UNIVERSITY OF LONDON

Using the Online Library
Global MBA

onlinelibrary.london.ac.uk

The Online Library Website

The Online Library website is available at **onlinelibrary.london.ac.uk**

You can also access it via your **Student Portal**

1	Register for an **Athens account**
2	Access your **Student Portal**
3	**Search** the Online Library collection
4	Access the **Global MBA Gateway**
5	Get **help and support**

UNIVERSITY OF LONDON | INTERNATIONAL PROGRAMMES

2 Student Portal ⧉   **1** Register for Athens

Online Library Home | **4** About the Library | Study Programme | **3** Find Resources | **5** Student Support

Welcome to the Online Library

A service dedicated to students of the University of London's Distance learning community. We provide online resources, professional support and guidance to all our students whenever, and from wherever they have chosen to study.

Search Summon, our state-of-the-art search engine

3 Search for books, e-books, journal articles and more... **Search**

Advanced search ⧉

You can also browse our databases, resources and the A-Z journals list ⧉ . If you need help, read our Summon Quick Start Guide .

Study Programmes

Our study programme pages contain links to useful resources in one place.

Choose your study programme

5 ## Support

I need help...

- using databases
- with Summon
- searching for journals
- with library passwords
- accessing study materials

Resources

Quick access to...

- Study Programmes
- Summon
- Databases
- E-books
- Journals

5 ## Contact us

Get in touch via...

Email
onlinelibrary@shl.lon.ac.uk

Telephone
+44 (0)20 7862 8478

The Global MBA Gateway

The Global MBA Gateway is the section of the Online Library website dedicated to the Global MBA programme.

You can access the Global MBA Gateway in the Study Programme section of the Online Library website, and also at:

onlinelibrary.london.ac.uk/programme/global-mba

1	Access **databases** for Global MBA
2	Get **help** using the Online Library
3	**News** and **updates**
4	Other **useful information**
5	**Frequently Asked Questions**

1 Databases

- ABI/Inform Global (Proquest)
- Academic Search Complete (EBSCO)
- Arbitration International
- ATLA Religion Database
- Australian Education Index
- British Education Index
- British Standards
- Business Source Premier (EBSCO)
- Cambridge Core
- Dawsons E-Book Collection
- Dissertations (ProQuest: Global)
- Dissertations (ProQuest: UK and Ireland)
- EJS E-Journals (EBSCO)
- Electronic Enlightenment
- Emerald
- European Newsstream (Proquest)
- GeoScienceWorld
- HeinOnline
- Historical Texts
- IEEE
- IngentaConnect
- Journal of Refugee Studies
- JSTOR
- JustCite
- Justis
- JustisOne
- Kluwer Law Online (Corporate Acquisitions and Mergers)
- LexisLibrary
- The Literary Encyclopedia
- Literature Online (LION)
- Oxford Dictionary of National Biography
- Oxford English Dictionary
- Oxford Handbooks Online
- Oxford Scholarly Authorities in International Law
- Periodicals Archive Online (ProQuest)
- Philosophers Index
- Project MUSE

2 Need help using the resources?

- Virtual Library Tour
- Help
- Information Skills
- Quick Start Guides
- Login guides
- Contact us

3 News and Blog articles

- Thank you for taking our Survey!
- Online Library Newsletter Issue 7
- Upgrade to Westlaw
- Change to the Dawsons Ebook Collection
- Online Library Newsletter Issue 6
- Ask a Librarian Live Chat Pilot
- Online Library Newsletter Issue 5
- Online Library Newsletter Issue 4
- Launch of the new Online Library Website
- Upgrade to Summon 2.0

4 Other useful links

- Online Library in a Nutshell Guide
- E-Books in a Nutshell Guide
- Search Summon
- Forgotten your Athens password? Reset it here

5 Top General FAQs

- Why can't I get full text access to a journal?
- I would like to suggest a journal
- How do I get an Athens account?
- I have forgotten my Athens password can I change it?
- I applied for an Athens account but not had a reply
- I have forgotten my Portal password can I change it?

Databases

What are databases?

- Databases are effectively lists of references to published information resources such as journal articles, conference papers, newspaper articles, legal case reports and statistics.

- They also store the full-text of those information resources that the Online Library has actually purchased.

- The Online Library includes many databases, some having a focus on particular subject areas or a particular type of resource.

- The databases of relevance to Global MBA are shown in the Global MBA Gateway and some of the most useful are listed opposite.

