

## **Transcript for Introduction to the GCU Library video**

Hello. My name is Lisa Gardiner and I am an academic librarian here at GCU. In this introductory video we will look at how to get started with using the library when you are off campus.

### **Accessing the GCU Library homepage**

Your starting point is the Library home page. Go to [www.gcu.ac.uk](http://www.gcu.ac.uk). Select Student then Library from the menu on the right.

You can also go directly to the library page at [www.gcu.ac.uk/library](http://www.gcu.ac.uk/library)

### **What's on the GCU Library homepage**

The blue tiles link to our most popular pages and you can navigate to the rest of the website using the dropdown menus along the top of the screen. Two useful pages to point out are the distance learning services page and also our opening hours. These are our standard term time opening hours but if you are planning a visit always check the website for the current opening hours. The online resources menu is particularly useful when you are working off campus. Here we list all of our online collections and provide guidance on how to use them. If you want to know what is available for your subject area look at the subject guides on the subject help menu.

### **Introduction to finding a book**

On the Library home page the default search box is Discover. Discover is a Google like search across many of our collections. Let's use it to find this book. I'll just type in the title and then I'll hit search. We've got more than one edition. I'm looking for the latest one and if I click on full text online I'll be prompted to log in and once I'm logged in I'll be able to access the full text.

### **Introduction to searching on a topic**

You can also use Discover to search on a topic. So let's say I'm looking for information on real-time marketing. Type it in the box and put it in inverted commas so that it will search it as a phrase. I'm getting lots of results and if I click on Full text online on the left hand side I'll only see items that I can access off campus.

### **Where to find subject databases**

For advanced searching and to search all of our resources you need to use the individual subject databases. Find them under subject guides, and then navigate to your broad subject area and then look for the link to databases. And here you are provided with a list with links to all the relevant databases for your subject area.

### **How to contact the library**

Here's how to contact the library. For general queries contact the library desk by phone, by email or Twitter. For subject specific queries contact the academic librarians for help with referencing and using subject databases.

### **Thank you**

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