# Finding a book or a journal(introducing the Library website)

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## www.brookes.ac.uk/library

The Library homepage is your gateway to all the resources you will need throughout your studies.

You can either follow the links through to the Library from the main Oxford Brookes homepage

Or you can Google Brookes Library

## Finding a book

If you’re looking for a book, first click the Books & e-books option

Then enter the last name of the author and a word from the title in the box. If there’s more than one author, just choose one.

## Examples

When faced with the following book list, I would enter the words I’ve highlighted in pink for each text to find the record. (N.B. you never need to enter the year published or the publisher’s name.)

Pierce, L. (2006) Management of the Mechanically Ventilated Patient (2nd Edition). London: Saunders Elsevier.

Smith, S. P., Scarth, E. and Sasada, M. P. (2011) Drugs in anaesthesia and intensive care. 4th ed. Oxford: Oxford University Press.

Sykes, Keith and Young, J. D. (1999) Respiratory support in intensive care. 2nd ed. London: BMJ Books.

Tortora, G. J. and Derrickson, B. (2014) Principles of anatomy & physiology. 14th edition, EMEA edition. Hoboken, NJ: Wiley.

Wilkins, R. L., Dexter, J. R. and Heuer, A. J. (2010) Clinical assessment in respiratory care. 6th ed. St. Louis, Mo: Mosby.

If you can, try and pick out an unusual word which won’t appear in lots of titles.

## Choose from the list of titles

Click ‘Go’.

A list will appear of all the books with that author and those words in the title.

The system will default to showing you material available everywhere in the world.

Click the box next to Oxford Brookes University to get only items in our library.

## What does the record show?

Click on the title of the book you want to read.

The screen will split into 2 sides.

It’s the box on the right which you want to look at

## E-books

You can read an e-book anywhere.

If the book is available as an ebook, then you’ll see

Click View eBook to go into the book to read it

If an ebook link isn’t showing, you might need to click

Then look to see if there is a separate ebook record.

## You’ll need to log in

To access any Brookes electronic resource you’ll need to log in using your Brookes student number and portal password.

## E-book options

There are several different ebook suppliers

Most allow you to either read online or download to read without an internet connection later.

Although we try not to buy them whenever possible, sometimes a book might be a single user copy and you may get a message saying the book is already in use.

## Print copies

Print copies of books might be held in any one of the four Brookes campus libraries.

When you click on the title of a print copy

You’ll get a list of where print copies are held.

## Print copies

If the record you can see only shows the ebook and no details for print

Click Editions & Formats to bring up alternative copies.

When you click on the title of a print copy

You’ll get a list of where print copies are held on each campus.

## The Call Number

Each book is identified by a number and 3 letters.

This Call Number will show you where to find the book.

At Swindon Library books are only in one room, but there are several floors in the Library at Headington, so the exact location is even more important.

## Holding a book

If the book is only at another Brookes campus Library

Or all the copies are on loan

You can click the green button to hold a copy for you when it’s returned.

You’ll get an email to your Brookes email address when the book is ready and waiting for you to collect.

Books are kept waiting for you for a week.

## Renewing your loans

You can take out a book using the self-issue machines at any site

You just need your student card

Most books are standard one week loan

Your books will automatically renew every week for up to six months unless anyone else places a reservation on the book

Keep an eye on your Oxford Brookes email account so you can bring reserved books back and avoid being fined

## Finding an e-journal

If you’re looking for articles on a topic don’t look here, try a database.

But if you know the details of the article you want to look at

Bailey, K. and Wilkinson, S. (1998) ‘Patients’ views in nurses’ communication skills: a pilot study.’, International Journal of Palliative Nursing, 4 (6), pp. 300-305.

Click the ‘Journal titles’ option on the Library search box

And enter the title of the journal – in this case International Journal of Palliative Nursing

## E-journal access options

You’ll get a list of journal titles. If Brookes has access, then it will say Held by: Oxford Brookes University.

Click the journal title for more information.

If you were to click Access journal

This would take you to one supplier, but wouldn’t give you access to everything we have available

## E-journal access options

You need to choose the Access journal option which covers the year your journal article comes from. At this point you still can’t see the list of article titles.

Bailey, K. and Wilkinson, S. (1998) ‘Patients’ views in nurses’ communication skills: a pilot study.’, International Journal of Palliative Nursing, 4 (6), pp. 300-305.

## Once on the supplier site

Select your journal year, then volume and issue.

Bailey, K. and Wilkinson, S. (1998) ‘Patients’ views in nurses’ communication skills: a pilot study.’, International Journal of Palliative Nursing, 4 (6), pp. 300-305.

A list of the articles in that issue will appear

They’re in page number order

Click PDF to open the full text

## Further help

If you don’t know the name of a book or the name of a journal article you’re looking for but just have a topic or a question to search for information about then move on to the What is a database? guide

The Subject Help web pages are your place to go for Health and Social work specific library help

If you have questions you’d like to ask a librarian…

## Any Questions?

healthcarelibrarians@brookes.ac.uk

Ask for help if you need it.