Balfour (Zoology) Library Guide to Electronic Information Resources

CONTENTS (last updated August 2018)

How do I access online journals?

Cambridge University Library (UL) has set up access to electronic journals throughout the whole University.

Access is usually possible without passwords if you are on the University network, or via your Raven password if you are 'off-campus' (i.e. away from the network because you are at home or using a laptop or mobile device).

Access is provided to the full text of journal articles via ejournals@cambridge, which is effectively an A-Z list of journal titles at http://tf5lu9ym5n.search.serialssolutions.com/

- Enter the title of the journal in the Search box OR Click on the letter that the title you are interested in begins with, scroll down the list, and click on the link for your particular title.
- Details on the journal host and coverage is given by each title. Follow the links to find articles.

You can also search for electronic journals and their content via the iDiscover catalogue http://www.idiscover.cam.ac.uk You should login to iDiscover to view full search results (some databases only show results if you are logged in). Select 'Articles and online resources' in the bar over the Search box.

- Simply search for the title of the journal or the article title and if there is an electronic version available, you will retrieve a record for it.
- For journal titles, click on the journal title to check coverage and find the link to the relevant year.
- For articles, click on the 'Full text available' link and click on a provider to access the article.
- (When you are searching for journal articles from off-campus - e.g. from your PC at home or using a laptop or mobile device - you will be prompted to enter your Raven password at the point where you click on the journal title's link).

Please note that if you access these journals via the publishers' web pages directly, and not through the UL's A-Z list or iDiscover, you may not be able to get the full text of articles (unless you have your own personal subscription to them).

This is because all access for members of the University has been set up to channel everybody via the UL's A-Z list at http://tf5lu9ym5n.search.serialssolutions.com/ or iDiscover http://www.idiscover.cam.ac.uk where it recognises computers on the University network or allows access via Raven passwords.

You can access Raven authenticated services such as eresources, ejournals and Web of Science from any location inside and outside the 'cam.ac.uk' domain (e.g. from your PC at home or when using a laptop or mobile device). Just do your search on the A-Z list or iDiscover as usual and when you click on the link for the journal title, you will automatically be prompted for your Raven password. You should only need to enter your password once per session.

The University also has online access to journals through the ProQuest http://search.proquest.com/index?accountid=9851 platform. These titles cannot be accessed via the A-Z list or iDiscover. Click on the 'Publications' tab and type the journal title in the search box. Details on full text and citation/abstract coverage are provided. Click on the

journal title to search for articles within the publication or browse specific issues. You can also perform Basic and Advanced searches to find specific articles.

How do I get a Raven password?

See the University Information Services 'How do I get a Raven password?' web page at https://help.uis.cam.ac.uk/user-accounts-security/accounts-passwords/raven/raven-faqs/raven-request

How to get help when you have problems accessing a particular journal or article

If you have any problems accessing electronic journals, see the eresources@cambridge page https://www.libraries.cam.ac.uk/eresources or contact the Senior Library Assistant of the Balfour Library by email at library@zoo.cam.ac.uk or by telephone on (3)36648.

The online journal I am looking for is not on the A-Z list, how can I access it?

If it is not on the list, the University has not paid for an online subscription. However, some online journals are available free and may not be on the A-Z list. Search for the article on Google Scholar http://scholar.google.co.uk/ and there will be a link to click on if it is freely available. If the journal is not available online, you can check the iDiscover catalogue at http://www.idiscover.cam.ac.uk for print holdings in the University. If the journal is not held in Cambridge see **How do I get hold of an article published in a journal that is not taken anywhere in the University?**

How do I find the scientific literature I need?

The Balfour Library also provides access to other online information resources hosted by Cambridge University Library, such as online databases, citation indices and subject gateways, via its PCs (and these can be accessed from any PC on the network University-wide), see http://libguides.cam.ac.uk/eresources

Access is possible without passwords unless you are accessing them from outside the 'cam.ac.uk' domain, in which case you need your Raven password.

Web of Science (WoS) http://wok.mimas.ac.uk/

- Raven password may be required to access the database whether on or off the University network
- Core Collection of WoS includes the Science and Social Sciences Citation Indexes, both dating back to 1900, as well as Book and Conference Proceedings Citation Indexes
- Additional databases include BIOSIS Citation Index, MEDLINE and Zoological Record
- Over 20,000 journals indexed with more than 1.4 billion cited references and daily updates
- Cited Reference Searching and Related Records tools for finding related citations
- Results can be printed, emailed or saved to reference management software
- Register with WoS to access saved search histories, create email alerts and RSS feeds

There are guides on how to search the WoS throughout the Library, and the Senior Library Assistant will be happy to show you how to use it.

WoS will only give you citations and abstracts of journal articles, NOT the full text (BUT if the University has paid for an online subscription to the journal you have a citation for, there will be a link you can click on to go directly to the article online).

