Introduction for Research Postgraduates
2018-19

Your Subject Team
Your library subject team are here to help you with any questions and problems you may have in using the library and finding information for your research. You can find the contact details for your team on your library guide: http://libguides.swansea.ac.uk/

iFind is the library catalogue. Follow links on the library web site or go to: ifind.swan.ac.uk

- To find a book use the ‘Books & more’ search box to look for the author’s surname and one or two key words from the title.
- You can find journal articles (apart from some which we have only in paper form) by searching for key words for your topic or article title and/or the author’s surname in the ‘Articles & more’ search box.
- If all copies of a book are out on loan you can reserve it. To do so you need to sign in. You will receive an e-mail when it is ready for you to collect. Now we have moved to automatic renewals it is really important to reserve books or it might not be available for a long time.
- To see what books you have on loan and renew login and go to My Account.

Library Guides provide links to the full collection of resources provided by Swansea University Libraries. It also contains contact details for your subject team, guides to databases and other helpful information. Go to http://libguides.swansea.ac.uk/

Select your subject from the menus to explore relevant databases for your subject area.

There is also a Research Skill Library Guide. It has material from the library’s research skills training sessions. http://libguides.swansea.ac.uk/researchskills.

Passwords
Many of our databases and e-journals require a username and password for off-campus access. Just use your normal university username and password.

On some databases we do not use the “public” login point. If you access databases via the Library catalogue (iFind), the Library Guides or an iGetIt@swansea button you should be directed to the correct login page. It is best practice to enter e-journals and database from iFind or the Library Guides as that will make authentication more simple.
Information Services & Systems

Zetoc
Zetoc is a current awareness service which emails you the table of contents of your chosen journals: Zetoc Alerts. These will be sent on the day the new data is loaded into the database. http://zetoc.mimas.ac.uk/.

You may add up to 50 journals to each Alert List, and there is no limit on the number of Lists you can create.

You can also choose to add searches to your alert. You can choose to be updated when articles by a particular author are added to Zetoc, or when particular keywords appear in the title of articles.

Browzine https://browzine.com/
Allows you to browse many journals held at Swansea and click through to full text. Browzine is also available as an app for tablets and phones and can be downloaded from the major app sites.

Swansea Theses
You can find theses written at Swansea using our catalogue: https://ifind.swan.ac.uk/

* Select Author from the drop down menu next to the search box.

* Search, for example, Swansea geography. Most of the resulting records will be for theses. You can use the Sort drop down menu above your results and choose Date descending to see the most recent first.

* It is also possible to do a search for a keyword and add the term theses to see what we have on a topic. We keep all Ph.D. theses but only a small selection of masters theses.

Most theses can only be used in the library although a growing number are available online. Ask at the Information Desk for a thesis to be fetched from the store for you.

Cronfa https://cronfa.swan.ac.uk/
Cronfa is the university repository. As well as publications from university academics it contains a number of online theses. Search for a topic then use the filter e-thesis to find them.
Information Services & Systems

Document Supply (Inter-Library Loan)
The document supply service can obtain most published material not held by the library. An online form is available - see details at:
https://libguides.swansea.ac.uk/Document-Supply

Sconul Access Scheme
As a research postgraduate you are eligible to register for the Sconul Access scheme which allows you to borrow books from other university libraries. More information and an online application form can be found at:
http://www.sconul.ac.uk/sconul-access

EndNote
When you start a piece of research, you need to decide on a system for recording the references you use. If you are doing a longer piece of research and need to handle a lot of references you can use a computerised system. Swansea University has a site licence for the EndNote bibliographic software program. It is available on the open access network and may also be available on departmental networks. It can be bought for use on home computers at a reduced rate. We also have access to a more basic online version which is free. Guidance and more information can be found at:
http://libguides.swansea.ac.uk/endnote