Step 7: Adding e-journals

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 7: Adding e-journals

Using the information in this guide you will be able to direct students to eJournals that the University of Derby subscribes to. These can be added to your Online Reading Lists.

Before you start make sure you have followed these steps:

Step 1: Finding the Online Reading Lists Homepage
Step 2: Activating your Online Reading Lists Account
Step 3: Navigating the Online Reading Lists Site
Step 4: Installing the Bookmark Button
Step 5: Online Reading List Layout and Content

Use the step-by-step guides at http://libguides.derby.ac.uk/readinglists

Print journals are added from the Library catalogue. See Step 6: Adding Content from the Library for further details.
**Step 7: Adding e-journals**

Open an internet session on your computer. The procedure is the same if you are using Firefox, Internet Explorer, Chrome, Safari or any other internet browser.

Go to the Online Reading Lists homepage (see **Step 1: Finding the Online Reading Lists Homepage**)

Make sure you can have installed ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar (see **Step 4: Installing the Bookmark Button**)

Sign into your account (see **Step 2: Activating your Online Reading Lists Account**)

You are now ready to add eJournal (as ‘Bookmarks’) to your Online Reading List using the E-Journals Finder

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Access the E-Journals Finder via the Library homepage -

Three ways to get there include:

1. Type in [www.derby.ac.uk/library](http://www.derby.ac.uk/library) into your Internet address bar

2. Go via the University of Derby Intranet (iD)

3. Click on the word ‘Library’ on the right of the Online Reading Lists website

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Click on ‘Find Subject Information’ at the centre of the screen

Click on ‘E-Journals Finder’ on the left of the screen under ‘Quick Links’
Step 7: Adding e-journals

On the next page enter the name of the journal you are looking for then click on 'Search'

A list of results will be displayed, not all may be relevant
Step 7: Adding e-journals

Click on the title to see the record for that eJournal

**Harvard Business Review**

- Full Text: Search within Publication
- Full Text Access
- ISSN: 0017-8012 (print)
- Publisher Information: Harvard Business Review
- Resource Type: Journal
- Subjects: Management, Strategic Planning
- Description: Written for upper level management. Presents analysis of management problems and helpful commentary on advanced thinking and practice in all fields of management and administration.
- URL: [http://www.hbr.org](http://www.hbr.org)

Expand ‘Full Text Access’ to see the time period of availability. Sometimes there are more than one supplier listed and the time periods may vary

- **Full Text Access**
  - Academic OneFile 01/01/1997 - 05/31/2000
  - Business Source Complete 10/01/1922 - present
  - General OneFile 01/01/1997 - 05/31/2000

This is the page which you should direct your students to if you want them to look at the whole eJournal

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Sensitivity: Internal
**Step 7: Adding e-journals**

If you want them to read a specific article see **Step 8: Adding chapters and articles**

Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar

If your Online Reading Lists session has expired you will be asked to sign in again at this point

You will see information about the eJournal pre-populated in the fields

![Diagram showing eJournal information in fields]

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Step 7: Adding e-journals

Features at the bottom of this screen #1

1. **Online Resource** – this is used by online resources such as eJournals and adds a direct link which appears on the Online Reading List. Check that the box is ticked and ‘Open URL’ selected.

2. **Add Field** – eJournal records have less information attached to them than a book. But you may need to add relevant information. To do this select the field from the dropdown menu, and then click on ‘Add’ and fill in the details. Also use this if you wish to direct students to a particular article or chapter (see **Step 8: Adding Chapters and Articles**).

3. **Lookup** - This is a feature that you are unlikely to use. You can put in here the DOI (Digital Object Identifier) of an article, the Library Local Control number of an item, or the ISBN of a book. If you would like to know more about this feature contact the Online Reading Lists Team.

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Features at the bottom of this screen #2

Note
Recommended that you read this regularly to stay informed about developments in the Business Community

Here you can add a note for your students giving them extra information

If you add the note at this point it will stay with your bookmark and if you use the same bookmark in another Online Reading Lists it will be displayed

You can use this to add a note for resources you intend to use for your own research or ones which you may use for future lists

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Features at the bottom of this screen #3

Under the notes box you are offered two options: ‘Create’ or ‘Create & Add to List’

If you select ‘Create’ the bookmark is saved into your ‘My Bookmarks’ but is not put into any list (Step 15: How to edit your Online Reading List). This is useful if you intent to use the same resource in more than one list

If you choose ‘Create & Add to List’ a new box will appear on the screen

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Step 7: Adding e-journals

1. Pick the list where the Bookmark should go. All the lists in your ‘My Lists’ will display here.

2. Select where in the list to put it. You can set up sections in advance (see Step 15: How to your Online Reading List).

3. Add a note for your students to give them information.

4. Importance is optional but you may choose to indicate if a resource is essential or recommended.

5. The note for Library is not seen by students you can use this to leave a message for your Subject Librarian for when they review the list.

6. Click on ‘OK’ to save. The bookmark is saved in the Online Reading List and also into your ‘My Bookmarks’ so can be put into other lists if required.

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For more information, assistance, or to arrange a demonstration contact:

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Copyright Clearance Unit: copyright@derby.ac.uk

Subject Librarian Team: www.derby.ac.uk/subjectlibrarians