

A getting started guide to:

NELSON

Introduction

This guide is designed to help you to get started with using **NELSON** (Northampton's **E**lectronic **L**ibrary **S**earch **O**nline). It is an intuitive tool that enables quick and easy searching of library resources available at the University of Northampton. There are four main search options:

- **Everything:** Searches all of the resources including books, journal articles and items held on the University's institutional repository, NECTAR.
- **Journal Articles:** Searches the library databases for full text journal articles.
- **Library Catalogue:** Checks the main Library Catalogue for books, ebooks, DVDs and other items.
- **NECTAR:** Searches the University's institutional repository for research publications and theses produced by University staff and researchers.

Basic searching

Searching NELSON is simple - follow these steps:

- Go to **<http://nelson.northampton.ac.uk>** and click on 'Sign in' at the top right of the web page. Sign in with your University login.

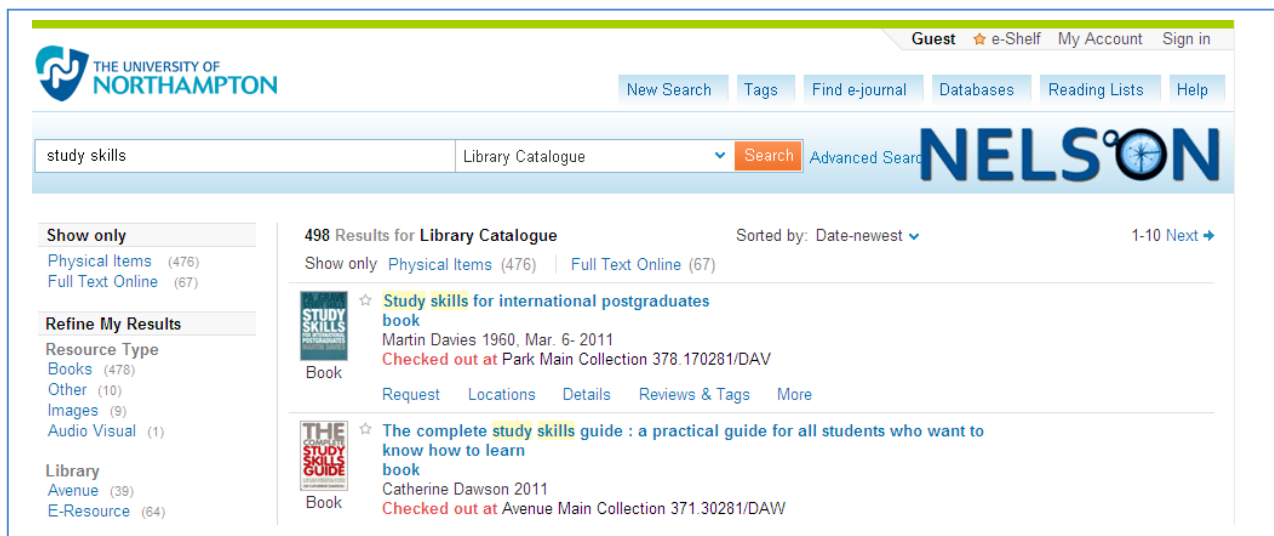
Note: you can also access NELSON from the main library pages of the University website.

- Decide where you wish to search – Everything, Journal Articles, Library Catalogue or NECTAR.
- Enter keywords in the search box and 'Search'.
- Use the options on the left to refine your results by resource type, by topic, by date etc.

Finding books and electronic books

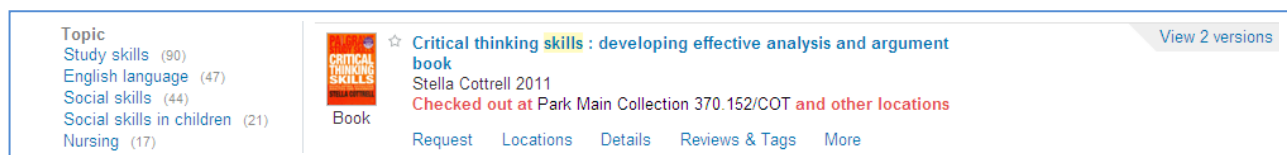
If you wish to see if your tutor has provided a list of recommended reading, go to the 'Reading Lists' tab along the top menu.

To look for books or ebooks, select the **Library Catalogue** option and enter keywords, or specific book details e.g. keywords from the title, family name of author.



