For more information contact -
Learning Resource Officer: Janet Parker
Email: nhc.library@uhi.ac.uk  Tel: 01847 889293
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UHI Library

Access the Library Homepage.

Some of the tabs below are available on MyDay, select ‘Library Resources’ on the left-hand side to access these.

Using the Library Service

Your Local Library Libguide gives you advice on how to use the library services.
Library Essentials

The Library Essentials Libguide introduces essential aspects of the University Library service that are relevant to all subjects, including:

- Accessing eBooks
- Using the library catalogue and other search facilities
- Borrowing rights
- Developing research skills
- Referencing and Plagiarism
- Where to get help.

The Essential Students Skills tab has a wealth of information to help with your studying at North Highland College.
**Video Guides *NEW***

Several short videos covering aspects of the library service have been created in Libguides to assist you with using the different systems, they also include external videos from our system suppliers. These video guides will show you how to search for reading material and how to reference your work. You can view the Video Guides [here](#).

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**Book Request Online Order Forms *NEW***

You can request library books using our online Click and Collect and Postal forms. The completed form will be sent to the library email where the library staff will deal with your requests. The library will contact you when the books are ready to collect or inform you when they have been posted. Please read the online request forms for further information.

If you live within 25 miles of your nearest college campus please complete the [Click and Collect](#) online form. You can request a maximum of 15 books.

If you live further than 25 miles from your nearest college campus please complete the [Postal](#) online form. You can request a maximum of 5 books.
**Electronic Resources**

Please use the Electronic Resources Libguide to assist with your studying.

**Electronic Resources**

[Image of the Electronic Resources Libguide]

**UHI electronic resources (e-resources) collections**

In most cases, whether accessing collections on or off campus, access is by entering your UHI username and password (computer login given to you at enrolment).

You can find a list of all collections at A-Z Online Collections.

You can search across many of the collections via the MultiSearch pages.

For individual, full text, journals please use the "Online Journals".

To search the library catalogue, please use the Library Catalogue

Difficulty in accessing the collections? Please open a ticket on the Unidesk Self-service Portal or contact the UHI Service Desk: 9am - 5pm Monday - Friday, Tel: 01463 279 150, in the first instance.

**Out of Hours** support is provided Monday to Thursday 17:00 - 20:00 and Saturday and Sunday 12:00 - 16:00.

For more Service Desk information see [here](#)
Using the Library Catalogue

Go to Library Catalogue or select the ‘Learning Resources’ tab on the left-hand side of MyDay.

This site enables you to search for books and eBooks held within the 13 UHI campuses.

Type a keyword into the box and select submit. You can narrow the search by selecting UHI North Highland College so only books held at NHC are selected, to do this use the dropdown menu beside ‘All UHI Collections’. The results will also include eBooks. You can also search by Title, Author etc by using the dropdown menu beside ‘Keyword’

Each result will show details of the title, author, edition and date of publication. It will tell you if the book is available or out on loan, what the loan period is and the Shelfmark (where the book is shelved in the library). It will also show if the book is held at our Thurso, Dornoch or Alness campuses.

If you cannot find a book please ask a member of the Library team for assistance.

You can borrow up to 15 books, please bring your student ID card as this is also your library card.
Watch out for:

- **There are additional copies/volumes of this item** – click on the Title to see all copies available across the UHI.

The e on the book means it is available as an eBook, click on the link and select UHI eBook (Login here) at the bottom of the page to take you to the eBook. Log in using your student ID and Password.

**Main Searches and Additional Search Options**

- Keyword – any word(s) whether name, title, subject
- Title
- Author
- Subject
- Shelf Mark
- ISBN/ISSN – International Standard Book or Serial Number

**Modify Search**

This allows you to do a complex search e.g. keyword, year, language, format. **Campus stock** e.g. NHC Alness, Dornoch or ERI can be searched for here.