- It is important to be aware that only those items (e.g. journals, books and so on) that the Online Library has purchased will be available for you to read in a database; you will only be able to see the citations or abstracts of other items.

- Nevertheless, the Online Library has purchased access to **millions** of individual items and you can read them within the databases that they are stored in.

Global MBA Databases include

Business, Economics, Finance and Management
ABI/INFORM Global
Business Source Premier
SAGE Journals Online (Management and Organisation Studies Collection)

Broad subject focus/Multidisciplinary
Academic Search Complete
Cambridge Core
IngentaConnect
JStor

eBooks
Dawson's eBook Collection
Newspapers
European Newsstream

Legal resources
HeinOnline
Justis
JustCite
Kluwer Law Online (Corporate Acquisitions and Mergers)
LexisLibrary
Westlaw

Statistics
Statista

For a full listing please see the <u>Global MBA Gateway</u>

Searching the Online Library

There are several different ways of searching the Online Library.

Searching Summon

Summon is the Online Library's main search engine. In the same way that search engines such as Google search the web, Summon searches the databases in the Online Library. By default, it will only retrieve items from the databases that the Online Library has purchased and are available in full-text.

Search Summon, our state-of-the-art search engine

Search for books, e-books, journal articles and more...   **Search**

Advanced search ⬚

You can also browse our databases , resources and the A-Z journals list ⬚ . If you need help, read our Summon Quick Start Guide .

This means Summon is by far the most efficient way of searching the Library's collections, as you don't need to search each database individually and sort through items that are not actually available to read.

See **here** for more information on searching Summon.

Searching the A-Z Journals List

If you are looking for journal articles in particular and you know the journal title and year of publication, you can also go straight to the journal in the **A-Z Journals List**. This is similar to browsing journals on the shelves in a physical library.

The A-Z Journals List shows all the journals that the Online Library has purchased (and the relevant years), and will allow you to link across to the databases they are stored in.

Sometimes a journal will be stored in more than one of the databases—although the years available in each database might be different.

Journal of the history of collections
Alternate Title: *Journal of History of Collections*
ISSN: 0954-6650
Peer Reviewed
1989 to 1995 in Oxford Journals 2017 Archive
1995 to 2014 in IngentaConnect
1996 to Present in Oxford Journals 2017 A-Z Collection
01/01/1996 to Present in Oxford University Press:BIBSAM:Journals Including n

Journal of the history of economic thought
Alternate Title: *Journal of History of Economic Thought*
ISSN: 1053-8372
Peer Reviewed
1990 to Present in Cambridge Journals
01/09/1998 to 31/12/2007 in Business Source Premier

Journal of the history of medicine and allied sciences
Alternate Title: *Journal of History of Medicine & Allied Sciences*
ISSN: 0022-5045
Peer Reviewed
01/01/1946 to 31/10/1995 in Oxford Journals 2017 Archive
01/01/1996 to Present in Oxford Journals 2017 A-Z Collection
Oxford University Press:BIBSAM:Journals Including n
2003 to 2015 in IngentaConnect

Searching the Online Library

Searching the eBook collection

Although you can find eBooks using Summon, you can also search for them in the Dawson's eBook Collection database. Like other databases, Dawson's will also show you eBooks that are not available in the Online Library, but you can easily filter these out by unchecking the 'Show Unowned Content' box.

See **here** for more information on searching the Dawson's eBook Collection.

Searching the Statista database

Statista is an rich resource containing statistical data on a wide range of topics, markets and industries. Data can be downloaded in different formats (including PDF, Excel and PowerPoint) and also in the form of 'Dossiers' on particular topics. Unlike the other databases in the Online Library, Statista **cannot** be searched using the Summon search engine. Instead, log into Statista from the **Global MBA Gateway**.

Searching other databases

You can also search all databases individually using their owns search engines. However, as mentioned earlier, databases are indexes so they list items that the Online Library has not purchased as well as items that are available.

See **here** for more information on database searching.

Global MBA Essential Readings

All the "essential" readings for Global MBA modules can be found in two places, the Global MBA Virtual Learning Environment (VLE) and the Online Library.

Most of your essential readings are embedded within each topic in the VLE **https://mba.elearning.london.ac.uk/login/index.php**

Some of your essential readings can be found in the Online Library. When a reading is in the Online Library, there will be a link to the Online Library home page within the topic in the VLE. From the Online Library home page you can then search the Online Library for your reading.

Logging in to databases

The databases that store the Online Library content are password-protected, so you need to login to them in order to read the content.

