

# Quick Reference Guide to using Zetoc

**NOTE:** If you are not familiar with any of the terms used on this page, please see the Zetoc [Glossary](http://zetoc.mimas.ac.uk/glossary.html) (<http://zetoc.mimas.ac.uk/glossary.html>).

## 1. The Zetoc homepage: <http://zetoc.mimas.ac.uk>

From the homepage you can find out all about the Zetoc service. There is a link to a [frequently asked questions](#) page and to other pages of information about the service and the content of the Zetoc database.

You have three main options from here:

- search Zetoc to search the database for articles and papers
- log into Zetoc Alert to set up an email alert
- Set up RSS feeds for Zetoc journals

## 2. Logging into Zetoc

You need to log in if you are using Zetoc search when off-campus or when using Zetoc Alert from any location. Your login may be a standard Athens login, or a local institutional login:

**Athens.** You need to enter your Athens username and password if requested. You can obtain an Athens login from your institution (you will probably have an Athens helpdesk in the Library or Information Services). If your Athens login does not work, it may have expired. You can test it by going to <http://www.athensams.net/myathens/> and using the login box provided. If it does not work, you will need to contact your Athens support.

**Institutional login .** You may be directed to log into Zetoc from your own institution's portal or library website rather than from the Zetoc homepage. In this case you will be using your institutional login (i.e. a personal login used for all or most of the on-line services available to you). You should also be able to login from the Zetoc homepage, but you may need to follow the links to 'help with logging in' and navigate to your own institutional page to login (if you use the same PC again, you should automatically be directed to your institutional login page).

## 3. Search options

Zetoc has three search options:

- general search - for both journal articles and conference proceedings
- journal search – to search journal articles
- conference search – to search conference papers and reports

You can enter search terms in any number of the boxes. Use single words, several words, or words enclosed by quotation marks in order to retrieve specific phrases, such as “aurora borealis”.

We have provided some search examples in our [workbooks](#).

#### **4. Searching Tips**

- If you enter more than one word in the same field, the search engine will AND the terms. You cannot specify your own Boolean operators.
- Enter terms in double quotes to search for a phrase or specific author e.g. "climate change", "wilson s".
- Truncate search terms e.g. comput\* will find compute, computer, computers, computational etc.
- Include a publication date, or date range e.g. 1996 or 1995-1999 to narrow your search.

#### **5. Further help**

Zetoc provides contextual help

- follow the question mark icon displayed on the page
- the [faq page](#) also provides answers to some of the more common queries
- there is a detailed [workbook](#) available from the support page of the Zetoc website

#### **6. Record displays**

- Brief display: this is the initial display that results from a search. Navigate through the records by using the "next" and "previous" buttons.
- Full display: view the full record by clicking on the record number on the left hand side of the brief record
- Results are shown in pages of 25. If you only find one record you are given the Full Display. If you find two or more records you are given a Brief Display
- Click the numbered button to display a record in full
- Change the order in which results are listed from the default reverse date (i.e. most recent first) to sort by date (i.e. oldest first) or alphabetically by title

[NB: you cannot change the order if you have a large number of hits.]

#### **7. Full record display and further options**

The full record display provides full details about an article/paper. Each record is divided into fields which are labelled to indicate their content e.g. title, author(s) etc.

From here there are three options for obtaining further information about an article, or the full text of the article itself.

[Access the full text](#)

[Make a document supply request](#)

[Purchase articles from the British Library](#)

## **8. Emailing records**

- Select records for emailing by tagging them. You do this by clicking in the checkbox beside each record
- The default is select all (i.e. if you do not tag any records)
- Email records by clicking the 'Email Records' button and entering the email address. You may select long labels eg "Author(s):", or short labels eg "AU:". You may also choose a title for your email
- You cannot email more than 500 records at a time

## **9. Saving to a file**

- Select records for downloading by tagging them. You do this by clicking in the checkbox beside each record
- The default is select all (i.e. if you do not tag any records)
- Save records by clicking on the 'Download' button. You may select long label eg "Author(s):", or short label eg "AU:"
- You can then save the records as a text file. You may wish to import your records into a local bibliographic database such as EndNote or Reference Manager

