

Università di Roma

Getting started with Luiss Library Discovery

How to find a book



Library Discovery

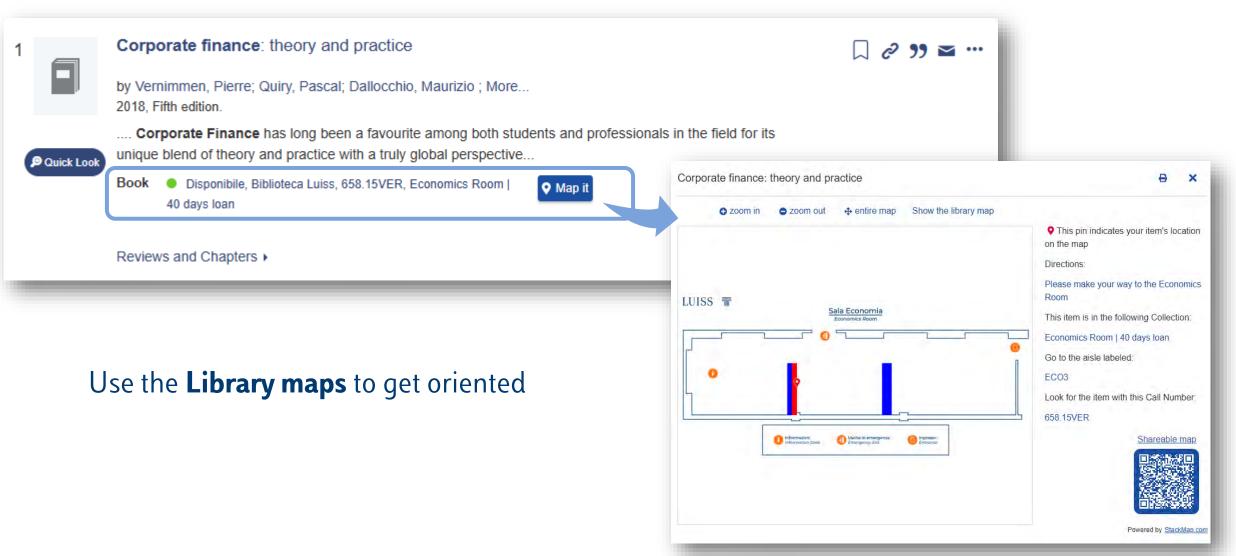
Book research begins with **Luiss Library Discovery**, a discovery system that enables integrated searching across nearly all full-text bibliographic resources available in the Library.



The results list displays bibliographic records, each including both **bibliographic details** (such as title, author, publisher, year of publication) and the information required to locate the corresponding book: its **physical location** in the Library, the map, the loan policy, or the **access link and instructions** for e-books.



Library Discovery



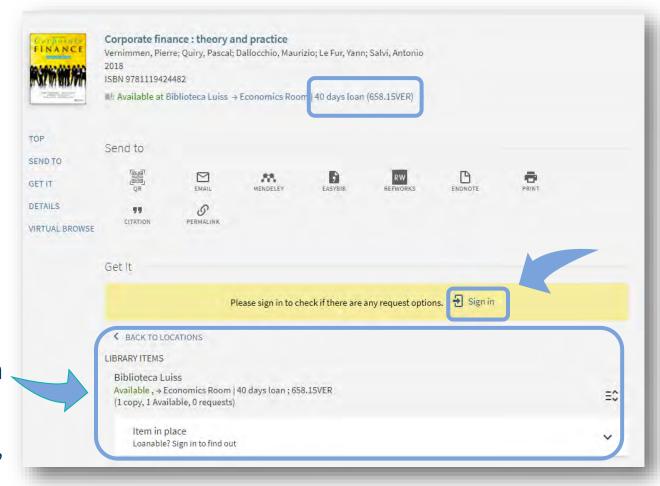


Printed books

For printed books, you need to check:

- Whether the copy is available on site;
- The room where the copy is located and its call number;
- The loan policy for the copy (that is, whether it can be borrowed).

