A GUIDE TO LIBRARY RESOURCES FOR SPORT 2016-17
## CONTENTS

The Study Portal .................................................................
2

Library Services Homepage ...................................................
3

MetSearch (Formerly The Electronic Library) ................................
4

Metsearch - Finding books/ebooks ...........................................
5

Using Ebooks ...........................................................................
7

Dawsonera ................................................................................
7

Myilibrary ................................................................................
8

MetSearch – Finding Journal Articles ........................................
9

Journals A-Z .............................................................................
10

A Brief Note on Peer Reviewed Journals ...................................
11

Databases ..................................................................................
12

SportDiscus Full Text ............................................................
12

Other Databases ........................................................................
14

Other Services ..........................................................................16

Document Delivery ....................................................................
16

Sconul Access & Other Borrowing Schemes ..............................
16

Getting in Touch ......................................................................
17

**THE STUDY PORTAL**
The Learning portal contains all of our IT and Library info and is accessible 24/7. Here you will find our full range of services and Metsearch (Our Electronic Library). Metsearch is your way to access ebooks, ejournals and all of our specialist databases. [http://study.cardiffmet.ac.uk](http://study.cardiffmet.ac.uk)

**Off Campus?** You’ll need to log in with your username and password.

**On Campus?** Look for the “Study” link at the top of The Student Room ([tsr.cardiffmet.ac.uk](http://tsr.cardiffmet.ac.uk))

This is the Study portal. There’s plenty of useful stuff on here, including our contact details, opening times and some great info from IT and Academic Skills.

We’re going to concentrate on Library Services, especially MetSearch (Electronic Library).
Metsearch (formerly the Electronic Library) is our new one-stop search engine and the hub of the library service. This is also where you will find our journals and databases. Click on the appropriate buttons for the English and Welsh versions or link to Metsearch from the blue “Electronic Library” link.

Document Delivery. When we don’t have a book or journal article that you need for your studies our Doc Del service can help. You can request and receive things electronically.

Dspace. This is the link to Cardiff Met’s institutional repository. It holds copies of the University’s research and scholarly output, including past dissertations. You can also access it through the following link:

https://repository.cardiffmet.ac.uk/dspace/
There’s a host of other useful information on here as well (borrowing, subject guides etc) so have a browse when you get a chance.

METSEARCH (FORMERLY THE ELECTRONIC LIBRARY)

35,000 e-journals; 100,000 ebooks plus more!

https://metsearch.cardiffmet.ac.uk

Metsearch

Metsearch is our search engine, designed to be a bit like Google. It searches most of our databases, e-journals and book and ebook collections all in one place.

As soon as you’re in to Metsearch, it is important to sign in (top right corner of the screen) for full search functionality and to be able to access your library account and eshelf (automatic single sign on if you’re on campus, student/staff number and password if you’re off campus). Once you’re signed in, your name will appear where it previously said “Guest”.

https://metsearch.cardiffmet.ac.uk
Databases A-Z

The Databases A-Z (now on the Metsearch page) lists the 120 databases that we subscribe to or recommend for academic research. They are mainly subject-specific and we’ll talk more about these later.

Journals A-Z

We have full-text access to over 35,000 electronic journals and they are all listed in the Journals A-Z. So if you want to know if we take a particular journal and, more importantly, what the date range is then this is the place to look.

Let’s start with MetSearch...

METSEARCH - FINDING BOOKS/EBOOKS

MetSearch is the only place where you can search for our books, both the physical and our online ebooks. Here’s an example of finding a book...


A few words from the title plus an author name should be enough...

Select “Search the library catalogue to search for books and E-books”

Keep the search filter as anywhere in the record

Next we limit our search using the left hand pane:
A full guide to using Metsearch is available here:


**USING EBOOKS**

Ebooks are available through different platforms because we purchase them from different suppliers, so one ebook may look different to the next one. You’ll get used to them though!
A Mylibrary ebook works in a similar way to the above, you can also download it for offline reading but there is a limit to how many people can access it at once. So you might see the following messages:

If you see “Place a Hold” it means that there are no copies available for download because other users are already accessing it. By placing a hold you can be notified when it becomes available again.
You can use Metsearch to search for journal articles. It’s a good place to start but you will get a lot of results. Here are a few tips:

1. Your search – Keep it simple and filter to “search articles”.

2. Personalise your results with items that are full-text (immediately available to view) and from scholarly publications (excludes newspapers etc).

3. Refine results – MetSearch will display how you have refined your results

4. Content Type – just want journal articles? Click “articles”.

5. Publication Date – if you’re looking for current things then specify that. Type in a range of dates in the boxes or use the slider.