Logging in from the Global MBA Gateway

If you want to search an individual database (including Dawson's or Statista), you can access it from the Global MBA Gateway and log in to it directly. Once logged in, you can read all the items in that database that the Online Library has purchased.

Logging in from Summon

If you are searching the Online Library using the Summon search engine (or the A-Z Journals List), you won't be asked to log in until you find a particular item you want to read.

Login instructions

Because the databases in the Online Library are produced by different publishers, the way of logging in can vary from database to database, and whether you are logging in from the Global MBA Gateway or Summon.

There are **Login Guides** for each of the databases on the Online Library website. Once you have logged in to a particular database, you will not need to login to it again in the same browser session.

Passwords

Student Portal password

- Most of the databases in the Online Library allow you to login with your **Student Portal** account.

- If you ever forget your Student Portal login details, you can reset it on the Student Portal homepage.

Athens password

- Some databases (particularly the Dawson's eBook collection) require you to login with an **Athens** account.

- Unlike your Student Portal password, you need to request an Athens account from the Library.

- You can request an Athens account **here**. We will need your Student Registration Number.

- As it can take up to 72 hours for accounts to be created we strongly recommend you request your Athens account as soon as you start using the Online Library.

- If you ever forget your Athens account password but you remember your username, you can reset your password **here.** If you can't remember your username either, then just **contact the Online Library team** with your name and Student Registration Number and we will reset it for you.

Help and support

If you have any questions about the Online Library, or if you're having difficulties finding or accessing readings, please contact the Online Library Enquiry Service.

The Enquiry Service is staffed by qualified and professional librarians and is available Monday to Friday between 09:00 and 17:00 (UK time).

Phone

+44(0)20 7862 8478

Email

onlinelibrary@shl.lon.ac.uk

Ask a Librarian service

Chat with us! During **designated hours** you can speak to us via our live chat service using the **Chat with us** button on our website.

Contact us! Outside designated hours you can send us a message   using the button or using the **Contact us** button on our website.

Student Support web pages

The Student Support section of the Online Library website contains a wealth of information on how to use the Online Library and information skills generally

Quick Links

- **Online Library website**
- **Getting Started tutorial**
- **Global MBA Gateway**
- **Register for an Athens account**
- **Recent acquisitions**
- **Database Login Guides**
- **Help searching Summon**
- **Help searching databases**
- **Information skills**

Frequently Asked Questions

Why can't I find an essential course reading in the Online Library?

Publishers do not always make their content available in digital format for university libraries to purchase, even if the same content is available to individuals to purchase for their own use. In these situations, we are unable to add the content to the Online Library.

What is the difference between the Online Library and the Virtual Learning Environment (VLE)?

The **VLE** is the online platform which the University uses to provide all the course materials produced by the University, such as Subject Guides, lecture videos, examination commentaries and so on. The **Online Library** contains resources that the University has purchased/licensed from publishers to support your studies.

Why are some journal articles and book chapters available on the VLE but not others?

Where a Reading List specifies only a chapter or article from a book or journal it is sometimes more practicable to obtain a scan of the extract from another library. In these instances we upload the scan to the VLE because it doesn't belong in one of the Library databases. Extracts added to the VLE in this way are subject to the University's copyright licence, and so will have a coversheet explaining what you can do with the material.

Why is the login procedure different for each database?

Because the various databases are produced by different organisations, they have different technical requirements in relation to logging in. Although this is beyond the Library's control, we have tried to simply the process as much as possible by producing Login Guides for each of the databases.

What should I do if I can't find something in the Online Library?

If you have searched for something using Summon and cannot find it, then we recommend you contact us. We can confirm whether the item is available in the Online Library and advise you on how to access it.

Why am I being asked to join a queue to read an eBook?

Some of the eBooks in the Dawson's eBook collection can only be read by one user at a time. This condition is set by the publisher. In these instances, you will be asked if you want to join a queue when the book is being read by another student, and you will receive an email when you reach the front of the queue. Each user has 24 hours with the book when there is a queue.

I downloaded an eBook but I can no longer read it. Why?

If you download an eBook the file will lock after a period of time (as set by the publisher but usually between one and seven days). If you want to continue reading an eBook after the time period has expired, you can download the book again and you will have access to it for the same period of time.

Can I print an eBook out?

Publishers limit the amount of an eBook that can be printed (or copied and pasted), usually to around 10%. This is to prevent infringement of copyright.