Through the «My Account» section or the «Sign in» function, it is also possible to reserve books that are currently on loan, view your loan status, and renew items if permitted.

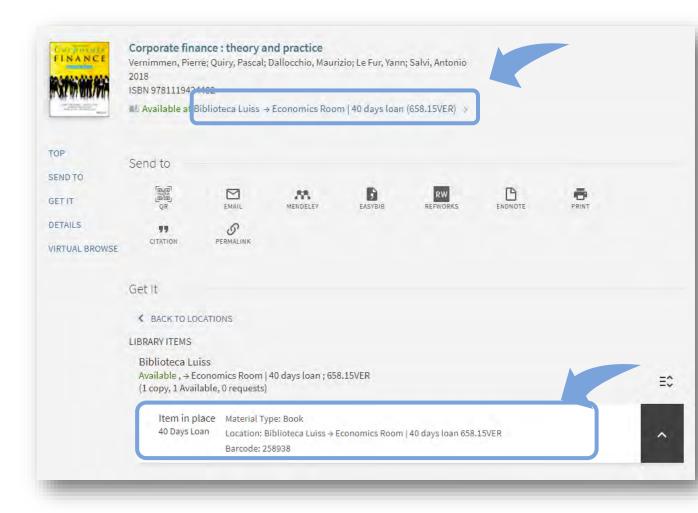




Printed books

Loan policies vary depending on the book category (book, textbook, code, special funds, etc.). The borrowing period for each item is indicated both in the shelflist and in the «Library items» information box once you are logged in the «Sign in» area.

Users should **return** borrowed books by the due date. Failure to do so will result in suspension from the borrowing service for up to 30 working days.

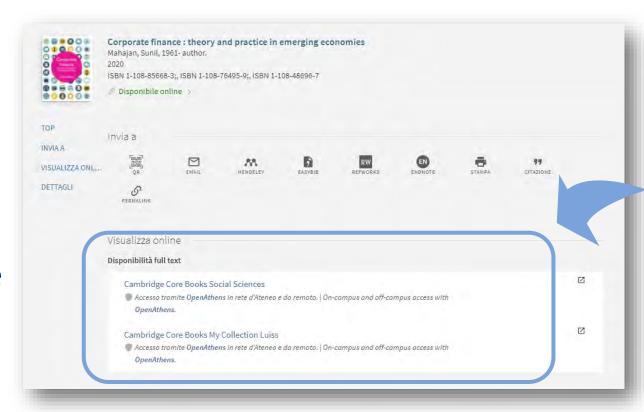




E-books

For **electronic books** you need to verify:

- The database or the electronic collection which contains the e-book;
- The way to access the database or the collection.



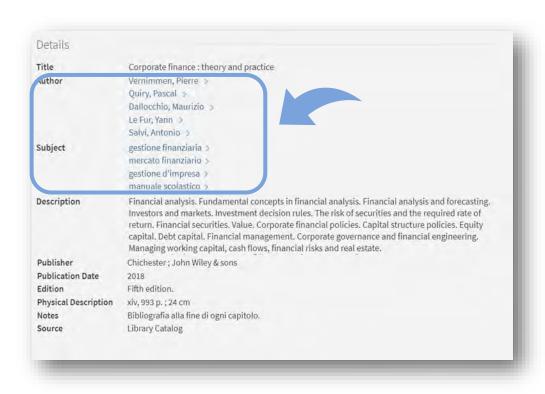


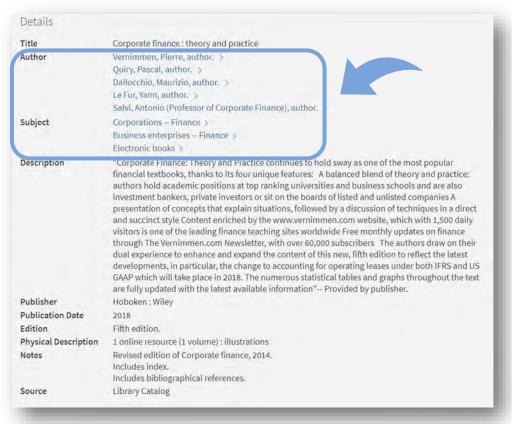
To access materials in- and off-campus through **OpenAthens** consult the <u>online guide</u>.



