

Using the library catalogue

The National Dyslexia Resource Centre (NDRC) is available to Guild members.

Go to <http://da.koha-ptfs.eu/>

From here you can search the catalogue for books, journals, articles, electronic resources, teaching resources and games. If you want to access electronic books, create lists, reserve titles, download items or make recommendations for purchase you need to **log in**.

See your own account details by clicking on your name or where it says **My Summary**. You can update your details, see what you have on loan or renew.

Get your Login and Password from the Librarian, jseabourne@dyslexiaaction.org.uk or call 01784 222342.

Search by **Author, Title, Keyword or Subject** using the search box.

Use the **Items Cart** to create a temporary list of items that you select. This will be lost once you log out.

Use the **Lists** to create a more permanent list of your selected items. You can make this list Private or share it with other library users by making Public.

Use **Advanced Search** to search by a combination of subjects, authors etc. You can also restrict this to the **Item Type** such as just books, journals, games, electronic books.

Borrowing items

If you see something you want to borrow that is status **Available** but cannot visit the library to collect it, contact the librarian so they can make arrangement to post the item to you. Some items are expensive and must be sent with replacement cost compensations/insurance on return. The librarian will alert you to these at the time.

If something is being borrowed by another reader, you can place a **Hold** on it. This means you will be notified by email when the item comes back and is waiting for you to collect it. If you want it posted out, contact the librarian. Do not place Holds on items that say Available.

If you can't see what you want you can make **Purchase Suggestions**. The link appears at the top of a searched list Click on New Purchase Suggestion, put in the details and it will be submitted to the Librarian.

Electronic books appear in the catalogue, you can use the **Advanced Search** and tick the Electronic book **item type** to get a list or go to **Lists** and select the public list “Electronic books”. Select the book and “[click here to access online](#)”. This will take you through to the electronic book platform and you will be asked for your library login and password again. You can now read online, print or copy a certain amount of pages within copyright law. Page number restrictions are dictated by the publisher of the book and the librarian has no influence on this.

Once in the electronic book platform, you can search for other books we do not have in Advanced Search. For books we do not own you will see 3 buttons, **5 min Preview**, **Add to Favourites**, **Suggest for Purchase**. Any suggestions for purchase will be looked at by the librarian and their purchase will depend on budget, popularity and relevance. Remember to **Log Out** and close the tab to go back to the library catalogue.

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Electronic Journals are accessed in a slightly different way.

Go to the Journals Portal website (<http://onlinelibrary.wiley.com/>) and you will be asked for an **Institutional Username and password**. This is available from the librarian library@dyslexiaaction.org.uk or by calling 01784 222342.

When you click on the Log in/Register button, **do NOT fill in the first boxes**, look down at the bottom of the box, see the grey bar click **Institutional Login**. Leave Institution Name blank but type in the username and password boxes and click Submit.

These are case sensitive so make sure you are not putting in zero in place of the letter O or vice versa and are not putting capital letters. The password will change on a regular basis.

If you are logged in you should see “*Dyslexia Action NTRC Library*” displayed at the top of the page.

Click on **Publications** tab, click on the **Journals** in the Filter List at the right hand side of the screen.

You can get a list of journals by title using the A to Z letters or you can type a keyword in the Search box and then click the arrow.

The titles we subscribe to so far are:

Dyslexia: An international journal of research and practice ISSN 1099-0909

Journal of Adolescent and Adult Literacy ISSN 1936-2706

Reading Research Quarterly ISSN 1936-2722

The Reading Teacher ISSN 1936-2714

This will give you access to content dating back 5 years (including this year).

When you see a list of articles, you will see symbols next to them. Access icons indicate whether you have access to the full text. Any Downloads expire after 24 hours.

Open lock + FREE = free to all users

Purple lock + OPEN = free via OnlineOpen

Open Lock = available via your library's current subscription i.e. we have paid for you to have access.

If we do not subscribe to a journal, it will offer you the Abstract for free but ask you to pay for the Full Article or any downloads.

This will be any journal titles or book chapters that the Library does not subscribe to or is older than 5 years. You can purchase these from Wiley. To do this you must **Register** with Wiley even though you are logged in via the Institutional log in. Registration is free of charge but pay per view articles or chapter prices will vary and give you online access that lasts 24 hours. Wiley will send you a confirmation email and then you can find out the price and purchase if you wish.

So to sum up, use your institutional login for access to the journals the library subscribe to

or Log in using your own personal registered details to get full access to articles from journals or chapters of books that the library do not subscribe to.

Try to **log out** when you have finished if you can find it!

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Problems: Check your Number lock or Caps lock is not on when logging on to systems. Make sure you are not mixing up zero with the letter O.

Browsers Required to View Pages

1. If you have any problems with log on to any system, try doing so in a different internet browser, i.e. if you are using Google Chrome, try Mozilla Firefox or Internet Explorer etc. See this link for how to change your internet browser:

http://www.ehow.com/how_4919394_change-internet-browser.html

Is there a specific browser that I need to use in order to view pages in Wiley Online Library?

Wiley Online Library is compatible with the following internet browsers (Updated 20/03/2013 12:06):

Internet Explorer (Windows): versions 6 and higher

Firefox (Mac + Windows): versions 3 and higher

Safari (Mac + Windows): versions 4 and higher

Opera (Mac + Windows): versions 10 and higher

Google Chrome (Mac + Windows); all versions

2. If you are using your employer's computers, ask the IT staff if a Firewall will stop you accessing secure websites (https).
3. If your browser says the **Website is not available**, click the Reload button. Keep trying this a few times.

Your Librarian, Jan Seabourne can help you with searching for information or problems, referencing or citations. There are lots of good study skills books in the NDRC library that can also help you in writing essays or dissertations or in studying at a distance.

Contact Jan via library@dyslexiaaction.org.uk or jseabourne@dyslexiaaction.org.uk