![Advanced Keyword Search](Image)
Results can be sorted by different options e.g. year, title. For all searches – you can also use phrases. Truncation e.g. comput* will search for comput and up to 5 letters or numbers after this. Comput** will search for any words beginning like this and followed by any number of letters or numbers. Wom?n will find woman or women. Boolean searches can use AND, OR and NOT operators to link your search words together. ie, sleep AND walking; sleep AND walking OR waking; sleep AND walking NOT waking.

You can also group words together using parenthesis, words enclosed in parenthesis will be searched for first, ie (dog or cat) and (show or parade) will narrow your search to articles about shows or parades that refer to dogs or cats whereas without the parenthesis you will retrieve all articles about cats, dogs, shows and parades.

Renewing your library books
There are a number of ways to renew your library books:

- **MyDay:** Select the ‘Renew a library loan’ tab in the ‘Library Resources’ section on the left-hand side of the screen.
- Via the **Library Catalogue,** Use the ‘My Account’ tab at the top right of the screen and log in using your student ID and password. You can now renew your library books and view your borrowing history.
- Telephone the library team on 01847 889293 or 01847 889294.
- Email nhclibrary.uhi.ac.uk
- In person at the library counter.

You will not be able to renew your book if it is overdue or if someone else has requested your copy. If this happens, please contact the library to request a renewal or return the book to the library as soon as possible if there is a hold against it.

**Book available but out on loan**
If the book is held at the North Highland College but is out on loan to another student, please ask for a **hold** to be placed for you. We will then let you know when the book is returned and is ready for you to collect.

**Inter-Site Loans – Books borrowed from other UHI College Libraries**
If the book you want is held at another UHI college library, please complete an Inter-Site Loan request form, available at the library counter, and ask a member of the library team to request it for you. The book can take several days to arrive.

**Inter-Library Loan - British Library**
Books which are not available at UHI college libraries can be requested from the British Library, but there is a charge to the library. Please complete an Inter-Library request form, available at the library counter and ask your lecturer to email the Librarian confirming they are happy for you to access this material. There is no charge to you for borrowing from the British Library.

**SCONUL Access**
If you live close to other academic libraries out with the UHI area you may be entitled to borrow books through the **SCONUL Access Scheme.** To join, use the link to the left or visit [https://www.sconul.ac.uk/sconul-access](https://www.sconul.ac.uk/sconul-access) The maximum number of books permitted to borrow is two.

Please read the Libguide **Using other University Libraries** for more information on SCONUL Access.
eBooks

The University has access to a vast range of eBooks, many of which are core and recommended reading on module lists. Follow the link above or search for eBooks in the Library Catalogue.

For more information read the eBooks Libguide.

eBooks can be accessed in two ways – download or read on-line.

If you have problems accessing an eBook please try again later as some titles only permit one user at a time or contact the Library team for assistance.
Online Journals

Online journals are available through the Online Journals link and the BrowZine platform.

Go to the Library Home Page and click on the Online Journals tab.

You can search by journal title, or you can look for a word or a phrase. You can also browse by topic.

You will get a list of journal titles (in alphabetical order). Click on ‘Full Text Access’ and you will see which collection the journal belongs to and how far back the journal goes. Click on the collection name to access login, using your student ID and password if requested.

You can browse the latest edition and back copies.

Most online journals will show you the abstract for the article. This is a short summary of the contents of the article. To read the article in full, look for the PDF symbol or Full Text. You can print whole articles.

You may not have access to some journals, this could be because they are no longer subscribed to, the publisher has placed a date restriction on access or there may be a technical fault with the website. Please contact the Library team if you have difficulties accessing the article you require.
**Browzine**

**Browzine** is a journal platform where you can browse, read, and monitor the online journals that are available from the university library. It can be accessed on the web or you can download the app to your mobile device.

With **Browzine**, you can:

- Find journals by Title, Subject or ISSN
- Create a bookshelf of your favourite journals for quick and easy access
- Read articles in a format optimized for a tablet device
- Receive notifications/alerts when new journal issues are published
- Save articles to Zotero, Dropbox, or an app of your choice for pdf collecting and notetaking
- Share links to articles with others by email, Facebook, or Twitter

Browzine do not provide the actual journal content to the university, they simply present the journals in an easy to use platform.