Printed and electronic books

In the «**Details**» section, you will find all the bibliographic information about the publication, including clickable terms such as **authors**, **subjects**, and **series titles** (when applicable), which allow you to explore other related documents.





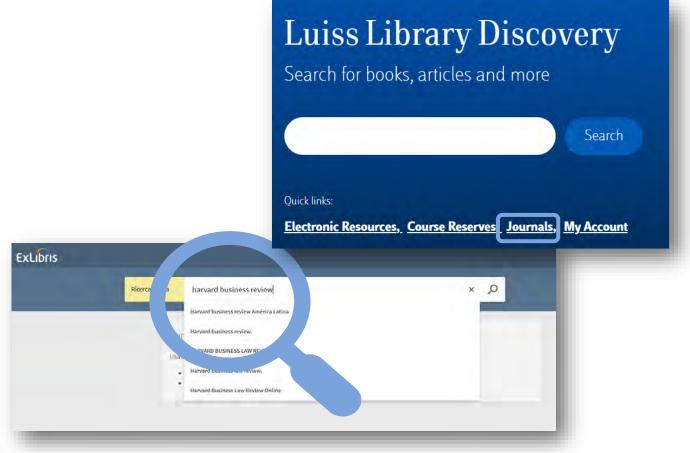


How to find a journal



Journal Search

If you already know the reference of the article, start your research from the **Journal Search**, the catalog of both printed and electronic journals, and search for the title of the journal in which the article is published.



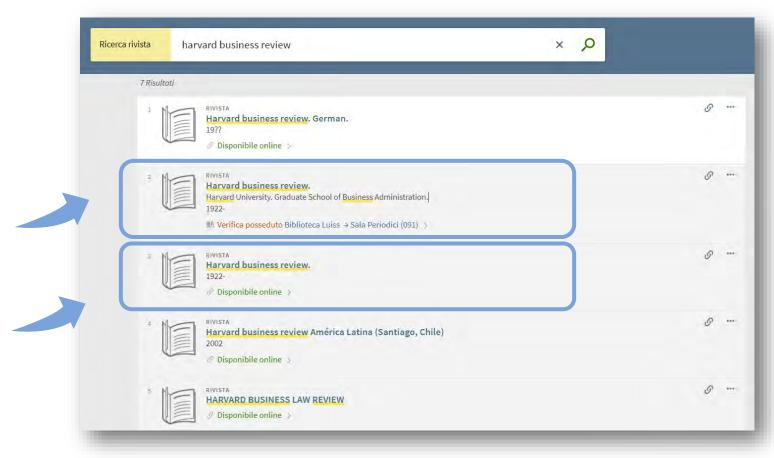
Es: Zeng, Ming. "Alibaba and the Future of Business:
Lessons from China's
Innovative Digital Giant."
Harvard Business Review 96, no. 5 (2018): 88.





Journal Search

In this case, the **tool** suggests two results: the first one refers to the electronic version of the journal, the second one to the printed version.





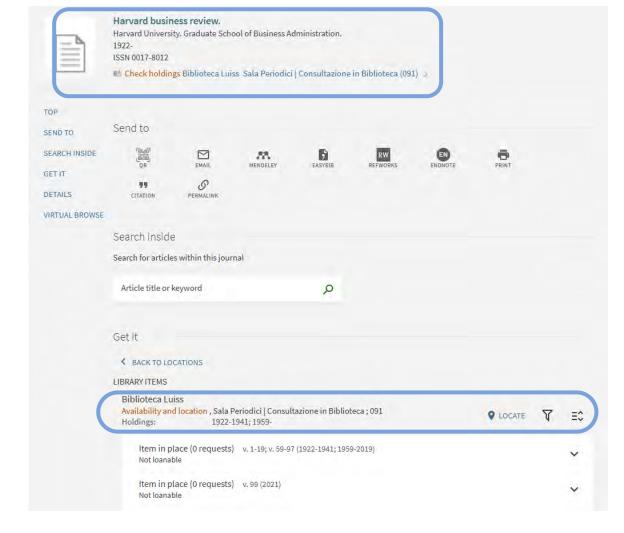
Printed journals

For **printed journals** you need to note:

- the physical location (Periodical Room or Remote Storage);
- The numerical **collocation code**, which is the number of the shelf on which the journal is placed. Click on **Locate** to display the Library map.

Remember to check also the Library **holdings** and the ordered issues.







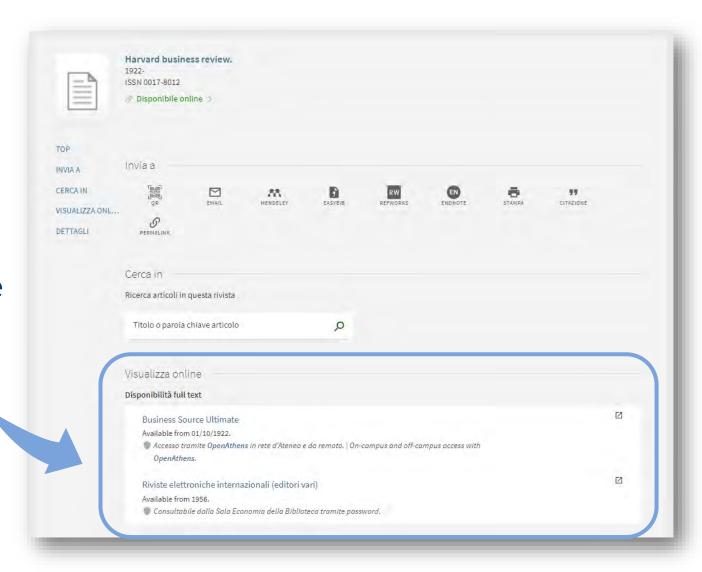
Journals are not loanable.



E-journals

For **electronic journals** you need to verify:

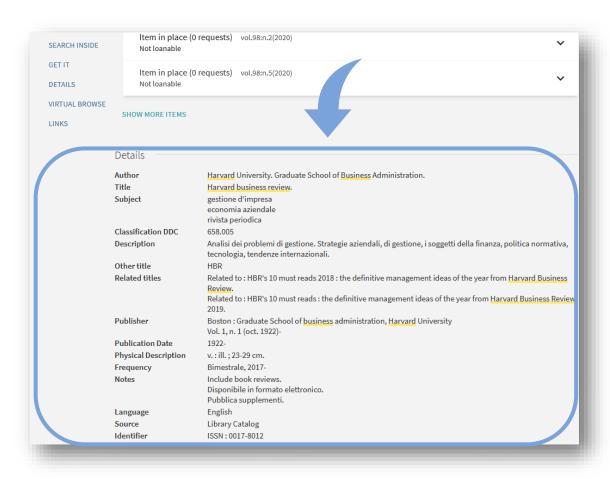
- The years available online;
- The way to access the database or the electronic collection which contains the journal.

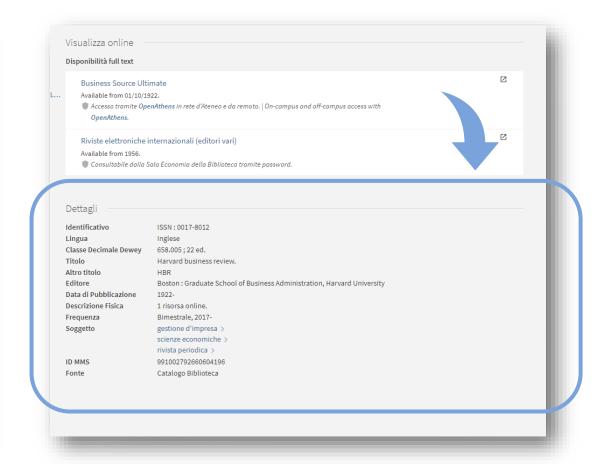




Printed and electronic journals

In the «**Details**» section you will find the bibliographic information of the publication:







How to search by topic



Before starting ...

