

MetaLib : Quick Reference Guide

<http://lib-metalib.lancs.ac.uk/V>

What is MetaLib?

MetaLib is the gateway to online resources available at Lancaster University.

Some resources are freely available via the Internet, but many, including most of the really useful ones, are only available through subscriptions that are paid for by the Library. Consequently, these resources can only be accessed via **MetaLib**.

You can use **MetaLib** to:

- Search for journal articles and books in databases, e-journal collections, and library catalogues.
- Find full-text e-journals by title, subject and publisher.
- Find relevant databases for your subject area.
- Search individual databases or several databases together.
- Access databases and e-journals from on and off campus.
- Create lists of your favourite databases, e-journals, searches and references.

How do I access MetaLib from off-campus?

You can easily access electronic resources from off-campus:

- Log in to MetaLib (via CoSign):
http://primo-se1.lancs.ac.uk/pds?func=load-login&calling_system=metalib&institute=&url=http://lib-metalib.lancs.ac.uk.ezproxy.lancs.ac.uk:80/V/?func=quick-1
- Enter your **network (Windows)** username and password.
- You will be taken to the MetaLib homepage.
- Select one of the modules e.g. Subject Search or Find Database.
- There is no log off option. Your session will last as long as you have your browser window open.

More information about off-campus access to online resources is available from this guide:

<http://libweb.lancs.ac.uk/offcampus.htm>

Quick Search

Use Quick Search to carry out a simple search using pre-selected databases.

The screenshot shows the MetaLib Quick Search page. Three red callout boxes with arrows point to specific elements:

- Box 1: "1. Enter your search terms." points to the search input field.
- Box 2: "2. Select a subject." points to the "Subject" dropdown menu.
- Box 3: "3. Click Go." points to the blue "GO" button.

Subject Search

Use Subject Search to search several databases of your choosing at the same time.

The screenshot shows the MetaLib Subject Search page. Four red callout boxes with arrows point to specific elements:

- Box 1: "1. Choose a subject." points to the "Subject" dropdown menu.
- Box 2: "2. Enter your search terms." points to the search input field.
- Box 3: "3. Select up to eight databases to search." points to the list of databases with checkboxes.
- Box 4: "4. Click Go." points to the blue "GO" button.

Search results

The screenshot shows the MetaLib Subject Search Results page. Four red callout boxes with arrows point to specific elements:

- Box 1: "Options to change how results display" points to the "View results by databases" and "Table View" options.
- Box 2: "Check full-text availability via the SFX button" points to the SFX icon in the search results.
- Box 3: "Add the item to your basket for saving or sending later" points to the basket icon in the search results.
- Box 4: An unlabeled callout points to a search result entry.

Find Database

Use Find Database to locate individual databases or a group of databases recommended for your subject area.

By name:

The screenshot shows the 'Find Database' page on the MetaLib website. A red box with the text '1. Enter a database name, or browse a list of databases by selecting a letter from the A-Z list.' points to the 'Title' search field. Another red box with the text '2. Click Go.' points to the 'GO' button. The page includes navigation tabs for 'QuickSearch', 'Find Database', 'Find e-Journal', and 'SubjectSearch'. The 'Find Database' tab is active. Below the search field, there are options for 'Starts with', 'Contains', and 'Exact', and radio buttons for 'Show all' and 'Show unrestricted'.

By Subject

The screenshot shows the 'Find Database' page with the 'Subject' tab selected. A red box with the text '1. Select the subject tab.' points to the 'Subject' tab. Another red box with the text '2. Choose a subject.' points to the 'Business and Management' subject in the list. A third red box with the text '3. Click Go.' points to the 'GO' button. The page includes navigation tabs for 'QuickSearch', 'Find Database', 'Find e-Journal', 'SubjectSearch', and 'My Space'. The 'SubjectSearch' tab is active. Below the subject list, there are options for 'Show all' and 'Show unrestricted'.

Results list of databases:

The screenshot shows the 'Database List' page on the MetaLib website. A red box with the text 'Click the database name for access' points to the 'ABINFORM - World' database entry. Another red box with the text 'Use these icons to:' points to a set of icons (a magnifying glass, a plus sign, and a minus sign) next to the 'ABINFORM - World' entry. The page includes navigation tabs for 'QuickSearch', 'Find Database', 'Find e-Journal', 'SubjectSearch', and 'My Space'. The 'Database List' tab is active. The page displays a list of databases with their names and brief descriptions.

- See more information about the database.
- Add the database to your list of favourites.
- Search the database within MetaLib.

Find E-Journal

Use Find e-Journal to locate a specific journal title, or a group of titles, by subject or publisher.

1. Enter the **journal name** or select a **letter** from the A-Z list.

2. Click **Go**.

Click on the name of the journal or the SFX icon for links to the full-text content.

Journal title	ISSN	Actions
Abacus	0001-3072	
Abante	0717-344X	
ABB review [View journal history for additional full text]	1013-3119	

Source: Abacus [0001-3072]

Full Text Online

- Full text available via Business Source Premier
Starting with: 1965
Most recent 1 year(s) not available
- Full text available via SwetsWise
Starting with: 1997 volume: 33 issue:1
- Full text available via Wiley Interscience Journals (NESLI2)
Starting with: 1997

Library Holdings

- Check for a print copy in Lancaster University Library Catalogue

Help

- Have a question? Ask a Librarian

Reference

- Capture SFX link

Full-text links

Note: Full-text content available via this Database.

Check for a print version of this journal.

Note: Full-text availability varies within the different databases and some journals do not provide the most recent articles online. If the journal you need is not available online check the library catalogue to see if a print version is available within the Library building.

My Space

You can define certain aspects of MetaLib in the **My Space** module. Note: You need to login to MetaLib to use all of the My Space functions.

eShelf – store the references you found useful when searching MetaLib.

1. Select the items you want to save.

2. Click on **Advanced** to save records in folders.

1. Select a folder from the drop-down list or create a new folder.

2. Select records to save in the folder

3. Use the **copy to folder** button to move items into the folder.

My Databases – save the databases you use regularly and create your own lists. By clicking on the **+** symbol in the Find Database module you can save your favourite databases.

My e-Journals – save the e-journals you use regularly and create your own lists. By clicking on the **+** symbol in the Find e-Journal module you can save your favourite e-journals.

My Searches – save the searches you want to use again. By clicking on the **+** symbol in the Previous Searches section of the Subject Search module, you can save your search terms to run again at another time. You can also set the search to run automatically at an interval of your choosing by defining it as an Alert. Click on the **+** symbol in the My Searches section to display the Add Alerts screen and complete the required information then click on **save**. The **+** symbol will change to **+** indicating that the alert has been saved.

My Preferences – define your view of the database and e-journals lists, and search results.

Help

More information is available via the **Help** link.

LANCASTER UNIVERSITY **MetaLib** Lancaster University Library

QuickSearch | Find Database | Find e-Journal | SubjectSearch | My Space | Search | Results | Log In | End Session | **Help** | Guest

If you need further help in using MetaLib, or searching a particular database please ask library staff for assistance: <http://libweb.lancs.ac.uk/askalibrarian.htm>

Access MetaLib via: <http://lib-metalib.lancs.ac.uk/>