Scopus http://www.scopus.com/

Scopus is the world's largest abstract and citation database of peer-reviewed literature and quality web sources.

- Contains over 69 million records
- More than 22,800 titles from 5,000 publishers worldwide
- Includes over 8 million conference papers
- Provides 100% Medline coverage
- Offers sophisticated tools to track, analyze and visualize research

There are guides on how to use Scopus throughout the Library, and the Senior Library Assistant will be happy to show you how to use it.

Scopus will only give you citations and abstracts of journal articles, NOT the full text (BUT if the University has paid for an online subscription to the journal you have a citation for, there will be a link you can click on to go directly to the article online).

PubMed http://www.ncbi.nlm.nih.gov/pubmed/

PubMed comprises more than 28 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites.

Google Scholar http://scholar.google.co.uk/

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: peer-reviewed papers, theses, books, abstracts and articles, from academic publishers, professional societies, preprint repositories, universities and other scholarly organizations. Google Scholar helps you identify the most relevant research across the world of scholarly research.

Features of Google Scholar:

- Search diverse sources from one convenient place
- Find papers, abstracts and citations
- Locate the complete paper through your library or on the web
- Learn about key papers in any area of research

Google Scholar aims to sort articles the way researchers do, weighing the full text of each article, the author, the publication in which the article appears, and how often the piece has been cited in other scholarly literature. The most relevant results will always appear on the first page.

What tools are available to help me organize all the citations that I find?

Please see the Cambridge Libguide on Reference Management https://libguides.cam.ac.uk/referencemanagement/subjects for further information on some of the following resources.

Many software tools are available to help students and researchers collate and manage citations and references. Here are a few recommendations:

Mendeley http://www.mendeley.com/

Mendeley is a free reference management tool and academic social network for desktop and web.

- Read, organise and cite all of your research from one library.
- Connect and collaborate with millions of researchers worldwide.
- Store, share and cite your datasets with one secure online repository.

Zotero http://www.zotero.org/

Zotero is a free, easy-to-use tool to help you collect, organise, cite, and share research.

- Zotero is the only software that automatically senses research on the web.
- Helps you organise your research any way you want.
- Instantly creates references and bibliographies for any text editor.
- Share a library with as many people as you like.

EndNote http://endnote.com/

EndNote is reference management software that enables you to store and manage your references. It will then create bibliographies from these references automatically. The full version of EndNote must be purchased but there is a limited online version called EndNote basic http://endnote.com/product-details/basic that is free.

CiteULike http://www.citeulike.org/

CiteULike is a free service for managing and discovering scholarly references. You can easily store references you find online, discover new articles and resources, share references with your peers, find out whose reading what you are reading and store and search your PDFs. There is also an automated article recommendations feature.

RefWorks http://www.refworks.com/

RefWorks is an online research management, writing and collaboration tool designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.

How can I find out the contents of journals, especially ones that are not subscribed to in the University?

Publishers' websites

You can find the web addresses for these from the front covers of individual journals or by using a search engine on the web. They often list the Tables of Contents (TOCs) of their titles, which you can often set up to be alerted to by email on publication of each issue of the journal.

Zetoc http://zetoc.jisc.ac.uk/

Zetoc provides access to the British Library's Electronic Table of Contents of over 34,500 current journals and more than 55 million article citations and conference papers. The database covers 1993 to date, and is updated on a daily basis. It includes the following services, to enable you to keep up-to-date with relevant new articles and papers:

Zetoc Search: citations of journal articles and conference proceedings

Zetoc Alert: to set up, modify and delete email alerts

Zetoc RSS: to set up RSS feeds for journals

Copies of all the articles and conference papers listed on the database are available from the British Library's Document Supply Centre in Yorkshire, via Inter-Library Loan (ILL), if the journal is not held anywhere within the University of Cambridge. See **How do I get hold of an article published in a journal that is not taken anywhere in the University?**

How do I print or download the references or full text articles that I find?

You often have a choice as to how you download or print the articles or references that you find.

Sometimes you can view the full text (or abstracts) of articles and print them as a web page (HTML version), but more often they are available as 'pdf' files, which means that they appear how they are in the printed version of the journal.

These are downloaded automatically when you click on the pdf or full text icon for the article (this requires Adobe Acrobat Reader to be installed on your PC, as it has been on all the Library PCs).

Anything can be downloaded onto a memory stick or printed off.

Colour printing can be done in the Library (during opening hours only) and in the Computer Suite on the 2nd floor (24/7, out of hours access cardholders only). The photocopiers are multi-function devices (MFD) which can print, photocopy and scan. The Library photocopier is located in the Newton room next to the Library Office.

