

## Script: How to search for an e-journal using the Library catalogue.

This short video shows you how to search for an e-journal using the Library catalogue.

In this example I will search for the journal 'Harvard business review'. On the Library homepage enter the journal title into the catalogue search box and then click on search or hit enter on the keyboard.

You will then get through to the results page on the catalogue interface and the journal that you are looking for will usually appear near the top of the results list. To limit your search to just journals you can choose 'Journals' from the filter options directly below the single search box at the top of the page.

Harvard business review appears first in my list of results. The linked text 'Online access' in the result tells you that we provide this journal in online format. Clicking the 'Online access' link will take you through to the View Online section of the full record for the journal where you can see the full text availability links and information. Links to the full text on one or more platforms will be listed here.

We buy journals from a range of suppliers so the options for viewing and using them will vary. The full text link to this particular journal says 'EBSCOhost Business Source Complete which tells me that we get access to this journal from our subscription to EBSCO's Business Source Complete database.

Click the EBSCO full text link. You may be prompted for your University username and password at this stage.

You can browse the contents using the years shown on the right-hand side or you can opt to search within the publication by clicking on the 'Search within this publication' link at the top of the page. Click on a given year to see the individual issues of a journal published within that year.

Once you have selected a particular issue you will then be able to see the individual articles. Click on the PDF full text or HTML full text links to view the article in full.

When you have finished reading, to return to the list of dates, use the back button on the browser and then you're ready to browse another issue or search within the publication.

If you have difficulty locating an e-journal on the catalogue please ask a member of Library staff for help. For this or any other help you might need, speak to a member of staff in the Library, or contact the Library team online. You can email [Library@bath.ac.uk](mailto:Library@bath.ac.uk) or use the 'Need help?' button on the Library homepage.