6. Your results. Click the “Online access” links for the content or hover over the titles for a preview. Click the little star icon to add your results to the e-shelf for emailing or exporting references.
At Cardiff Met we have access to over 35,000 electronic journals as well as a small print collection. If you’re looking for a specific title or want to browse the entire list then visit MetSearch, sign in and select Journals A-Z from the top right of the screen:

Search for the title of the journal.
Watch out for different date ranges if you are trying to find an issue from a particular year.

If we have the journal in print format as well, Metsearch will tell you by prompting you to view 2 versions. Clicking “Get it” will enable you to view the location of the print version.
If you need a specific article then you can navigate to it this way (if you have the volume and issue information). You can also find the article by searching MetSearch but navigating through the Journal A-Z is a safer method as not every journal is indexed in MetSearch.

A BRIEF NOTE ON PEER REVIEWED JOURNALS

Journals is just a term we use to describe scholarly publications, magazines, newspapers and trade publications. To make sure you have high quality academic information you may be asked to find articles from “peer-reviewed” journals.

The peer review process:

1. An expert writes an article on a particular topic or about a piece of research they’ve carried out.
2. The article is sent to a publisher of a peer-reviewed journal.
3. The article is reviewed by other experts in the same field.
4. Changes are made if needed and the article is ready to be published in the journal.
5. The article is published and the reader can be confident that it’s a trustworthy source of information.

How to find peer-reviewed articles:

In the SportDiscus database (covered in the next section) you can select “Peer Reviewed” as an option when you search and there’s a similar option in MetSearch for “Peer-reviewed journals”.

If you find a journal and you are unsure if it is peer-reviewed then the easiest way is to check the website for that journal – it’ll usually be in “instructions for authors” or something similar so Google the journal title.
DATABASES

For searching a range of journals you’ll want to use a database and Cardiff Met subscribes to over 110 of them - to see the full list go to MetSearch, sign in and and select Database A-Z from the top right of the screen.

Here are a few that you’ll find useful...

SPORTDISCUS FULL TEXT

One of our most popular databases is SportDiscus. It indexes over 2000 journals and 550 of these are available fulltext so a lot of the articles you find will be available for you to view in full.

Here’s what it looks like:

1. The search box. Enter your keywords in here. In this example we are looking for articles on the effects of altitude training on endurance levels.
   Tips:
   If you don’t get many results then think about using different terms. Stick to 1 or 2 words to start with. You can change the AND in the box to OR to search for either of your terms. Ideal if you don’t get enough results first time round.

2. Peer Reviewed? Check this box to only search for peer-reviewed articles.
33. **Sign in.** You can set up your own profile on this database. Useful if you want to save searches or your results.

---

Your Results:

1. Your recent searches.

2. Publication date limiter. In this example I’ve changed it so it only searches for articles written from 2009 onwards.

3. Your results. If there’s a “PDF Full Text” link then just click on it and you will get to the article. A “Locate it at Cardiff Met” link will search outside of the SportDiscus database and try and find the article for you elsewhere (we have a lot of subscriptions so fingers crossed it’ll find it!).

---

Not satisfied with your results in SportDiscus? On the next page you can find out about some of our other databases...
OTHER DATABASES

SPORT DEVELOPMENT
Try it when you want info on sport development and government publications.

A website dedicated to Sport Development. It contains links to many government publications and advisory papers plus handy 'Ruff Guides' which provide an introduction to various sport development topics (for instance 'Football research' or 'Olympic legacy'). They give details about where research has or is already taking place in this area, a summary of the key findings to date and links to key publications.

MINTEL
Try it when you want info on market intelligence, retail and leisure trends.

Mintel's market intelligence consists of over 1100 full-text reports divided into:

- Horizons - consumer trends
- Leisure - catering, pursuits and travel
- Market - consumer products e.g. food & drink
- Retail - white goods and other retail sectors
- Tourism - country reports, international travel, Travel and Tourism Analyst

Each report covers market factors, market size and trends, market segmentation, the supply structure, advertising and promotion, distribution, consumers, the future and forecasts.

BUSINESS SOURCE PREMIER
Try it when you want info on sport management, sport development, marketing, finance, business.

Business Source Premier provides full-text access to over 2300 business journals. It also contains industry reviews; company reports; market research reports and more. It is available via the same platform as SportDiscus so you can search both databases at once. Select “Choose Databases” above the search box in either database to choose to include the other. This makes it ideal to use as you will be familiar with the database and how it functions.

