



Accessing electronic information

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QG DBS005 [www.abdn.ac.uk/library/documents/guides/qgdb005.pdf]

The Library 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, open the **Find Databases** link at the top of the 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 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 our Library Guides to subject specific resources available:

1. On the Library website at www.abdn.ac.uk/library/support/library-guides-101.php
2. In **MyAberdeen**, Click the **Student Services** tab to see details about the **Library Services** including a link to our Library Guides.
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 right click on the **title** and open in a new tab 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 *Ebook Central 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](#).

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

What to do:

1. Connect to the University's wireless networks **eduroam**. More information can be [found online](#).
2. Follow the instructions in *Section 1* of this guide to find, link to, and search our e-resources.

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 in **Find Databases** and open the **Show Info** link to look up the **Authentication Route**.
4. If the authentication route is **IP**, follow IT Services [guidelines 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

Primo <http://primo.abdn.ac.uk:1701/>

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**.

Learn how to use Primo with our [Library Guide](#).

Library catalogue (OPAC) <http://aulib.abdn.ac.uk/F>

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.

Learn how to use the Library Catalogue with our [Library Guide](#).

Internet search engines

There are many Internet search engines, e.g. [Google](#) and [Google Scholar](#), that provide good quality authoritative information if you know how to search them properly.

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.

6. Help and advice

IT Service Desk for advice or problems on setting up access to electronic resources:

MyIT online at <https://myit.abdn.ac.uk/>

Telephone. +44(0)1224-273636 (including the *Out of Hours Service* for emergencies).

Information Consultants for advice on finding and searching resources, contact details at:

www.abdn.ac.uk/library/support/contacts-106.php#panel162.