

Electronic Resources - MetaLib

Cardiff University's new Electronic Resources Gateway (powered by MetaLib) provides access to all subscribed databases and electronic journals. You can search up to ten resources simultaneously (MetaSearching), linking directly to the full text of results where appropriate. Alternatively, you can link to the resource's own website for more detailed searching.

Getting Started

Open a web browser and go to

<http://metalib.cardiff.ac.uk>

Enter your Cardiff University (CU) Login (username and password) for access to all resources, and to MetaLib personalisation features.

NHS Trust users may self-register for access to a limited range of resources, with the personalisation features of MetaLib.

The Guest option allows limited access, and is not recommended.




Navigation

Navigate using the menu tabs at the top of the screen and the submenus below them:



Note that the "back" button in certain browsers gives unexpected results – use the MetaLib sub menus for reliable navigation.

Key icons appear in many places in MetaLib:



-  Opens a pop-up box with information about a resource, including links to passwords and guides.
-  Saves the item to the relevant tab in My Space: Saved Results, Resources, e-Journals or Saved Searches.
-  Opens the SFX box, which checks for availability of the full text of your search result. It also shows library holding information.

Find Resource

Use **Titles** to find a specific resource such as a database or gateway. Enter a resource name and select a search type, or browse the A-Z list.

Locate and **Category** enable you to select a resource by subject and resource type.


In the returned list, you can switch between **Table View** and **Brief View**, which shows additional information such as the database description.

Clicking the resource name takes you to the resource's own website,  saves the resource to My Space, and  searches the resource in MetaLib.

Find e-Journal

Find e-Journal helps you to locate specific e-journals of interest, which you can then save to My Space for easy access.

To find an e-Journal, use the search box and buttons in the Title tab, or browse the A-Z list. The Locate tab offers a title or ISSN number search.

You can search for **journal articles** using the e-journals subject group in Metasearch and then link to them, by clicking .

MetaSearch

Under **Resources Groups**, you can select from **Quicksets** (see below), **My Resources** and resources arranged by **Subjects**. You can also **Find Resources** to search together.

In **Subjects**, resources are split into subcategories. These are resources chosen by Information Specialists for their relevance to the subject area.

When you've selected a subject and a subcategory, use the check box to select up to ten resources to search together.

Resources without a checkbox cannot be searched in MetaLib – click the resource name to search it in the resource's own website.


Enter a search term in one of the two search forms. **Simple** presents a single search-term field, matching it against all fields in the resource.

Advanced lets you choose the resource field to match against the search term (title, author, subject, year etc), and can combine fields with a **Boolean** operator (AND/OR/NOT).

Your results can be viewed in a combined list, or by resource. The size of the initial result set is limited for faster retrieval - click to **Combine More** records.

Certain resources cannot return records for MetaLib to combine – click **View** to see the results in the resource website.

Individual Resource Search

Either check only one resource to MetaSearch, or click  in **Find Resource** to search one resource.

Don't forget that you can also click on a resource name to open its own website in a new window.

Searching in the resource website will usually give more search options than in MetaLib.


QuickSearch

QuickSearch enables you to perform searches in a straightforward way on predefined resource sets. Clicking on the set name shows which resources it searches. If you have saved your own groups of resources, they will also appear here as Quicksets.

My Space


You need to Log in to access most of the functions in My Space. Only limited functionality is available to Guests, and settings are lost when you log out.

Saved Results

Result records that you have saved () are initially stored in the basket. You can create new personal folders and move records between them, or add and remove them.




From each folder you can access functions such as sending the record by e-mail or exporting it to EndNote. You can select multiple records and save/export or e-mail them as one group.

My Resources


Resources that you have saved () are initially stored on the clipboard. You can create new personal folders and move records between them, or add and remove them.


For example, you might create one list for general information resources; another specific to your study area; and a third for a specific research topic. These groups appear as Sets in QuickSearch.

My e-Journals

e-Journals that you have saved () are listed in alphabetical order. Additional holdings information is available by clicking , or by switching to Brief View. Clicking the e-Journal name or  will take you to the journal at the publisher's website.

Saved Searches

The searches that you have saved () in **Previous Searches** under the MetaSearch menu) are listed alphabetically. Clicking the search name runs the search again.

Click  to set up an alert for the search. You can set the search to run automatically at intervals, and to send you an e-mail notification when new records have been found.

Preferences

You can maintain personal preferences, such as the default language and the display type.

Log out

Click **Log Out** in the menu at the top right to clear your session data or close your browser.

Further information

For further information, try the Help or FAQs in Metalib or contact your library.

*For further information contact the Metalib team
Email: metalib@cardiff.ac.uk*

*Available in alternative formats.
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