Read the **Browzine** Libguide for more information and how to download the app.

You can also access Browzine by selecting B on the A-Z Online Collections on the Library homepage. Scroll down until you see Browzine and click on title to open. You can search by journal title, keyword or subject area (see subject area below).

Browzine is not a replacement for in-depth research and searching of specific databases. Comprehensive searching should involve **Multisearch** and the wide range of electronic collections (A-Z Online Collections) available to all university staff and students.
MultiSearch

MultiSearch is the university’s resource search engine. It provides a ‘Google-like’ way of searching many sources at the same time.

You can access MultiSearch using this link or through:

- MyDay, click on the ‘Library Resources’ tab on the left and select MultiSearch.
- By selecting MultiSearch through the Library Homepage.

The information below can be found in the Multisearch tab in the Electronic Resources Libguide.

To ensure you see all content please Login to MultiSearch at the top of the screen. Also select Full Text on the side bar.

With just one search box you can discover material from all the following sources:

- UHI Library catalogue
- Newspaper articles
- Online Journal articles
- eBooks
- Conference proceedings

The results will be listed in order of relevance – taking you straight to the most useful material. You can use the side bar to refine your search by publication date, content type, location, language, subject terms etc.

A number of icons appear alongside the results including email, add to cart (to look at later and export to RefWorks or EndNote.

When you find something of interest click on the title. If requested enter your UHI login details to access the article or eBook. If the item is a print book, the full catalogue details will appear. Click on the PDF or Full Text icon.

You can also use the Advanced Search option to make your search very specific – by combining author, title, date etc. This is especially useful when using very common search terms.
LibGuides introduces key resources for your subject area along with essential services and search facilities provided by the library. Libguides also include guides to assist with using eBooks, eResources, Module Reading Lists, Accessing eJournals in Browzine, Support for Researchers, Student Health and Wellbeing resources and much more.

<table>
<thead>
<tr>
<th>Showing 30 Guides</th>
<th>Display</th>
<th>Alphabetically</th>
<th>Go</th>
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<tr>
<td>Accessing eJournals in Browzine</td>
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<tr>
<td>Applied Life Studies</td>
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<td>Business, Management and Leisure</td>
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<td>Computing and IT</td>
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<td>Copyright Information for Staff</td>
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<td>Coronavirus: changes to library services</td>
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<td>Creative Industries</td>
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<td>eBooks</td>
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<td>eLearning eBooks and eJournals</td>
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<td>Electronic Resources</td>
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<td>Engineering and the Built Environment</td>
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You can search by subject guides or by a specific subject.

Each course has a Library Essentials tab with lots of information that will be helpful to your studies, see page 4 of this guide for more information.
**Module Reading Lists**

Talis Aspire is a reading list management tool which allows you to locate the books on your degree module reading lists. HNC/HND module lists are also being added.

You will be shown the books on your reading list as well as the eBook versions, journal articles and online collections and websites. It links to the library catalogue so you can check availability. You can also directly access the eBooks, eJournals and Online Collections.

You can access Module Reading Lists using this link, clicking the ‘Library Resources’ tab on MyDay or through the Library Catalogue.

Please read the Module Reading Lists Libguide for further guidance on how to make the most of this site, including how to create a profile and creating study notes.

A short guide to creating a user profile is available here.

**How to Find Your Reading List**

You can search for your reading list by:

- Module number, e.g. UC607002
- The module title, e.g. Introduction to sport and exercise science

If the list is empty or you cannot find it please contact the library team.

Once you have located your reading list, you can click on the titles. This will take you to the library record, website, journal etc.