## **10. Search history**

- View your recent searches by clicking on the 'History' button
- You can edit, email or download the results of a previous search

## **11. Inter-library loan**

- Zetoc provides a page to facilitate making an inter-library loan enquiry
- The page that you see will depend upon the institution that you are from
- Click on the 'inter-library loan' link from the full record to view the ILL page, which will include the details of the item that you wish to borrow

## **12. Full text articles**

- You may be able to view the full text of articles in Zetoc if you are from UK higher or further education
- The 'more information' link at the bottom of a full record, which may appear to you as a customised full text link, takes you to further pages of links to electronic resources
- The resources available to you, including full text, will depend upon the institution that you are from
- Try using the link to see what is available to you

- For more information about obtaining the full text please see the [faq: obtaining articles/papers](#)

### **13. Buy from the British Library**

- All articles and papers in Zetoc are available from British Library Direct
- Click on the link to 'Buy from the British Library' and complete a short online registration before ordering your documents

### **14. Create an Alert List**

- Log into Zetoc Alert using your Athens login or institutional login
- Enter your email address in the box provided
- You may name your list if you wish to
- You may include hyperlinks to full records in your Alert emails if you wish to, so that you can link straight from your alert list email to the full record in Zetoc
- Click the Create button and you will see confirmation that the list has been created and the date that it will expire (in 12 months)
- The list has now been created, and you need to add journals and searches

#### **Add Journals**

- Add journals to your Alert list by clicking on the Add Journals button. You will see a split screen with the details of what is in your list on the left and the search facility on the right
- Search for journals alphabetically, by search term or by subject
- Add journals to your list by clicking the Add button. You will see that the journal is now shown in the left-hand frame as being in your Alert list

#### **Add searches**

- Add searches by clicking on the Add Author/Title Searches button. You will see a split screen with the details of what is in your list on the left and the search facility on the right
- Enter keywords or authors into the boxes provided and press Add to list. You will see that the search is now shown in the left-hand frame as being in your Alert list

You do not need to log out of Zetoc Alert

Please note that you can only have up to 50 journals or searches in any one list, but you can have as many lists as you wish

### **15. Renew/Modify an Alert list**

- Log into Zetoc alert using the Athens username and password that was used to create the list

- Select the list from the drop-down menu and click on the Renew/Modify button
- From this page you can change the email address that the list is sent to, renew the list for another 12 months or modify the list
- To remove journals or searches click in the check box to remove the tick and then click on Remove Journals/Searches
- To add journals or searches use the appropriate buttons and you will get to the split screen allowing you to see your list contents and add journals or searches to it (see above)

## 16. Transfer an Alert list

You can transfer an alert list to a new username and password via a link in the Alert email

- At the end of each Alert email you will find a link to allow you to transfer your list to a new login:

If your Athens username has changed you will no longer be able to control the settings for this Alert.

You should transfer it to you new username by going to this URL:

*<http://Zetoc.mimas.ac.uk/etoc/bin/transferlist?listname=computers+in+libraries&lispwd=pOlqc.yB1kk&olduser=man-zzalsabcz>*

- Click on the URL in order to log into Zetoc with your new username and password. This will automatically transfer your alert list.

## 17. Set up an RSS feed for a journal

- Click on the Zetoc RSS link and browse for the journal that you are interested in
- You can search for journals alphabetically, via a search form or via the dewey classification into which the journals are grouped
- All of the journals have an RSS button beside them, this takes you to the XML entry for that journal but the only thing that you might need is the URL (web address) for the journal
- You can subscribe to the feed in various ways, depending upon your chosen RSS reader (also called feed readers or aggregators and including browser-based readers). In general you can either copy the URL of the feed for the particular journal into the required place in the RSS reader software, or you can drag and drop the RSS logo
- Feeds for each journal issue are kept for one month
- Information on the data included in a Zetoc journal RSS feed is available at <http://zetoc.mimas.ac.uk/rss.html>