Accessing electronic information
Elaine Shallcross, May 2015
QG DBS005 [https://www.abdn.ac.uk/library/documents/guides/dbs/qgdbs005.pdf]

Library, Special Collections and Museums at the University of Aberdeen provide resources in a variety of formats and many are available electronically. Most can be accessed by members of the University from any location via the Internet. This information guide provides general guidance on accessing electronic resources (e-journals, e-books and databases) which the University pays for.

1. Accessing e-resources from university owned and managed computers
University computers in classrooms, libraries, offices and halls of residence have been set up by IT Services to access our e-resources, so there is no need to reconfigure them.

What to do:

Either use Primo

1. For databases: go to Primo (our portal to e-resources) at http://primo.abdn.ac.uk:1701/, open the Find Databases link (located at the top right hand side of every screen), and search for the database you require.
2. For e-journals: many of our individual journal titles can be found and accessed using the A-Z eJournals link on Primo (located at the top right hand side of every screen). Here, you can look up journals by subject category. Alternatively, you can type the title of a journal into the Simple Search box.
3. For individual e-books: carry out a regular search of Primo. Enter two or three significant words from the title of the book together with the family name of the author (in any order) into the Simple Search box.
4. Use the link provided in the results list to access and search a database or e-journal, or read an e-book.
5. Login if prompted.

NOTE: Many of our electronic resources are accessed via a password controlled service called Shibboleth, and Primo will link you through to the correct login screen whether you are working on or off campus.

Never use Google to find and link to our e-resources. You may experience difficulty in access and be asked to pay for full text material.

Or use Library Guides
Follow instructions in Library user guides to subject specific resources available:

1. On the Library website at www.abdn.ac.uk/library/support/guides/ (via the guides By Subject tab).
2. Via the Library tab in MyAberdeen (this tab also contains general information for all students on Library, Special Collections and Museums services).
3. In Library folders on specific courses in MyAberdeen.

2. Login using Shibboleth
Most of the databases we pay for require a login. Shibboleth authentication may be required both on and off campus, depending on the resource being accessed.

There can be several stages involved in the login process:

1. Either follow instructions in a subject specific library user guide, or find the database you require on Primo and click on the title to link out to it. A Shibboleth login screen will open.
2. Choose our institution’s location – no matter where you are working always select the United Kingdom (UK).
3. Select your institution - University of Aberdeen.
4. Login using your University computer username and password. Some databases such as the ebrary e-books collection, miss out the previous steps and link you directly to this screen.
5. If you land on a database, e-book or e-journal website by a different route and you are asked to pay for the full text of a document look for a login link and follow the instructions for Shibboleth or Institutional Login.

Remember we don’t pay for everything so some references you find are not available in full text.
NOTE: A few databases are protected by individual passwords. A list is available on the Library website at www.abdn.ac.uk/library/passwords/.

3. Accessing e-resources using personal laptops or mobile devices on campus

What to do:
1. Connect to the University’s wireless networks eduroam (on campus) or resnet (in halls of residence). More information can be found at www.abdn.ac.uk/it/student/wireless/index.php.
2. Follow the instructions in Section 1 of this guide to find, link to, and search our e-resources.

| IMPORTANT NOTE: | members of the University who have used the proxy service in the past, no longer need to configure the web browser on their personal devices to use the proxy service on campus. See www.abdn.ac.uk/proxy/ for guidance, and a fact sheet on how to remove the proxy settings. |

4. Accessing e-resources using personal computers or mobile devices off campus

What to do:
1. Follow steps in Section 1 of this guide, or consult a subject specific library user guide.
2. If prompted follow the Shibboleth login process (see Section 2 of this guide).
3. If you are not prompted to login and have difficulty in opening a database return to Primo. Find the record for your required database and open the Show Info link to look up the Authentication Route.
4. If the authentication route is IP, follow IT Services guidelines at www.abdn.ac.uk/proxy on how to access these resources off campus via the VDI service (Virtual Desktop Infrastructure).

Working behind a firewall?
If you are working on a computer that is protected by a firewall and you want to access our e-resources from an organisational network, you should seek the assistance of your own IT department.

5. Routes to information

There are three main tools for finding and linking to information:
1. Primo (our resource discovery tool that searches across hard copy and electronic resources)
2. Library catalogue – is incorporated into Primo but can be searched separately
3. Internet search engines

<table>
<thead>
<tr>
<th>Primo</th>
<th><a href="http://primo.abdn.ac.uk:1701/">http://primo.abdn.ac.uk:1701/</a></th>
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<tbody>
<tr>
<td>Primo is web-based. It searches the Library catalogue along with other catalogues for Special Collections and Museums. It is the recommended access route to all our electronic resources.</td>
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<thead>
<tr>
<th>Library catalogue (OPAC)</th>
<th><a href="http://aulib.abdn.ac.uk/F">http://aulib.abdn.ac.uk/F</a></th>
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<tbody>
<tr>
<td>The main catalogue of the University of Aberdeen Library is web-based and contains details of everything we hold in our libraries in all formats, from DVDs to printed and electronic books and journals. For a short guide on how to use the OPAC see QG CAT003 ‘How do I use the library catalogue?’ at <a href="http://www.abdn.ac.uk/library/documents/guides/cat/qgcat003.pdf">www.abdn.ac.uk/library/documents/guides/cat/qgcat003.pdf</a>.</td>
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<tr>
<th>Internet search engines</th>
<th>Google and Google Scholar, that provide good quality authoritative information if you know how to search them properly.</th>
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<tr>
<td>ADVICE: it is essential that you properly evaluate the authority and reliability of information retrieved from searches on the Internet, particularly when using search engines such as Google.</td>
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6. Help and advice

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<thead>
<tr>
<th>IT Service Desk</th>
<th>for advice or problems on setting up access to electronic resources:</th>
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<tr>
<td>MyIT online at</td>
<td><a href="https://myit.abdn.ac.uk/">https://myit.abdn.ac.uk/</a>; <a href="mailto:servicedesk@abdn.ac.uk">servicedesk@abdn.ac.uk</a>, tel. +44(0)1224-273636 (including the Out of Hours Service for emergencies).</td>
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<tr>
<td>Information Consultants</td>
<td>for advice on finding and searching resources, contact details at:</td>
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<td><a href="http://www.abdn.ac.uk/library/support/contacts/ic/">www.abdn.ac.uk/library/support/contacts/ic/</a></td>
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