Passwords
Most Library electronic journals and databases can be used on or off campus and you should login to the Portal for access. If you have problems opening full-text, check the Passwords Guide at: http://library.ulster.ac.uk/electronic/passwd_faq/

Exam Papers
Exam papers are available online from 2001 and you can access them on the Learning Resources tab in the Portal.

Citing References
Accurate and consistent referencing is essential in academic work. The Library Social Sciences Guide to Harvard Referencing is online at http://library.ulster.ac.uk/soc/harvard.pdf. The Refworks database can also help you organise references. Refworks training sessions are available throughout the year.

Library FAQ’s
My passwords won’t work. What’s going wrong?
Check out the Library passwords guide at http://library.ulster.ac.uk/electronic/passwd_faq/ or ask us for help.

Will databases always provide me with full text articles?
Not always – use the Find It button to link to full text if available or contact the Subject Librarians for help finding full text.

Jordanstown Library doesn’t have the book or article I need?
If the book is on another campus, request it using an Intercampus Loan form. If the item isn’t in any of the University Libraries, use our Document Delivery Service. For more information about this service go to http://library.ulster.ac.uk/documentdelivery/ or ask at the Library help desks.
Books and pamphlets
Use the Library Catalogue to find books in the library. You can also reserve and renew books and check your borrower record online using the My Account option.

Some useful shelf numbers

<table>
<thead>
<tr>
<th>Subject</th>
<th>Shelf Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Politics</td>
<td>320</td>
</tr>
<tr>
<td>International relations</td>
<td>327</td>
</tr>
<tr>
<td>Civil and political rights</td>
<td>323</td>
</tr>
<tr>
<td>Democracy</td>
<td>321.8</td>
</tr>
<tr>
<td>Elections</td>
<td>324.6</td>
</tr>
<tr>
<td>Political parties</td>
<td>324.2</td>
</tr>
</tbody>
</table>

Most books and pamphlets are shelved on the ground floor of the library. The short loan and part-time loan collections are shelved in the Short loan room behind the book issue desk.

E-Books: The library has a growing collection of eBooks which you can also access using the Library Catalogue.

Reading Lists: Many reading lists are available online and you can link to them through the Portal or in Blackboard.

Journals
Most library journals are now online. The Electronic Journals link on the Learning Resources tab in the Portal provides a complete list.

Tip: Use the Electronic Journals list to check if a journal title is available online eg Parliamentary Affairs. Use library databases to find journal articles on a topic.

Guide to Library Resources for Politics
http://library.ulster.ac.uk/soc/politics/

These web pages will help you find politics subject resources in University of Ulster libraries. They include a list of key web links for politics students.

Best Databases for Politics

Politics
- Proquest Complete Collection including:
  - Worldwide Political Science Abstracts
  - International Bibliography of the Social Sciences (IBSS)
- Public Affairs Index
- Public Administration Abstracts
- CAIN - Northern Ireland politics and society
- Web of Knowledge: ISI Web of Science
- Swetswise

Related Social Science topics
- ASSIA – Applied Social Science Index and Abstracts
- Criminal Justice Abstracts
- British Education Index
- ESDS (Economic and Social Data Service) – survey data
- ESRC Census Programme – census data
- Swetswise Health and Social Care
- Medline (Ovid SP)
- Social Care Online
- Social Services Abstracts
- Scopus

Management, News
- ABI Global Package
- Business Source Premier
- Nexis UK –local, UK and international newspapers online

Keeping up to date
- Zetoc Alert