The Online Library Website

The Online Library website is available at onlinelibrary.london.ac.uk. You can also access it via your Student Portal.

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...

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

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

Contact us
Get in touch via...
Email
onlinelibrary@shl.lon.ac.uk
Telephone
+44 (0)20 7862 8478

Register for an Athens account
Access your Student Portal
Search the Online Library collection
Access the Global MBA Gateway
Get help and support
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
## 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 Global MBA Gateway
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.
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 own 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.

See here for more information on searching the Online Library.
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. You can log into databases using the same username and password you use to access your Student Portal and Virtual Learning Environment.

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. Just click the name of the database and then the Login button. Then select University of London Online Library (Portal Login) 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 Global MBA Gateway.

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

Login Guides for all databases are available here: onlinelibrary.london.ac.uk/support/guides/login-guides
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.