

Discover

Discover is LJMU's single search tool, which is accessible on and off campus. You can search for a specific item on your module reading list or explore the vast range of books, eBooks, journal articles, proceedings, theses, multimedia and more which are available.

Discover can also help you to manage your research – sign in to review your Library Account and check your borrowing history, save items to your Favourites list, export references to EndNote and create search alerts.

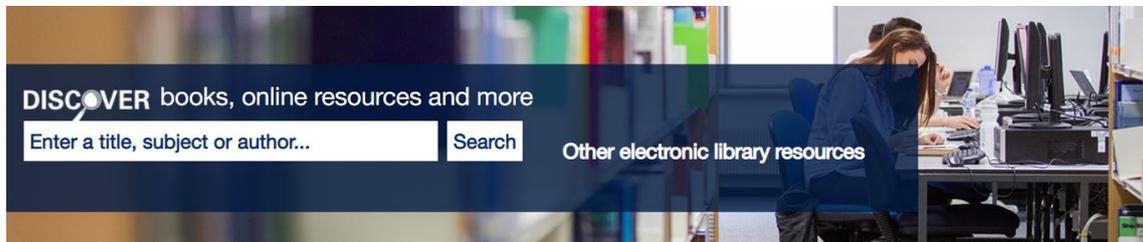
To access Discover:

1. Go to the student home page on **LJMU**
2. Select the **Library Discover** icon in the **Student Quick Links** section at the top of the page



Alternatively, select the **Library and IT Support** box and then **Library**

3. A quick search box for Discover appears halfway down the Library webpage



4. Alternatively, you can select the **Discover logo**  in the quick search box to open the search tool in a new tab on your internet browser and view all search options

Searching

It is important to sign into Discover before you start searching, so that you can view full-text search results, request items, save items to your Favourites area and access your Library Account.

To sign into Discover:

- Select **Sign in** at the top of the screen
- When prompted enter your LJMU **username@ljmu.ac.uk** and choose **Next**

- Enter your LJMU **password**, then choose **Sign in**

Once signed in, you can perform simple searches in Discover to find relevant books and full-text journal articles from the library’s print and online collections.

If you would like to find a specific item, enter the **author(s) name** and **words from the title**. Select the **Search** icon to see your results.

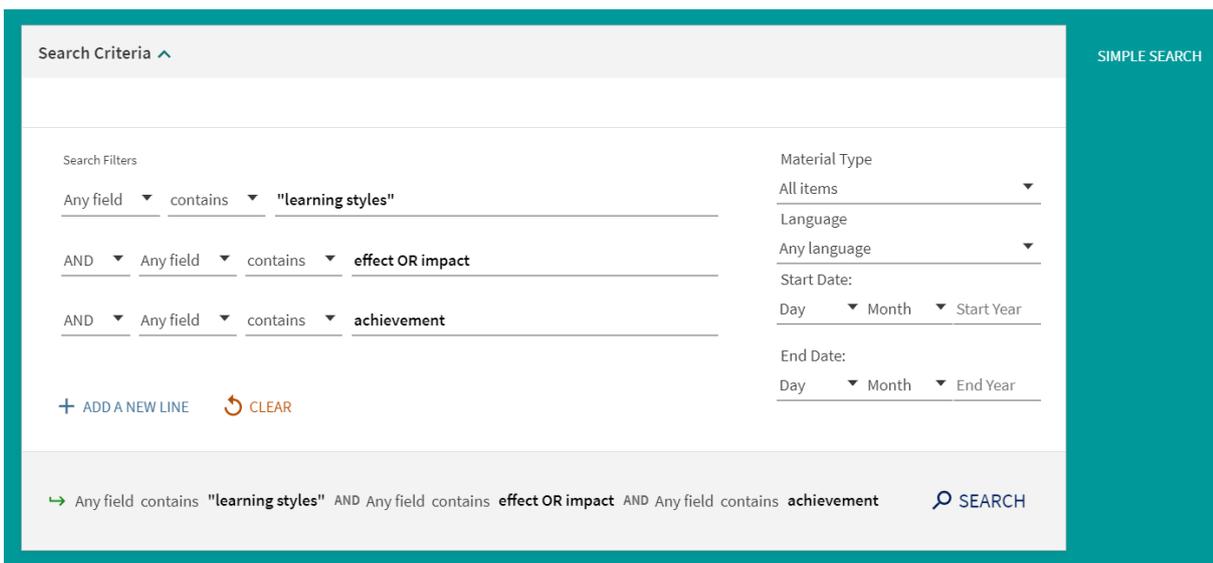


Alternatively, enter **keywords** or **phrases** if you want to find all the resources which have been published on a specific topic. For example: critical evaluation.