If a link is not working or you get an error message, please use the university’s UniDesk portal to report the fault. [https://uhi.unidesk.ac.uk/](https://uhi.unidesk.ac.uk/) Select the ‘Libraries and E-Resources’ tab.
**Library Chat  *NEW***

UHI Academic Partner Librarians are now available to help with your queries through Live Chat. The Live Chat tile is available on the Library Homepage. This will take you straight to the live chat form to start your chat with one of the library team.

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<th>Library Chat</th>
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New **library chat service** Chat to our librarians in real-time for help with services and resources. The normal operating hours will be Monday to Friday 9am-5pm. As usual, a support ticket can also be logged with **Servicedesk** at any time.

**Library Support for Research Students**

Library support for Research students can be found in the Libguide: [Library Support for Research Students](#).

<table>
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<tr>
<th>Home</th>
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<tbody>
<tr>
<td>Welcome to the Library Services of the University of the Highlands and Islands</td>
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<tr>
<td>A selection of eBooks on Research</td>
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<tr>
<th>Finding Resources</th>
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<tr>
<td>Open Access</td>
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<tr>
<td>Research Data Management</td>
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<tr>
<td>Who to Contact</td>
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<tr>
<td>Library Essentials</td>
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<tr>
<td>Using Other University Libraries</td>
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If you are a member of staff involved in Research, or a student undertaking a Research Degree, we are normally able to source material for you that is not currently available through the university's collections. To use the Inter-Library Loans or British Library Document supply services, please use this [online form](#) to make your requests.
Browser Extensions

A Libguide had been developed providing guidance on approved Browser Extensions, these extensions will point users to freely available resources. The browser extensions should be used in addition to MultiSearch. Each tab contains general information, where to find the browser extension and how to use it.

Finding and Using Images

Finding and Using Images Libguide is a useful guide to ensure you are complying with copyright when using images from the internet.

Table: Image resources on the web

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<tr>
<th>Image resources on the web</th>
<th>FlickrCC</th>
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<tr>
<td>Search engines such as Google will pull images from around the web but here are some image banks you may like to peruse - really useful resources.</td>
<td>Many Flickr users make their images available under Creative Commons licences.</td>
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<tr>
<th>Image resources on the web</th>
<th>Wikimedia Commons</th>
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<tr>
<td>&quot;A database of freely usable media files to which anyone can contribute.&quot;</td>
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<th>Image resources on the web</th>
<th>Geograph</th>
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<td>Geograph photographic archives cover Britain and Ireland and are released under Creative Commons licences.</td>
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<th>Image resources on the web</th>
<th>NASA</th>
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<tr>
<td>NASA material is not protected by copyright unless noted and can be used freely - NASA should be acknowledged as the source of any images used.</td>
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<th>Image resources on the web</th>
<th>Pixabay</th>
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<tr>
<td>Free high quality images released under the Pixabay Licence. You are free to use without asking for permission and although attribution is not required - remember it's good practice to include an attribution and link back to image.</td>
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<th>Image resources on the web</th>
<th>OpenClipart</th>
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<td>High quality, free-to-use clipart which is released under the Creative Commons Zero 1.0 Public Domain License.</td>
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<th>Image resources on the web</th>
<th>Morguefile</th>
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<td>Free to use, high quality photo archive.</td>
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<tr>
<th>Image resources on the web</th>
<th>Unsplash</th>
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<tr>
<td>Resource bank of free to use images &quot;powered by creators everywhere&quot;. The Unsplash licence allows you to use images without asking for permission.</td>
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Student Health and Wellbeing Resources

Libguide **Student Health and Wellbeing Resources** contains resources available through the Library service to support your mental and physical wellbeing. For further advice and support, please contact your local Student Services.

The full list of books to support you during difficult times can be accessed here – **Reading Well books**

Further Help

Library information and guides for can be found on the North Highland College website [here](#).

- Library Guides for Thurso, Dornoch and Alness Campuses
- Library Online Resource Guide
- Library Users Charter
- Opening Hours
- Staff and Contact Details
- Printing and Photocopying Information
- Stationery List

For more information contact your local library.