

How to locate print Journals in the Library

How to search for a journal in the library

- Go into the Library Catalogue.
- Click onto Search, then Power Search.
- If you know the title of the journal click on the drop down box and choose Serial Title Browse, this will give an alphabetical listing of all journal titles
- Or if you want to browse for journals in a specific subject use the Subject Keyword Search.
- The catalogue only recognises broad subject terms such as sports journals or education journals.
- Searching in this way will retrieve a list relevant journal titles.

How to read information about a specific journal

- When you have located the journal on the library catalogue double click on the title.
- The notes field holds the information as to when the library first started taking the journal, where back-copies are held, how frequent the publication is, whether any copies are missing and whether it is available electronically.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Horizon Information Portal. The address bar shows the URL: <http://libserv.marjon.ac.uk/ipac20/ipac.jsp?session=112164247250T.157938&profile=mjl--1&source=~!horizon&view=items&uri=full=3100C>. The search bar contains the text "sports journals". The search results display the following information for the "International Journal of Sport Psychology":

- Subjects:**
 - Sports psychology
 - Sports/Journals
 - Psychology
- ISSN:** 11470767
- Notes:**
 - From Vol. 6 (1975-)
 - Back copies are bound and held on the 2nd floor.
 - 2003 issues are held in the stack incomplete
 - Missing Vol.8 (1978) and Vol.26 (1995)
 - Quarterly publication
 - Current copies are held at library counter, please ask staff.
- Requests:** 0

An "Add to my list" button is visible at the bottom right of the search results. The browser's taskbar at the bottom shows the start button and several open applications, including "College of St Mar...", "Document11 - Mic...", "Marjon Library Ga...", and "Horizon Informat...". The system clock shows 14:48.

How to locate journals in the library

- Journals are held on the second floor of the library, in alphabetical order of title.
- Current copies can be located on the display shelves and bound copies on the main shelves.
- If the catalogue or journals box says that copies of journals are held in the stack you must ask a member of library staff to retrieve the issues for you.
- Journals are reference only and cannot leave the library. Photocopies can be made within copyright legislation.
- Some journals are available in both print and electronic format. Please see the Library Gateway for further information on electronic journals.

If you have any problems in locating the journals you require please ask a member of staff at the Enquiry Desk.