HOSPITALITY AND TOURISM COMPLETE
Try it when you want info on leisure and recreation management, leisure studies.

All areas of hospitality and leisure are covered in this database that gives you full-text access to over 440 publications. Like Business Source Premier and SportDiscus it is available via the EBSCO platform so, if you wish, you could search all 3 databases at once! Be aware that if you do choose all three databases you might find that you aren’t able to narrow your results down so easily.

MEDLINE
Try it when you want info on sports medicine, rehabilitation, injuries, fitness and health.
Medline is a popular database covering all aspects of clinical medicine and biomedical research. It searches over 4,600 journals.

You can use either the OVID or the PUBMED platform (from the Databases A to Z list of the Electronic Library) but the OVID one links to Cardiff Met’s subscriptions (via “Locate it at Cardiff Met” links) while the PUBMED one doesn’t so you will need to check our e-journals listings separately to see if we have access to a particular article.

**CINAHL FULL-TEXT**

Try it when you want info on sports medicine, rehabilitation, injuries, fitness and health.

The Cumulative Index to Nursing and Allied Health Literature indexes nearly 3,000 journals – almost 600 of these are available full-text through the database. It is available via the same platform as SportDiscus so the handy thing is you can search both together. Select “Choose Databases” above the search box in either database to choose to include the other.

**PsycINFO**

Try it when you want info on sport psychology, coaching.

PsycINFO provides abstracts and citations to scholarly psychological literature from the 1800s to the present day. It includes journals such as “The Sport Psychologist” and “International Journal of Sport Psychology” as well as general psychology titles. It is available through the OVID platform, like Medline so you could search both together. It has “Locate it at CARDIFF MET” links for each result so you can see if we have access to an article by clicking that.

**JSTOR**

Try it when you want info on dance.

Cardiff Met subscribes to five collections with JSTOR, namely ‘Art & Sciences III, IV and V’ and ‘Business I and II’. In total our subscription provides full-text access to over 600 titles. All titles are listed individually in the library catalogue Locate and also appear in the Journal A to Z list and MetSearch.

**ZETOC**

Zetoc is the British Library’s database of journal articles from over 20,000 publications. It’s so vast that it can be difficult to get the tailor-made results that you’d get from one of the subject-specific databases but it is a good place to check references and it also has “Locate it at Cardiff Met” links so you can check if we have access to an article.

**ETHOS**

Ethos is a web resource from the British Library that provides free access to thousands of UK PhD theses. It’s a relatively new service that will grow as more and more authors make their work available. At the moment it indexes about 300,000 theses with 50,000 available to download.

Available: [http://ethos.bl.uk](http://ethos.bl.uk)
OTHER SERVICES

DOCUMENT DELIVERY

If we don’t have print or electronic access to an article or book then we can try and get it for you from elsewhere. Visit the Document Delivery area of our website for further details. If you haven’t previously registered for eDelivery you will need to complete the e-delivery form via this link:

http://study.cardiffmet.ac.uk/Library/Pages/Document%20Delivery.aspx

☐ eRequesting

The Doc Del e-requesting form allows you to submit your requests electronically. It means less paper, less hassle and most importantly, less time to process so quicker articles for you. You can request articles, or books we don’t have in the library via Metsearch by clicking “Document Delivery” and completing the online request form. Also if you find an article via one of the databases, click on “Locate it at Cardiff Met” and the article is not available, you can then select “Inter-Library Loan Request” via the “Get it” tab and complete the online form.

SCONUL ACCESS & OTHER BORROWING SCHEMES

CONUL ACCESS

Sconul Access is a scheme that allows you to join and borrow from other university libraries. Most UK and Irish institutions (with the exceptions of Oxford, Cambridge and Trinity College Dublin) are part of the scheme but it is best to check before making a trip.

You apply online for Sconul at http://www.sconul.ac.uk/sconul-access

Sconul Access is suitable for staff, postgrads, and undergraduates who are part-time, distance learners or placement students. Full-time undergraduates can also join but will only be able to get reference access (no borrowing) at other libraries.

CARDIFF UNIVERSITY SCHEME

Full-time undergraduates can join the library at Cardiff University. Pick up an application form from a Cardiff Met library.
GETTING IN TOUCH

Wendy Smith and Jane Brown are the Academic Librarians for the School of Sport and are based in Cyncoed Library.

Feel free to email or ring us with any queries... sportlibrarian@cardiffmet.ac.uk or phone 029 2041 6242 For IT help:

ITHelpdesk@cardiffmet.ac.uk or phone 029 2041 7000

We also have a webchat service – look for the links on our website.