



UNIVERSITY
OF LONDON

Online Library in a Nutshell

Organizational Psychology/HRM

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 homepage. At the top left is the University of London crest and name. To the right are links for 'Student Portal' and 'Register for Athens'. Below this is a navigation bar with five icons: 'Online Library Home', 'About the Library', 'Study Programme', 'Find Resources', and 'Student Support'. The main content area has a blue header 'Welcome to the Online Library' followed by a paragraph about the service. Below this is a search section with a text input field, a 'Search' button, and a link to 'Advanced search'. To the right of the search section is a box titled 'New Online Library Single Sign-On' with a link to 'Click here to learn more'. At the bottom, there are three columns: 'Support' with a link 'I need help...', 'Resources' with a link 'Quick access to...', and 'Contact us' with a link 'Get in touch via...'. A table at the bottom lists five numbered items corresponding to the callouts in the image.

1

Student Portal Register for Athens

3

Online Library Home About the Library Study Programme Find Resources 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

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

2 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](#).

New Online Library Single Sign-On

Accessing Online Library resources has just got much easier!

[Click here to learn more](#)

Support Resources Contact us

I need help... Quick access to... Get in touch via...

▪ [using databases](#) ▪ [Study Programmes](#)

1	Access your Student Portal
2	Search the Online Library collection
3	Access the OPHRM 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 OPHRM 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. 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.

SA Journal of Human Resource Management

Alternate Title: *Human resource management*

ISSN: 1683-7584



Peer Reviewed



Open Access

01/01/2003 to Present in [Open Access Digital Library](#)

01/01/2011 to Present in [ABI/INFORM Global](#)

01/01/2012 to Present in [Gale Academic OneFile](#)

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 eBook Collection database. The library also has a growing number of eBooks in eBook 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 OPHRM

Essential Readings

All the “essential” readings for OPHRM modules can be found in two places, the OPHRM Virtual Learning Environment (VLE) and the Online Library.

Most of your essential readings are embedded within each topic in the VLE:

<https://ophrm.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.

Using the OPHRM gateway



The OPHRM gateway

The OPHRM gateway is the section of the Online Library website dedicated to the OPHRM programme.

You can access the OPHRM gateway in the Study Programme section of the Online Library website, and also at:

<https://onlinelibrary.london.ac.uk/programme/organizational-psychologyhrm>

All Online Library databases are password protected.

You can log into all Online Library resources by entering the part of your Portal username before the @. The password is the same as for the Student Portal.

The screenshot shows the OPHRM gateway page with the following sections and callouts:

- 1** (red box) points to the **Databases** section, which lists various academic resources like ABI/Inform Global, Academic Search Complete, Business Source Premier, Cambridge Core, Dawsons E-Book Collection, Dissertations (ProQuest: Global), Dissertations (ProQuest: UK and Ireland), E-book Central (ProQuest), EJS E-Journals (EBSCO), Emerald, European Newsstream (Proquest), Frontiers in Psychology - Organizational Psychology, Gale Reference Complete, IngentaConnect, International Journal of Business and Management, International Journal of Human Resource Studies, JSTOR, Project MUSE, PsycTESTS (EBSCO), Research and Practice in Human Resource Management, SAGE Journals Online, SAGE Journals Online (Management and Organisation Studies Collection), Science Direct, The Journal of Business and Media Psychology, The SA Journal of Human Resource Management, The SA Journal of Industrial Psychology, and The Times Digital Archive 1785 - 1985.
- 2** (red box) 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.
- 3** (red box) points to the **News and Blog articles** section, which includes links for Webinar recording, The New Online Library Single Sign-On, Online Library newsletter - issue 9, Dawsons E-books in China, Thank you for taking our Survey!, Change to the Dawsons Ebook Collection, Ask a Librarian Live Chat Pilot, Launch of the new Online Library Website, and Upgrade to Summon 2.0.
- 4** (red box) points to the **Other useful links** section, which includes links for Online Library in a Nutshell Guide, E-Books in a Nutshell Guide, Search Summon, Previous issues of the Online Library Newsletter, and Forgotten your Athens password? Reset it here.
- 5** (red box) points to the **Top General FAQs** section, which includes links for Why can't I get full text access to a journal? and I would like to suggest a journal.

1	Access databases for OPHRM
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 OPHRM are shown in the OPHRM 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 VLE. **Login guides are available [here](#)**
- 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 OPHRM gateway have content relevant to your course. Here are some key ones listed according to content

OPHRM and related disciplines

- Business Source Premier
- EJS E-Journals (EBSCO)
- Emerald
- Project MUSE
- PsycTESTS (EBSCO)
- SAGE Journals Online

Broad subject focus/Multidisciplinary

- ABI/INFORM Global
- Academic Search Complete
- Gale Reference Complete
- Cambridge Core
- IngentaConnect
- JSTOR

eBooks

- VLeBooks e-Book Collection
- e-Book Central (ProQuest)

Newspapers

- European Newsstream

A full listing is available at [Organizational Psychology/HRM gateway](#)

Logging in to databases

Logging in from the OPHRM gateway

If you want to search an individual database (including VLeBooks e-Book Collection), you can access it from the OPHRM 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 Student Portal 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 OPHRM 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 at [Login Guides onlinelibrary.london.ac.uk/support/guides/login-guides](https://onlinelibrary.london.ac.uk/support/guides/login-guides)

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 [here](#) for more information on searching specific databases.

Information on key databases for your studies

Business Source Premier provides full text coverage of nearly 7,600 business publications, including full text coverage of over 1,100 peer-reviewed, scholarly journals. Coverage back to 1922 in some cases.

EJS E-Journals (EBSCO) Law and Critique and Social and Legal Studies are available from EBSCO's Electronic Journals Service (EJS) database.

Emerald is one of the leading providers of management e-journals and manages over 141 journals.

Project MUSE is a leading provider of digital humanities and social sciences content. It currently includes 468,570 articles and 1,177,319 chapters by 265 publishers, on a wide variety of topics including education, history, literature, medicine, philosophy, economics, politics and technology.

PsycTESTS database is an extensive collection of items associated with psychological measures, scales, surveys, and other instruments essential to research needs across the behavioral and social sciences.

SAGE Publishing contains more than 1,000 journals, from a wide range of disciplines, including Business and Management and Organizational Psychology.

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 the VLeBooks 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). 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

https://onlinelibrary.london.ac.uk/about/contact-us?type=ask_a_librarian

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](#)
- [Organizational Psychology/HRM gateway](#)
- [Database Login Guides](#)
- [Help searching Summon](#)
- [Help searching databases](#)
- [Information skills](#)