Discover provides a voice option to increase search accessibility for our collections. Select the

Microphone icon  to start your voice search.

An advanced search option is also available. Select **Advanced Search** to enter a combination of different keywords and phrases on your topic. An option to add a new line is provided for more complex literature searches.



Search Tips

Boolean Operators

Boolean search operators: AND, OR and NOT, link your keywords together and enable you to search more effectively:

- The term **AND** will narrow a search to only find records which contain all search terms, for example: academic **AND** achievement
- The term **OR** will widen a search to find records containing any of your alternative search terms but not necessarily all, for example: evaluate **OR** analyse **OR** assess

- The term **NOT** excludes part of a topic or specific terms from a search, for example:
evidence **NOT** opinion

Exact word or phrases

You can search for an exact phrase of two or more words by surrounding it with quotation marks. For example, if you type “**learning styles**” in quotation marks this will ensure that Discover only retrieves results where these words appear together as a phrase.

Truncation

An asterisk * is a truncation symbol that can be used after the first few characters of a word to include all varying endings of that word in a search. For example:

learn* will find learns, learnt, learned, learner, learners, learning

Wildcards

A wildcard is a symbol such as a question mark ? \$ or * which can be used within a word as a substitute for one or more characters to recognise differences in spelling. For example: organi*ation will find organization (American English spelling) and organisation (British English spelling).

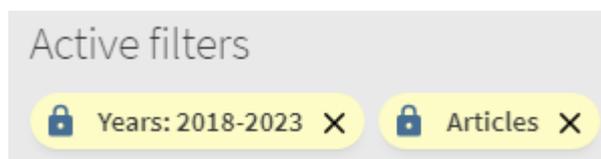
Alternative Search Terms

If you are struggling to find information on a given topic – try changing your search terms to include alternative keywords. For example: a student could also be referred to as a learner, pupil, undergraduate or scholar.

Search Limits

You can limit your searches by selecting **Availability, Material Type, Publication Date, Subject, Language** from the Filter My Results options in the left hand panel on the search results page. This will help you to find the most relevant research quickly and easily, by filtering out any results which are not fully focused on your search topic. For example: journal articles published in the last 5 years.

You can save the active search limits you have selected for additional searches. Select **Remember all filters** to save everything you have selected. To save individual limits, hover over the **limit**, for example: Articles and a padlock will appear. Select the **padlock** to ‘lock’ the individual limit and save it for your next search.

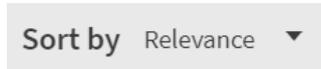


To remove a search limit simply select the padlock again or choose **Reset Filters** to remove all limits.

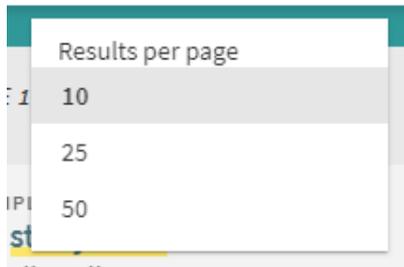
You can also select **Expand My Results** to include abstracts from wider bibliographic collections such as Scopus, where full-text is not immediately available. This option may be useful if you are performing a literature search for a research project and want to explore all research that has been published on a topic.

Displaying Results

Search results are initially sorted by **Relevance** however you can change this to **Date-Newest**, **Date-Oldest**, **Title** or **Author** using the drop-down menu if you prefer.



Each page displays 10 results. The option to change the number of **results per page** displayed is shown at the top and the bottom of the screen. Select 25 or 50 if you would like to view more results per page.



A list of **Filters** are shown on the left such as Material Type, which you can use to limit your search. The top 5 search limits are displayed within each Filter, however you can select **Show More** to see the full list.



If you select one of the search limits, for example: Articles, your results will only display the items that match your criteria. Alternatively, you can remove items from your search by hovering over the limit and selecting the red **Exclude This** icon on the right.

Each item listed in your search results will indicate how you can access it.

- Print copies will show that the item is **Available in the Library**
- Electronic items will have the option to access the full-text item by selecting **Available Online**. Additional links may also appear in search results for electronic articles

Select the **Title** to view the full item record. Item records provide access to a variety of smart tools, for example: **Print, Email, Permalink, QR, EndNote, EndNote Web**. A summary or description of the item is also included.