The screenshot shows the Nelson Library Catalogue search results for the query 'study skills'. The interface includes a top navigation bar with links like 'Guest', 'e-Shelf', 'My Account', and 'Sign in'. A search bar at the top contains the text 'study skills' and a dropdown menu set to 'Library Catalogue'. The results are sorted by 'Date-newest' and show 498 results. On the left, there are filters for 'Show only' (Physical Items: 476, Full Text Online: 67) and 'Refine My Results' (Resource Type: Books: 478, Other: 10, Images: 9, Audio Visual: 1; Library: Avenue: 39, E-Resource: 64). The main results list includes two books: 'Study skills for international postgraduates' by Martin Davies (1960, Mar. 6-2011) and 'The complete study skills guide : a practical guide for all students who want to know how to learn' by Catherine Dawson (2011). Both books are marked as 'Checked out' at specific locations.

If you have a lot of results, you may find it helpful to sort 'by date' to change the order of the items displayed. Some items may have several editions. These are referred to as versions on NELSON and you can expand the record to view these.



This screenshot shows a detailed view of a book record for 'Critical thinking skills : developing effective analysis and argument' by Stella Cottrell (2011). The record is marked as 'Checked out at Park Main Collection 370.152/COT and other locations'. On the left, there is a 'Topic' filter showing counts for 'Study skills' (90), 'English language' (47), 'Social skills' (44), 'Social skills in children' (21), and 'Nursing' (17). On the right, there is a link to 'View 2 versions'.

Information is available at the bottom of each item listed which will inform you whether it is available and where it is located.

Reserving and renewing books

If all of the copies of an item are already on loan, you may place a reservation. Select the 'request' option, and then the button to 'Reserve this item'.

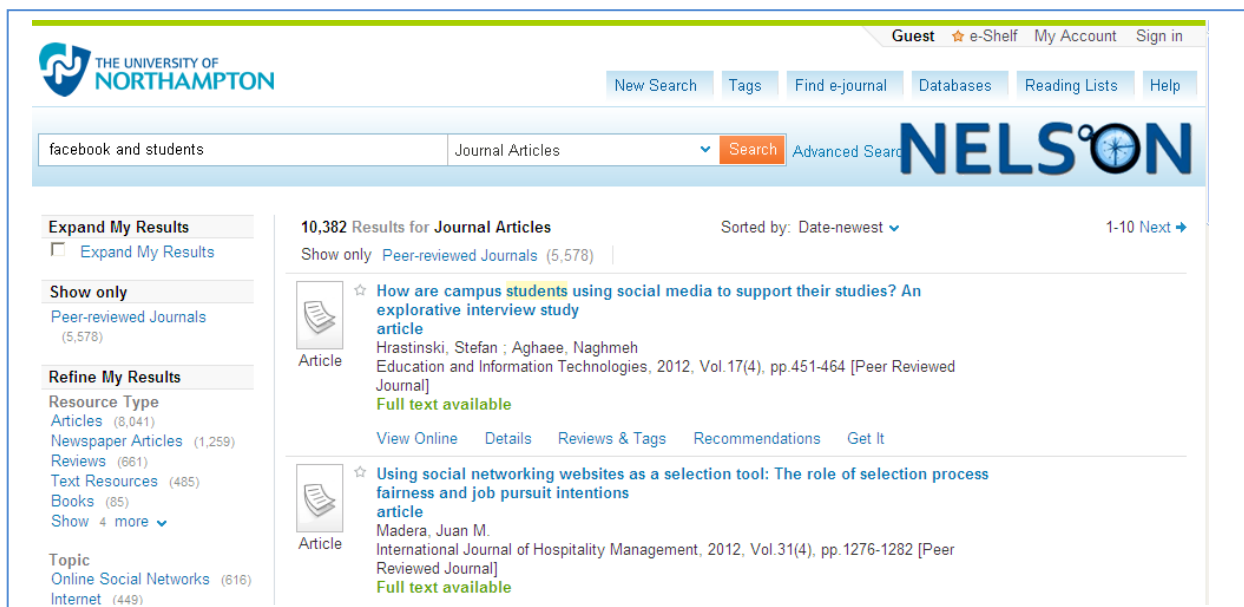
To **renew** your books, go to the 'Library Account' tab and log in as directed.

Accessing ebooks

There is a growing collection of ebooks and you can see these by clicking to **show only** 'Full Text Online' from the options on the left. Once you have located an item, just open up the record and click to 'view online' – we recommend that you select 'Open source in a new window'.

Finding journal articles

From the NELSON home page, select Journal Articles. Enter relevant keywords in the main search box or on the 'Advanced Search' page.