To set up and complete an efficient research, remember to:



1. Identify and define the information needed;



2. Identify and select the search terms (with their translations in other languages and from the natural language to a specialistic jargon);



3. Determine whether the required information exists;

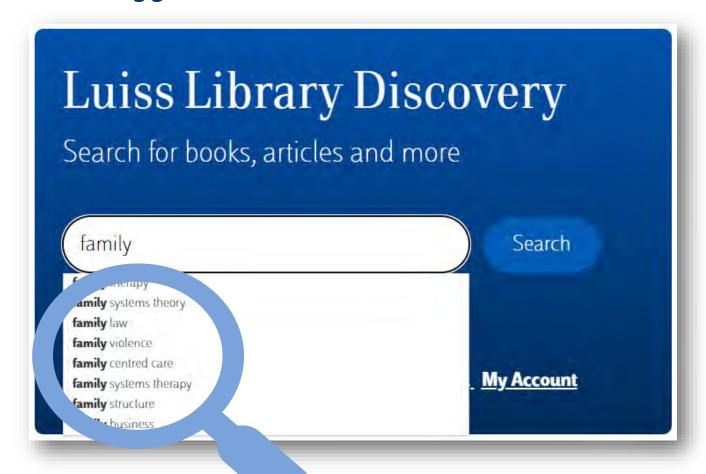


4. Organise, analyse, interpret and evaluate the information retrieved.



Luiss discovery – Simple search

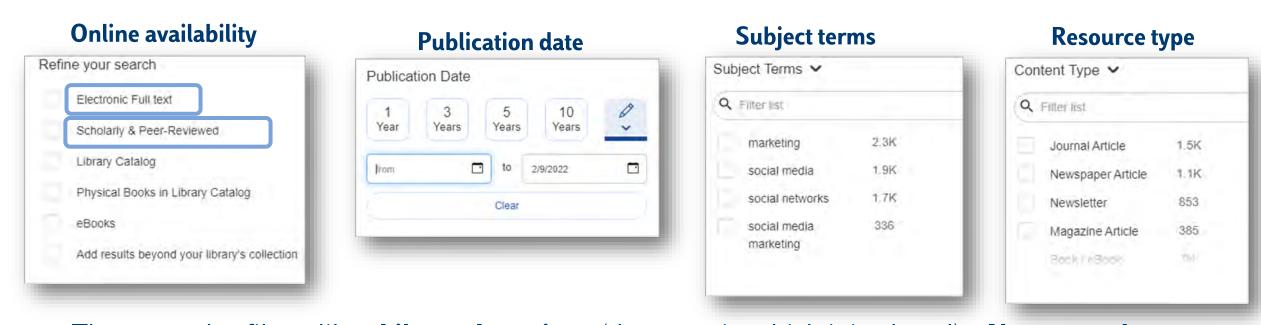
When you enter the keywords in the search toolbar, the search engine shows an auto-complete list to make suggestions:





Luiss discovery – Simple search

You can then refine the list of results using the filters in the left column, like:

