

# Using the Discovery Service

University Library

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# What is the Discovery Service?

The Discovery Service is a search engine to help you find articles, books and other academic material. It is designed by a company called EBSCO, to provide access to the library's information resources through a single search.

## How does it work?

The Discovery Service searches many (but not all) of the library's databases and other resources in one go. Finding items from the library catalogue, the institutional repository and over 100 databases, it presents you with one result list of journal articles, conference papers, books, e-books and more.

# How do I access it?

If you're not on campus, you will need to login using your institutional, or Shibboleth login (your university username and password).

If you are on campus, you will be able to search the Discovery Service without logging in (as you can with the library catalogue). You may be asked to login when you want to access an item in fulltext.

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Please Log In	
Enter your University username and password (eg. Staff: jonesp	Students: UP32768)
Username:	
Password:	
Did you forget your password ?	
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In order to progress your request as quickly as possible Service D	esk will require the following information :-

You can create your own personalised account in the Discovery Service, where you can store your research, create email alerts / RSS feeds, save and retrieve your search history, and save your preferences. Click on 'My EBSCO Host' at the top and click on the <u>Create a new Account</u> link. You will still need to use your institutional login to access the full-text material from the databases and other resources the library subscribes to.

## What about finding books?



To find a **specific book**, type the main words from the title and the author's name in the search box. The shelfmark (location on the library shelves) and the availability of the book will be displayed underneath the information about the book.

To find **books on a subject**, type your keywords in the search box and refine your results by selecting 'Books' and 'eBooks' on the left under 'Source Types'.

## Looking for information on a topic?

When you use the basic search, the 'Full Text Online Only' box will be ticked by default. This means your search will only retrieve results you can fully access online or which are held in the library (the 'Catalogue Only' option).

If you want to extend your search to include all material indexed by the Discovery Service, you can un-tick the '**Full Text Online Only**' option. You may be able to obtain items not fully accessible online or held by the library using our Interlibrary Loans service.

The **Full Text Online** option includes material which might be available through a library subscription or free material, and could be an article from a journal, an entry in a reference book or an e-book. The link under each item will lead you through to the full text.

There are a number of ways to refine your results on the left hand side. For example, you can **limit by the source type** (e.g. academic journals, books etc.), **subject**, **language**, **geography** (country or region) or **content provider** (database or information resource).

**TOP TIP** View abstracts (summaries) of articles in your results list by selecting the 'Detailed' result format under <u>Page Options</u>

## What are Additional Resources?

Some databases and other resources are shown on the right of the results screen, labeled Additional Resources. We are not currently able to integrate them into the main Discovery Service results, so instead they are searched simultaneously, with results kept separate on the right hand side. To view these search results, just click on the specific Additional Resource, or tick it to include them with the main Discovery Service results.  19th Century British Library Newspapers
 Box of Broadcasts
 Engineering Village
 Google Scholar
 Lexis Library
 Medicines Complete
 Nexis UK
 Oxford English Dictionary
 ProQuest
 Times Digital Archive
 Search

## Searching for information on a specialist subject?

Some databases are not included in the Discovery Service at all. However, they are still available to search individually. You can find links to individual databases on the **Databases** page on library website <u>https://library.port.ac.uk/databases.html</u> or by searching the library catalogue. Alternatively, explore **Subjects** on the library homepage where you will find links to recommended key resources.

A full list of the library's information resources and whether or not they are included in the Discovery Service content coverage is available <u>https://library.port.ac.uk/discovery.html</u>

## Still confused?

Just ask at one of the library information desks, contact us by email or telephone, or through our online chat service <u>https://library.port.ac.uk/help</u>