Welcome to the Library

Introduction to Services and Resources
Using Collaborate

To talk, click on the microphone icon, raise your hand for attention.

To open the Collaborate panel:
- Select chat icon,
- click on everyone,
- then type your message and press enter.

To test and set up your audio and video:
- Set Up your Camera and Microphone.
What the Library offers…

Books
- Hundreds of thousands of books & e-books

Journals
- 130,000 e-journals & hundreds of print journals

Subject-specific Databases
- 300+ subject sources

Online Module Reading lists
- Links to books, ebooks, articles, scans and websites

80+ Online Subject Guides

Online Requests & Reservations

Document Delivery Service
Study spaces

• Individual study spaces

• Fixed pcs in Libraries

Socially distanced in designated areas
Getting started

Your student ID card with a ‘B’ number

Used for:

• Borrowing books / Self Issue
• Printing/copying
• Security access to buildings
• Exams

Your student email address and your network password

Acceptable Use Code of Practice (AUCoP) – you must abide by this
Your Ulster email

Use for:

• Notifications of book requests and reservations
• 48hr advance reminders of loan due dates
• Recalls & overdue reminders
• Use with your network password for access to eBooks, eJournals & databases

Note: The University will ONLY contact you officially via your Microsoft Office 365 email account. Check it regularly!
Portal Login

Using Microsoft Credentials
Ulster email address

Enter Network Password

http://portal.ulster.ac.uk
If requested, enter your Student number, B00...

...and network password
Student view

Welcome to the new Ulster University Portal
Click here for more information.

MyDay

Email
Banner Student
BlackBoard

OneDrive
IT Service desk
Estatas Services Helpdesk

Exams Calendar
Library
Library Electronic Resources

Library Homepage – all services

More students than ever before celebrate life-changing opportunities made possible by growing philanthropy.

Last Friday, 145 students received scholarships and awards supported by donations made by corporations and by staff, alumni and friends to the Ulster University Student Fund.

A month ago
Ulster University News
Library homepage

See the tabs for additional information

Key resources and services
You can borrow up to 20 books at a time, comprising:

- 12 x Standard Loans (2 months)
- 4 x Two week Loans
- 4 x “Two day” loans which may be borrowed for one week during COVID restrictions

Subject to recall after ONE week

Want to avoid Fines?
Renew online and check your student email regularly for reminders
Reserve and Collect

- Print books can be requested by clicking the reserve this item button in the catalogue.
- You will receive an email with instructions about how to collect the book from your campus.
Finding books and ebooks

Use the Library catalogue

Search by author, title or keywords (or a mix of these)

Keep an eye on what you’ve borrowed, renew books and pay fines
You can also limit by campus or type, e.g. eBooks

Use the date slider to limit results to more recent books.
Click on arrow to see the different loan types.

Click to request or reserve a book. Choose where you want to collect it and you'll be emailed when it's ready to pick up.
eBooks available 24/7 from the Library catalogue

Access with your Ulster email address and Network password
Need to find journal articles?
USearch – quick and easy access

Searches *thousands* of individual journals at the same time and provides full-text links, where available.
Enter your keywords in the search boxes

Matching results, including links to full-text articles
Need a specific electronic journal?

Use to find out whether a specific journal is available.
Electronic Journals

If you’re working from a journal reference, leave out any author/article/volume details.

Type in the name of the journal:

Educational Studies

Choose the supplier which holds the ‘Full-text access’ date you need.
Logging in to Library e-Resources

Step 1:

Type in Ulster then click on University of Ulster link
Step 2:

Logging in to Library e-Resources

Enter your University email address

Enter your network password
• Multi-functional devices (MFDs) in Library & IT Labs
• Operated using your student ID card
• See: Student Printing tile on the Student Portal to find contains all the information you need to start using this including user guides and FAQs
• For help, email printpayment@ulster.ac.uk
Getting started with your subject
Choose from over 80 guides for detailed help with finding information, databases, referencing and much more…
Help and Support
This guide will help you find everything you need to get started in the Library.

Coronavirus (COVID-19)

During the Covid-19 outbreak your subject librarians are available to provide remote subject support.

Contact us by telephone, email or book an appointment using our online form.
• Library Information Point  028 701 24345

OR

• Your Subject Librarian, via phone, email or online
  www.ulster.ac.uk/library/contact/contact-subject-teams

OR

• Online Library Help/Chat
  www.ulster.ac.uk/library/getting-help
Keeping up to Date

Library Twitter Account

@UlsterUniLib

Subject Blogs

https://www.ulster.ac.uk/library/about/blogs
IT essentials for new students

Bookmark IT - The Digital Experience - ulster.ac.uk/isd/students
• Provides a complete guide to all IT Services for new students.
• Ensure you view Student Portal link for quick access to Office365 Apps, OneDrive storage, BlackBoard Learn and Software downloads and offers

Protect IT - Your University Account
• You get Student ID card, ‘B’ number, an email address and password.

Log on to IT – University workstation
• Use your email address and password to logon to a University workstation.

Connect to IT – Eduroam
• Eduroam (WiFi) is available across all campuses.
• Refer to Wireless Services on Digital Experience page for connection instructions.

Follow IT – @UlsterUniISD

Contact IT – IT support when you need IT
• Student Helpers
• UniDesk, ISD Service Desk

ulster.ac.uk/isd
IT support when you need IT

For Urgent IT issues, contact the ISD Service Desk directly by:

- Phone: 028 90366777
- Email: servicedesk@ulster.ac.uk

What if I need help at the weekend?

- Our Out-of-Hours IT support is available from 5pm to 9am Weekdays, 24-hour at Weekends, Bank Holidays, all year round
- Contact details remain the same as above
- Some issues reported via Out-of-Hours may require escalation to core hours Service Desk for investigation

Where else can I get help?

If your query directly relates to:

- Blackboard: 028 90368686 or blackboardhelpdesk@ulster.ac.uk *Core hours Only
- Printing: printpayment@ulster.ac.uk *Core hours Only
Employability Award for full & part-time undergraduates
- Boosts career prospects
- Complete minimum of 4 activities to obtain award
- Start by registering – See My Career tab on Portal

- Library activity available
- ‘Assessing your research skills’
- Interested? Speak to your subject librarian
Finally…

• Thanks for listening
• If you have any questions, please ask us.
• If you have any comments or suggestions, please let us know.
Contact details

Life and Health Science Team @ Coleraine

Joan Atkinson – Sub Librarian
Email: jce.atkinson@ulster.ac.uk  Tel: +44 28 7012 4287

Cheree McGill
Email: c.mcgill@ulster.ac.uk  Tel: +44 28 7012 4766

Michaela Campbell
Email: m.campbell2@ulster.ac.uk  Tel: +44 28 7167 5255

Or contact the whole team at: science@library.ulster.ac.uk