



UNIVERSITY
OF LONDON

Online Library in a
Nutshell

Global MBA

onlinelibrary.london.ac.uk

Welcome to The Online Library Website

The Online Library website is available at onlinelibrary.london.ac.uk. You can also access it via your [Student Portal](#). The resources in the Online Library have been carefully selected because of their high academic quality and as such are more reliable than those found freely on the web.

The Library is managed by a team of professional librarians who are available to provide help and advice on using information resources. Learning to use the Library effectively will equip you with the information skills you need to succeed in your studies from enrolment to graduation and throughout your career.

The screenshot shows the University of London Online Library website. At the top left is the University of London crest and logo. To the right, there are links for 'Student Portal' and 'Register for Athens'. Below this is a navigation menu with five items: 'Online Library Home', 'About the Library', 'Study Programme', 'Find Resources', and 'Student Support'. A large blue banner below the menu contains the text 'Welcome to the Online Library' and a description of the service. Below the banner is a search bar for 'Summon' with a search button and an 'Advanced search' link. To the right of the search bar is a 'New Online Library Single Sign-On' section with a 'Click here to learn more' link. At the bottom, there are three columns: 'Support' with a link 'I need help...' and a sub-link 'using databases'; 'Resources' with a link 'Quick access to...' and a sub-link 'Study Programmes'; and 'Contact us' with a link 'Get in touch via...' and a sub-link 'Email'. Red callout boxes with numbers 1 through 5 are placed over the page to highlight specific elements: 1 is over the Student Portal link, 2 is over the search bar, 3 is over the Study Programme link, 4 is over the Student Support link, and 5 is over the Contact us link.

1	Access your Student Portal
2	Search the Online Library collection
3	Access the Global MBA gateway
4	Get 24/7 help and support
5	Contact us for help and support

Searching the Online Library

You can access the Online Library via the website or from the Global MBA VLE.

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 do not need to search each database individually and sort through items that are not actually available to read. Our [Summon page](#) has more information on searching Summon.

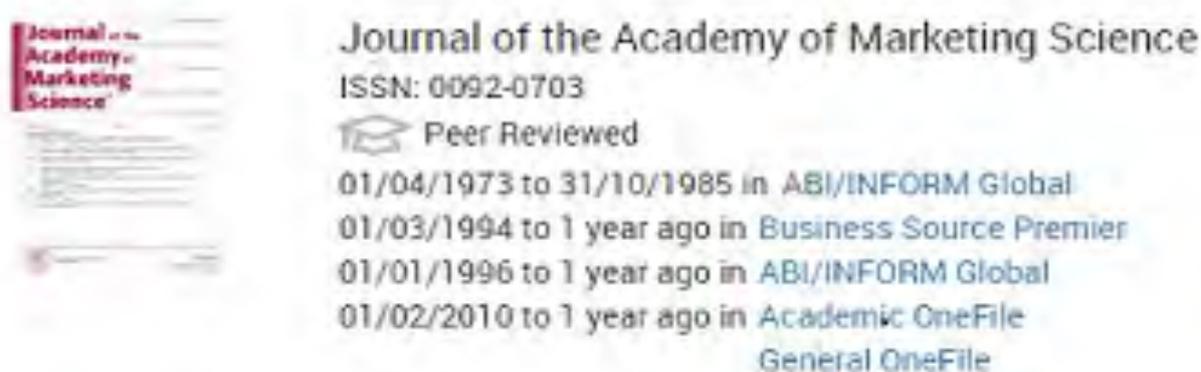


Searching the A-Z Journals List

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.



Sometimes the most recent article will not be available for a year due to the publisher's licence

Searching the Online Library

Searching the eBook collection

The best way to search for e-books in the Online Library is to use Summon, the search engine on the Online Library homepage. You can limit your results to e-books by clicking on Book/eBook on the left side of the search results page.



Although you can find eBooks using Summon, you can also search for them in the VLeBooks database. The library also has a growing number of ebooks in E-book Central (Proquest)

You can read ebooks in the database online, or download them to read offline. When you download a book from VLeBooks in most cases you can download the book for up to seven days at a time. Some titles can only be read online or downloaded by one user at a time, in which case the download period is 24 hours. In these cases, you can join a 'queue' if the title is being read by another user, and you will receive an email when you reach the front of the queue.