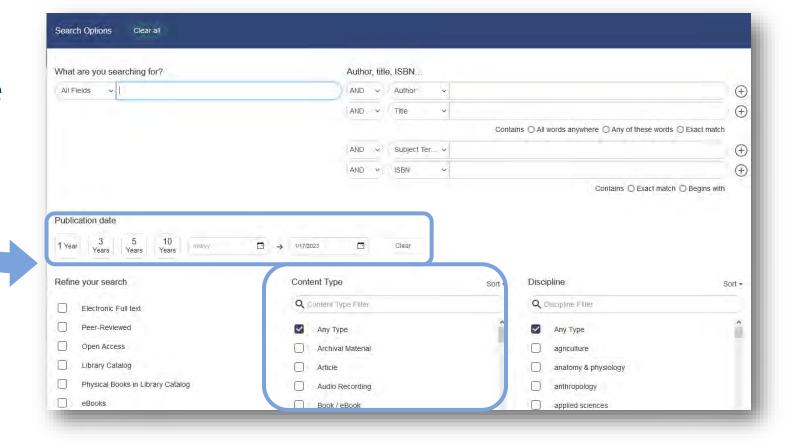


There are also filters like «**Library Location**» (the room in which it is placed), «**New records**» (last resources purchased), «**Language**» of the publication, and more.



Luiss Discovery – Advanced search

Making an **Advanced search**, you can set these filters also before launching the search:





Luiss Discovery - Advanced search

The Advanced search also allows you to **select the field** of the bibliographic record in which the terms are to be searched (e.g. title, author name, subject terms) ...

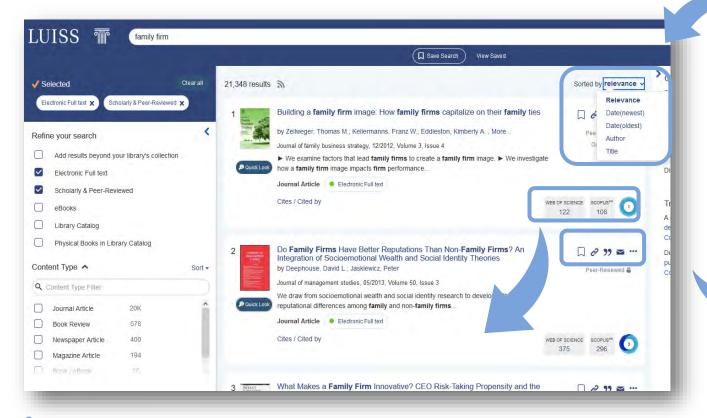


... and also to make a research in multiple fields, combining them through **logical operators** (e.g. author AND title). For some fields, you can also set how the search terms have to appear in them (e.g. «exact match» to search the exact phrase):





Luiss Discovery



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Luiss discovery also indicates whether the publication is peer reviewed and the number of times it has been cited.

Results are displayed by **relevance**, but the order can be customized.

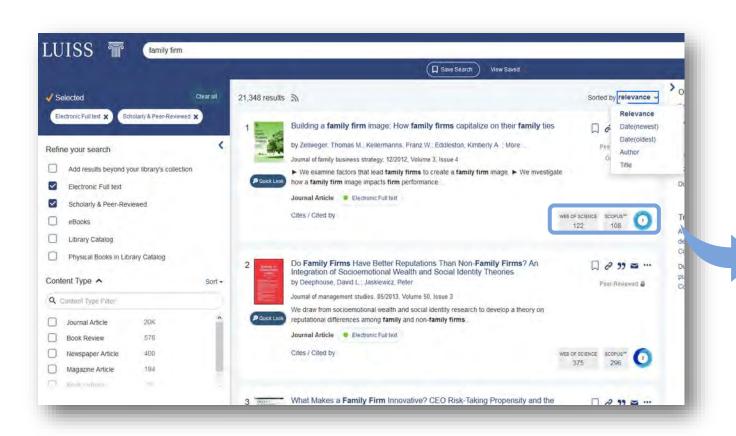


Each result can also be:

- saved into a personal folder;
- shared through its permalink;
- exported as a bibliographic citation in a specific format;
- send via e-mail.



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Cited in:

- **Web Of Science** Provides top journals for high quality literature retrieval;
- Scopus offers authoritative research and provides access to reliable metrics and analytical tools;
- **Altmetrics** shows how much online attention has been shown for this research.



Luiss Discovery

The saved results are ready for citation export in the top right folder.

You can choose the citation style and then export it or proceed with a simple copy/paste.