The Department uses the University Information Service's DS Print service for printing https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users The charges for printing are as follows:

- Black and white A4: 5p per sheet (whether double- or single-sided);
- Colour A4: 30p per sheet (whether double- or single-sided).

You can pre-pay for printing online using a debit or credit card, or in cash at Information Services Reception (Roger Needham Building, West Cambridge site).

For more information, please see the relevant University Information Services website at https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users/ds-print-payment . Information on how to print is also displayed by each PC in the Library.

Members of the Department should receive an allocation of printing credit from the Department. Please ask the Senior Library Assistant for details.

How do I get hold of an article published in a journal that is not taken anywhere in the University?

You can request an Inter-Library Loan (ILL) from the British Library (for a subsidised fee).

The Balfour Library provides this service for staff and students of the Department of Zoology at a subsidised rate but at the full rate for non-members of the Department. Ask the Senior Library Assistant for more details or see the Inter-Library Loans web page of the Balfour Library website at https://www.zoo.cam.ac.uk/about-us/library/inter-library-loans

You may also be able to request ILLs via your college library, your 'home' department's library if they provide the service, or from the University Library, the Moore Library, Medical and Law Libraries, also at subsidised rates.

The Balfour Library can request articles to be copied for you for free if the journal it is published in is held in another library in the University. The exceptions to this are the University Library and the Moore Library - you will have to visit those yourself. Alternatively, the Moore Library has a Scan & Deliver Service. See http://moore.libraries.cam.ac.uk/scan-deliver for more details.

How do I find web resources in my subject area?

The University Library provides an A-Z list of databases that are networked throughout the University at https://www.libraries.cam.ac.uk/eresources. You can search alphabetically by resource name, or by subject area. The Zoology LibGuide at http://libguides.cam.ac.uk/zoology also has details of relevant web resources. Here are some you may find useful.

Handbook of the Birds of the World Alive (HBW Alive) http://www.hbw.com/

HBW Alive is an online comprehensive resource for all of the birds of the world. It contains the contents of the acclaimed 17-volume *Handbook of the Birds of the World (HBW)* series.

HBW Alive contains detailed information, illustrations, maps and other material on all the bird species of the world. The contents are constantly updated by professional editors and moderated user participation via "wikicontributions". There are more than 50,000 videos, photographs and sounds, which are linked for quick and easy access. Each species account also includes a bibliography of the references used. HBW Alive also has a geographic tree, which can be used to see species lists of the birds of every country of the world.

Access is restricted to computers with a Zoology Department IP-address. A username and password is also required. Contact the Senior Library Assistant for more information and a password.

Birds of North America (BNA) https://birdsna.org/Species-Account/bna/home

BNA is a project of the Cornell Lab of Ornithology. It provides comprehensive life histories for each of the 716+ species of birds breeding in the USA (including Hawaii) and Canada.

Species accounts are updated frequently, with contributions from researchers, citizen scientists, and designated reviewers and editors. In addition, BNA contains image and video galleries showing plumages, behaviours, habitat, nests and eggs, and more. Most accounts now feature recordings of the songs and calls of their species, recordings selected from the extensive collection of Cornell's Macaulay Library.

On-campus access does not require a password. Off-campus access is via Raven password.

Essential for Life Science (ELS) (previously Encyclopedia of Life Sciences)
http://www.els.net/WileyCDA/

ELS features more than 5,000 specially commissioned and peer-reviewed articles. The articles within ELS are written by leaders in the field to provide comprehensive and authoritative coverage of each subject area and are aimed at researchers, students and teachers alike.

Colour illustrations and tables accompany all of the articles. Appendix and glossary material provide essential information for the non-specialist, including biochemical and taxonomic information, acronyms, synonyms, units and other technical data. Importantly, since all articles have been peer-reviewed a balanced representation of the literature is ensured.

On-campus access does not require a password. Off-campus access is via Raven password.

How do I find and use e-books, and download them to my e-reader?

The University of Cambridge has access to over 1.5 million e-books from a wide variety of publishers and platforms. They are available to all current staff and students of the University from any location, 24/7.

The e-books provide online versions of complete texts, allowing readers to search, print and download sections of works (subject to the usual copyright restrictions where you may only copy up to 10% or one whole chapter, whichever is greater, from a book). Additionally, they offer features such as dictionary checking and citation export and electronic notes and bookmarks can be made by creating a personal account. Some e-books can also be downloaded to mobile devices.

You can access the e-books through iDiscover at http://www.idiscover.cam.ac.uk. If you perform a catalogue search for a book and there is an electronic version available, you will retrieve a record for it, which will contain a direct link to the e-book. Access on-campus does not require a password. To access e-books off-campus you will need your Raven password.

Please see the ebooks@cambridge libguide for further information on how to use ebooks on mobile devices and how to access them off-campus at
http://libguides.cam.ac.uk/ebookscam