Accessing 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](#).

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.

Using the Global MBA gateway



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.

All Online Library databases are password protected.

You can log into all Online Library resources using the same username and password you use to log into your Virtual Learning Environment.

The screenshot shows the Global MBA gateway website interface. It features a blue background with white text and several red callout boxes numbered 1 through 5. Callout 1 points to the 'Databases' section, which lists various academic resources like ABI/Inform Global, Academic Search Complete, and Business Source Premier. Callout 2 points to the 'Need help using the resources?' section, which includes links for Help, Tutorials, Information Skills, Quick Start Guides, Login guides, and Contact us. Callout 3 points to the 'News and Blog articles' section, which lists recent updates such as 'Webinar recording', 'New Westlaw Coming Soon!', and 'The New Online Library Single Sign-On'. Callout 4 points to the 'Other useful links' section, which includes 'Online Library in a Nutshell Guide', 'E-Books in a Nutshell Guide', and 'Search Summon'. Callout 5 points to the 'Top General FAQs' section.

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

Remember when you log into a database from your programme gateway, you are only searching the contents of that particular database.

Help with using databases



Using the databases available in the Online Library

- The databases in the Online Library provide access to a collection of ebooks, ejournals, conference papers, newspaper articles, book reviews, legal cases and statistics depending on their specific content/subject focus. The contents amount to over 100 million electronic items.
- The library endeavours to purchase items in full text, however sometimes only abstracts are available.
- The databases of relevance to Global MBA are shown in the Global MBA gateway and some of the most useful are listed below.
- The databases that store the Online Library content are password-protected, so you need to login to them in order to read the content. You can log into databases using the same username and password you use to access your **Virtual Learning Environment**. If you need help logging in, take a look at our [Login Guides](#).
- To find out in which database you can find a journal, use the [A-Z Journals List](#)

Key databases for your studies

All the databases included in the Global MBA gateway have content relevant to your course. Here are some key ones listed according to content

Business, Economics, Finance and Management

- ABI/INFORM Global
- Business Source Premier
- Emerald
- Financial Times
- SAGE Journals Online (Management and Organisation Studies Collection)

Broad subject focus/Multidisciplinary

- Academic Search Complete
- Cambridge Core
- IngentaConnect
- JStor

eBooks

- VLeBooks
- E-book Central (ProQuest)

Newspapers

- European Newsstream

Legal resources

- HeinOnline
- JustisOne
- Kluwer Law Online (Corporate Acquisitions and Mergers)
- LexisLibrary
- Westlaw

Statistics

- Statista

For a full listing please see the [Global MBA gateway](#)

Logging in to databases

Logging in from the Global MBA gateway

If you want to search an individual database (including VLeBooks or Statista), you can access it from the Global MBA gateway and log in to it directly. Just click the name of the database and then the **Login** button. Then select **University of London Online Library (Distance Learning)** and enter your username and password. 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.

To do this, you just need to click the title of the item and you log in in the same way as you would from the Global MBA gateway.

For some databases you may need to follow some additional steps before you see the **University of London Online Library (Distance Learning)** option. There are [Login Guides](#) for each database that outline the steps you need to follow in these instances.

Searching databases

You can search all databases individually using their own search engines. However, as mentioned earlier, although the library endeavours to provide full text sometimes only abstracts are available.

See our [Quick Start Guides](#) for more information on searching specific databases.

Searching the Financial Times

The Financial Times is one of the world's most renowned publications with a focus on global business, finance and economic news. The Online Library provides access to the Financial Times via the ABI/INFORM Global (ProQuest) database. There is a 1 month delay before articles become available to read.

Searching the Statista database

Statista is a 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**.

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?

As 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 simplify 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 VLeBooks 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.

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).

Email

onlinelibrary@london.ac.uk

Ask a Librarian Live Chat 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.

Webform

Fill in the [Contact us form](#) on the Online Library website.

Telephone

+44(0)20 7862 8478

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](#)
- [Database Login Guides](#)
- [Help searching Summon](#)
- [Help searching databases](#)
- [Information skills](#)