Records for print items also contain an extra feature called **Virtual Browse** which enables you to browse the Library bookshelves to find other relevant items which cover the same topic or similar subject areas.

Email, Print, Save, Export

Email or Print

You can print or email records from the list of search results in Discover. Select the **Title** to open the item record. A range of options will appear underneath **Send To**.



- **Print** – select the **Print** icon to send full publications details to the printer
- **Email** – select the **Email** icon to send the publication details for an item to yourself or email the details to a friend or peer

Save records

Save records

You can save selected records by adding them to your Favourites list. Please note, you will need to sign into Discover to use this feature.

From your search results, select the blue **PushPin** icon next to relevant items.



The selected items will be added to your **My Favourites** list in Discover, which you can access by selecting the white **PushPin** icon at the top of the screen.



If you have signed into Discover, the items will stay in your My Favourites list until you choose to delete or unpin them. Otherwise, the list will be emptied when you close your browsing session.

Save searches and set up alerts

Discover enables you to save your searches and set up an alert if you choose. Search alerts notify you when new results are available, which match your saved search and help you to keep up to date with the latest developments in your topic. Please note, you will need to sign into Discover to use this feature.

To create a search alert in Discover, you need to **perform a search** with relevant keywords or phrases to find resources on your topic.

At the top of the search results screen, select **Save Query**.



Discover will display a message confirmation that the search has been saved successfully and offer you the option to Turn on notification for this query.



Select **Turn on notification for this query** to set up your search alert.

A Notification Settings window will appear. Enter the **email address** where you wish to receive the alert notifications and choose **Save**.

Notification settings

You will receive email notifications when there is an update to the query.

Please set where you will want to receive notifications emails:

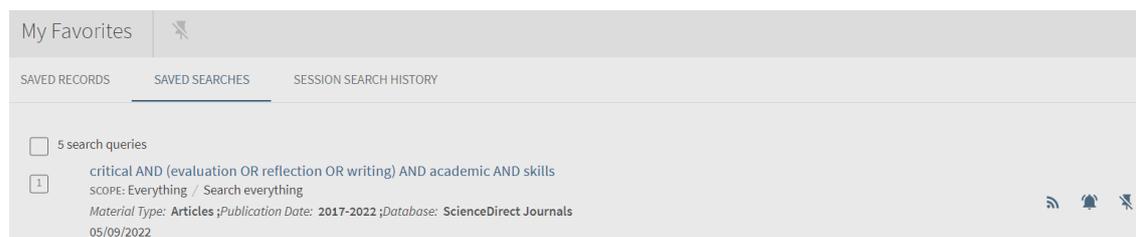
Email
★ a.library@ljmu.ac.uk

CLOSE SAVE

The saved search alert will run once a week and any newly published results that have been added to Discover, which match your saved search criteria will be sent to your email account.

You can edit your search alerts at any time. Select the white **PushPin** icon  at the top of the screen to view your **My Favourites** list.

View your list of **Saved Searches**.



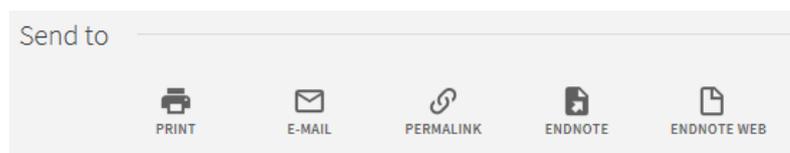
Select the **Bell** icon to turn alert notifications on or off for each of your saved searches.

Export options

You can export references for items listed in your search results into EndNote Online or EndNote Desktop referencing software. EndNote helps you to manage your research and 'cite while you write' to create referencing lists for assignments or projects.

Exporting individual records to EndNote Online

To export an individual reference, select the **Title** to open the item record. A range of options will appear underneath **Send To**.



Select **EndNote Web**.

