a database, and actions (delete and refresh icons).

No.	Author	Title	Database	Actions
<input type="checkbox"/>	1. Pite, Ralph	Thomas Hardy: The Guarded Life	MLA International Bibliography	ⓧ ⓧ
<input type="checkbox"/>	2. Card, James Van Dyck	Roses and Camellias, White and Red	MLA International Bibliography	ⓧ ⓧ
<input type="checkbox"/>	3. Lacey, Stephen	'Blood Red Roses', John McGrath and Lukácsian Realism	MLA International Bibliography	ⓧ ⓧ

- Log on
- Go to *My Space*

Here you can choose between:

- *eShelf* = your favorite titles of books or articles
- *My Databases* = your favorite resources
- *My e-journals* = your favorite e-journals

Within *eShelf* and *My Databases* it is possible to create several sets of favorites. The sets you have created in *My Databases* become visible as *My Sets* in *QuickSearch* and *MetaSearch*.