

LibrarySearch: tips for reading journal articles off-campus

All the journal articles you find using *LibrarySearch* which are shown as full text are available to read online. However these are provided by different database suppliers who may require you to click on additional links to read the complete article when accessing them from off-campus.

Note: You do not need an additional Athens username and password to access our online resources.

1. Initial checks

- You must be fully registered with the University to be able to read subscribed journal articles. This includes having uploaded a photograph so that your Smartcard is created, as this triggers your *LibrarySearch* account activation. (Please note it can take 5 to 10 working days from uploading your photograph for your smartcard to be created)
- If you have borrowed library items that have become significantly overdue, your Library and *LibrarySearch* accounts may be suspended until these items are returned and any fines paid.
- Make sure you have clicked on **Sign In** in *LibrarySearch* and signed-in with your CCCU username and password (either before you start your search or before you try to access an article). Your name will then be shown at the top of the *LibrarySearch* screen.

2. Extra clicks needed on different databases

If you cannot view an article, see which database the journal is from and check the list below for any additional clicks needed to authenticate your access and read the full-text article:

Business Source Premier (EBSCOhost)

1. If it does not say “*Canterbury Christ Church University*” near the top right corner, select ‘View article on EbscoHost’. This takes you to the main Ebsco login screen. **OR** go straight to 2.
2. Click on ‘OpenAthens login’ [you will briefly see an “OpenAthens Authentication Point” message].
3. The refreshed screen should now say “*Canterbury Christ Church University*” at the top right.
4. Select either **PDF Full Text** or **HTML**

Emerald Management e-Journals (Emerald Insight)

1. If it does not say “*brought to you by...*” near the top right corner, click on **Log in** (at the top right).
2. In the left hand column, under “Log in”, click on the **OpenAthens** link [you will briefly see an “OpenAthens Authentication Point” message].
3. The refreshed screen should now say “*brought to you by: Canterbury Christ Church University*” at the top.
4. Choose to **View: HTML** or **PDF** as required.

JSTOR

1. If it says “*You are not currently logged in through a participating institution or individual account*” on the right-hand side, click on **Login** in the top right-hand corner.
2. Under the box “Login via an institution”, look for “Search by name” and type in **canterbury christ church university**.
3. Click on **Search**, and then on **Login**. The refreshed screen should now say “*Your access to JSTOR provided by Canterbury Christ Church University*”.
4. View the article on the screen or select **View PDF** (you may be prompted to accept JSTOR’s terms and conditions to proceed).

LexisLibrary Newspapers UK

1. Click on '**Academic Sign in**' in top right hand corner. (You may have to open the window fully to see this link)
2. In the resulting 'Sign In to LexisNexis' window, click on the '**Athens Sign-in**' link.
3. You should now see displayed the main LexisLibrary Search window.

SAGE Journals Online

1. If it does not say "*Institution: Canterbury Christ Church Univ*" at the top left of the page, click on **Sign In**.
2. Under "OpenAthens Users" click on **Sign in via OpenAthens** [you will briefly see an "OpenAthens Authentication Point" message].
3. You will be sent to the main webpage for the journal that your article is from. You can then either search for the article you want using the "search this journal" search box, or go back to *LibrarySearch* where you initially found the article reference and click on **Go** again in the red Find It window.
4. It should now say "*Institution: Canterbury Christ Church Univ*" in the top left-hand side of the page.
5. Select **Full text (PDF)**.

ScienceDirect

1. *Note:* you will need to personally **Register** the first time you use ScienceDirect.
2. If you have registered and your name is not displayed at the top of the page, click on **Sign in**.
3. Click on **OpenAthens login** [you will briefly see an "OpenAthens Authentication Point" message].
4. Your name should now be displayed at the top of the page.
5. View article on the screen or select **Download PDF**.

Taylor and Francis Online journals

1. If it does not say "*Access provided by Canterbury Christ Church University*" at the top left-hand side of the page, click on **Sign In** at the top right.
2. Click on **Sign in via OpenAthens** [you will briefly see an "OpenAthens Authentication Point" message].
3. The refreshed Taylor and Francis screen should now say "*Access provided by Canterbury Christ Church University*" near the top of the page.
4. Select either **View full text** or **Download full text** (as a PDF).

Taylor and Francis Education e-books

This e-book collection is included in *LibrarySearch*, but can also be searched independently. To do this, on the main *LibrarySearch* page click on **Find Databases** then the letter **T** to select this database, which contains over 1000 e-books about education and teaching:

1. If it does not say "*Access provided by Canterbury Christ Church University*" at the top left-hand side of the page, click on **Sign In** at the top.
2. Under "Institutional Sign In" on the right hand side, select **Athens**.
3. The refreshed Taylor and Francis screen should now say "*Access provided by Canterbury Christ Church University*" at the top of the page.
4. Click on the green **Access** box where you can choose either Quick access or **Download a copy**.

Wiley Online Library

1. If it does not say "*Canterbury Christ Church University*" near the top right corner, click on **Log in / Register**. In the Log In box, click on **Institutional Login** (bottom right)
2. In the box "Institution Name" type **canterbury christ church university** (this may auto-fill as you start to type with the word "Athens" at the end) and click on **Log in**.
3. The refreshed Wiley Online Library screen should now say "*Canterbury Christ Church University*" near the Log in icon.
4. You will be on the main Wiley Online Library homepage. You can then either search for the article from here, or try going back to *LibrarySearch* where you initially found the article reference and click on **Go** again in the red Find It window
5. Select **Get PDF**.

RefWorks

Find this tool for saving and managing your references by selecting **Find Databases** from the main *LibrarySearch* page, click on **R** and then on **RefWorks**. You can also access RefWorks by sending selected references directly to it from the *LibrarySearch* page or from your e-shelf.

Note: you will need to personally **Register** for your own account the first time you use RefWorks. You may need to click on “**Open Athens Credentials**” then “Sign up for an account” and add your details.

1. If prompted, under “Login using RefWorks credentials” click on **Open Athens Credentials**.
2. It should now say “Canterbury Christ Church University, Welcome, *[your name]*” at the top.

Cite them Right

This online guide to referencing in the Harvard style should open correctly from *LibrarySearch* once you have Signed in. If you are trying to use it from the Referencing tab of Blackboard and it does not allow you full access:

1. On the Cite them Right online webpage, click on Help & FAQs link (near the top right).
2. Scroll down to the section, *Accessing Cite them right online* and click on the blue text link, “login here”.
3. Click on “Institution login”
4. Click on “Show Organizations” and type Canterbury in the filter box.
5. Click on Canterbury Christ Church University to be directed to the correct Sign in screen.
6. Sign in with your username and password, and when you click Go the screen will refresh and allow you to full access to search and use Cite them Right.

3. Where to go for further help

- For help with registration, log-in details and reporting technical issues, contact the i-zone: e-mail: i-zone@canterbury.ac.uk tel. 01227 782222
- For advice on which resources to search and how to do this effectively, e-mail your Faculty Liaison Librarian (see Library Services websites/Contact Us)