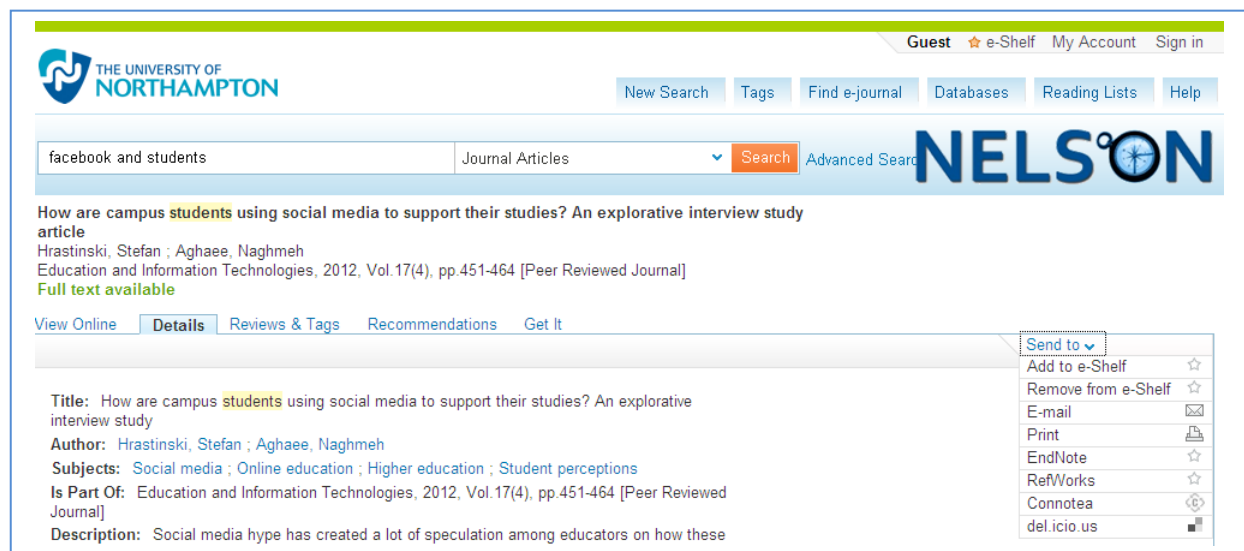


The screenshot shows the NELSON database interface. At the top, there's a navigation bar with 'Guest', 'e-Shelf', 'My Account', and 'Sign in'. Below this is a search bar containing 'facebook and students' and a dropdown menu set to 'Journal Articles'. The search results show 10,382 results, sorted by 'Date-newest'. On the left, there are filters for 'Expand My Results' (Peer-reviewed Journals: 5,578) and 'Refine My Results' (Resource Type: Articles: 8,041, Newspaper Articles: 1,259, Reviews: 661, Text Resources: 485, Books: 85). The main results list two articles, both marked as 'Full text available'. The first article is 'How are campus students using social media to support their studies? An explorative interview study' by Hrastinski, Stefan; Aghaee, Naghmeh, published in Education and Information Technologies, 2012, Vol.17(4), pp.451-464. The second article is 'Using social networking websites as a selection tool: The role of selection process fairness and job pursuit intentions' by Madera, Juan M., published in International Journal of Hospitality Management, 2012, Vol.31(4), pp.1276-1282.

Use the options on the left to refine your search e.g. by Topic. Once you have located an item you are interested in, click on the option to view online. It is recommended that you choose 'Open source in a new window'.

Saving items to 'e-shelf'

To save items, click on 'Send to' in the item record and choose 'Add to e-Shelf'. Any items you save here can be returned to at a later date, until you remove them from the e-Shelf. You will notice other options are available, including Email, Print and Refworks.



This screenshot shows the detailed view of the first article from the previous search. The title is 'How are campus students using social media to support their studies? An explorative interview study' by Hrastinski, Stefan; Aghaee, Naghmeh. Below the title, there are links for 'View Online', 'Details', 'Reviews & Tags', 'Recommendations', and 'Get It'. A 'Send to' dropdown menu is open, showing options: 'Add to e-Shelf', 'Remove from e-Shelf', 'E-mail', 'Print', 'EndNote', 'RefWorks', 'Connotea', and 'del.icio.us'. The article details include the journal 'Education and Information Technologies', volume 17(4), pages 451-464, and a description: 'Social media hype has created a lot of speculation among educators on how these'.

Searching individual subject databases

You may find it more effective to search the subject databases directly. Also, a number of databases are not available to search via the general NELSON pages and you have to search these individually. To do this, go to the 'Databases' tab in NELSON and select the resource you wish to search.

If you have already entered your University Login, you will be transferred to the database automatically. If not, you will either be presented with the University Login prompt or will need to look for Institution Login/Shibboleth and then select 'University of Northampton IDP'.

A number of resources require a different login (e.g. Global Business Browser, BRAD, IRS Employment Review, Gartner). If you are off campus and need any help please email the library (see details below). Remember to provide your University ID number.

Other help

Help page

More detailed help is available from the 'Help' tab within NELSON.

Academic Librarians

If you would like to book an appointment with your Academic Librarian, who can help with literature searching skills, please email librarians@northampton.ac.uk.

General help

Please see a member of library staff for general help and support or email libraryhelp@northampton.ac.uk