UNIVERSITY OF LONDON

Using the Online Library

Economics, Management, Finance and Social Sciences

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 **EMFSS Gateway**
5	Get **help and support**

The EMFSS Gateway

The EMFSS Gateway is the section of the Online Library website dedicated to the Economics, Management, Finance and Social Sciences programme.

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

onlinelibrary.london.ac.uk/programme/emfss

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

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 EMFSS are shown in the EMFSS Gateway and 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.

EMFSS Databases

Broad subject focus

- Academic Search Complete
- Cambridge Core
- IngentaConnect
- JStor
- Science Direct

Economics, Business, Finance and Management

- ABI/INFORM Global
- Business Source Premier

Social Sciences

- Sage Journals Online
- Social Science Open Access Repository

eBooks

- Dawson's eBook Collection

Newspapers

- European Newsstream

Legal resources

- HeinOnline
- Justis
- JustCite
- LexisLibrary
- Westlaw

Statistics

- Statista

MOZART

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.

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 EMFSS 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.

Reading List items

All the 'essential' course readings for EMFSS that the Online Library has been able to license from publishers are available in the Online Library.

When new items are added, we publish the details on our Recent Acquisitions webpage.

The easiest way to find them is to put the details in the Summon search engine, or use the links provided in the Reading Lists. Either way, you will be taken to the database that contains the item and you will need to log in to access them. (See the Logging In section of this guide for details.)

Occasionally, readings will be available in the Virtual Learning Environment (VLE) rather than the Online Library. In these cases, the Reading Lists will link directly to a PDF of the reading, with no further logging in required.

If you are unable to find an essential reading in the Online Library, then please contact us.

See here for more information on accessing course readings

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 EMFSS Gateway

If you are searching a database individually (including Dawson's and Statista), you access the database from the EMFSS Gateway and login to it at the beginning. Once logged in, you can read all of the items listed 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 your are logging in from the EMFSS 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.

THE MIDDLESEX LIBRARIES AND THIS CATALOGUE HALL
WERE ERECTED IN 1938
THROUGH THE MUNIFICENCE OF THE MIDDLESEX COUNTY COUNCIL

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
- EMFSS 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.