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.

Social Policy
Library Quick Guide

Contact Details
Niall Burns (Sub-Librarian)
✉️ nd.burns@ulster.ac.uk (028) 9036 6970

Joanne Knox (Assistant Librarian – Jordanstown Campus)
✉️ j.knox@ulster.ac.uk (028) 9036 8178

Online Enquiries: http://library.ulster.ac.uk/contact/enq.php

Book Renewal and Information Line (028) 9036 8530
Library Information Point (028) 9036 6964

Getting started
Access all library services including the Library Catalogue, Reading Lists, Electronic Journals and Databases by logging into the Portal at http://portal.ulster.ac.uk and selecting Learning Resources.

September 2012
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 Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social policy</td>
<td>361.61</td>
</tr>
<tr>
<td>Politics and policy</td>
<td>320.6</td>
</tr>
<tr>
<td>Public Administration</td>
<td>350</td>
</tr>
<tr>
<td>Education</td>
<td>370</td>
</tr>
<tr>
<td>Housing</td>
<td>363.5</td>
</tr>
<tr>
<td>Crime</td>
<td>364</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 **Critical Social Policy**. Use library **databases** to find journal articles on a topic.

Web Links

**Library Guide to Social Policy**

[http://library.ulster.ac.uk/soc/socialpolicy/socpolweb.php](http://library.ulster.ac.uk/soc/socialpolicy/socpolweb.php)

Includes links to key websites including:

- ARK NI [http://www.ark.ac.uk/](http://www.ark.ac.uk/)
- Social Policy Digest [http://journals.cambridge.org/spd/action/home](http://journals.cambridge.org/spd/action/home)

Best Databases for Social Policy

**Policy**

- Proquest Complete Collection including: International Bibliography of the Social Sciences (IBSS)
  - ASSIA – Applied Social Science Index and Abstracts
  - Social Services Abstracts – social work, social welfare
- Public Affairs Index
- Public Administration Abstracts
- Web of Knowledge: ISI Web of Science - multidisciplinary
- Swetwise - multidisciplinary
- ESDS (Economic and Social Data Service) – survey data
- ESRC Census Programme – census data

**News**

- Nexis UK – local, national and international newspapers

**Related Policy topics**

- Childlink – children, young people and families
- Criminal Justice Abstracts
- British Education Index
- CAIN - Northern Ireland politics and society
- CommunityWise
- Planex
- Sociological Abstracts
- Scopus - multidisciplinary

**Health and Social Care**

- Medline (Ovid SP)
- Social Care Online
- Social Services Abstracts

**Keeping up to date**

- Zetoc Alert