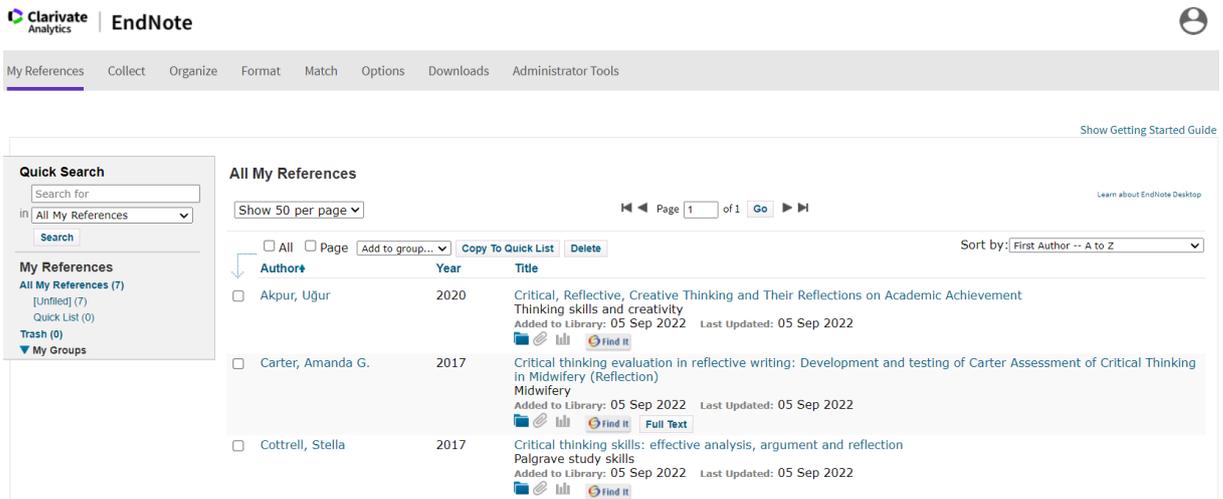
If you have already signed into EndNote Online, the reference for the record will be **automatically exported** to your reference library and a confirmation message will display.

Primo Import Results

Number of records imported: 1

If you have not signed in yet, Discover will redirect you to the sign in screen for EndNote Online. Enter your **email address** and **password** for your personal account. Once you have successfully signed in, the reference will be exported to EndNote Online.

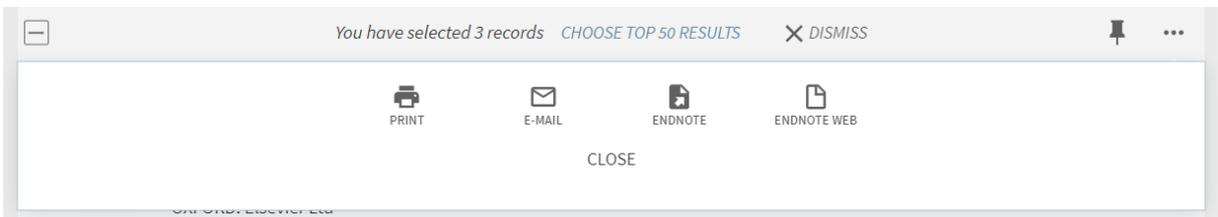
Select **My References** to open your reference library and view the new reference.



Exporting multiple records to EndNote Online

To export multiple references, mark the items you want by selecting the box next to them and a tick will show.

Select the **3 dots** at the top right of your search results. A list of additional options will display, choose **EndNote Web** to export the references you have selected.



If you have already signed into EndNote Online, references for each of the selected records will be **automatically exported** to your reference library and a confirmation message will display.

Primo Import Results

Number of records imported: 3

If you have not signed in yet, Discover will redirect you to the sign in screen for EndNote Online. Enter your **email address** and **password** for your personal account. Once you have successfully signed in, the reference will be exported to EndNote Online.

Select **My References** to open your reference library and view each of the new references.

Library Account

Discover also provides access to your LJMU Library Account. Your Library Account shows an overview of all items you currently have on loan, any requests, fines or fees, account messages, and your personal details.

To access your Library Account:

- Select **Sign in** at the top of the screen
- When prompted enter your LJMU **username@ljmu.ac.uk** and choose **Next**
- Enter your LJMU **password**, then choose **Sign in**
- Once you have signed in, select your **name** at the top of the screen
- Choose **My Library Account** from the list provided

To view further information please select a specific section. For example, select **Loans** to view all the items you currently have on loan and to access your borrowing history.

Further Help

Further guidance is available in Discover by selecting the **Ask the Library** orange button on the right side of the screen. This will open a live chat with a member of our Library team, so that you can ask questions and access immediate support.

You can also contact your Librarian for help and guidance via LJMU HelpMe.

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By: Kelsey Johnston