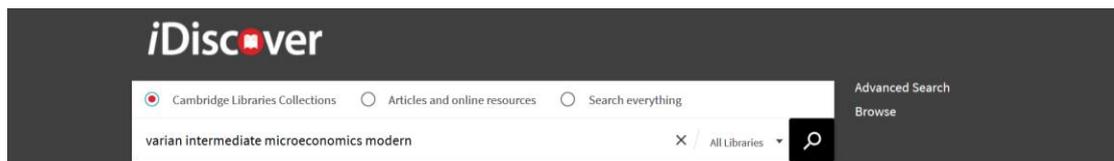


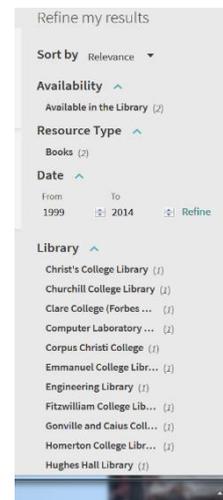
**Question 1:** Using the new Cambridge University online library catalogue iDiscover ([www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk)), **how do you search for a book?** For example: Varian, Hal (2014) *Intermediate Microeconomics: A Modern Approach* (W.W.Norton)

Select “**Cambridge Libraries Collections**” and type some keywords from the author and title into the search box, eg “**Varian Intermediate Microeconomics Modern**” .

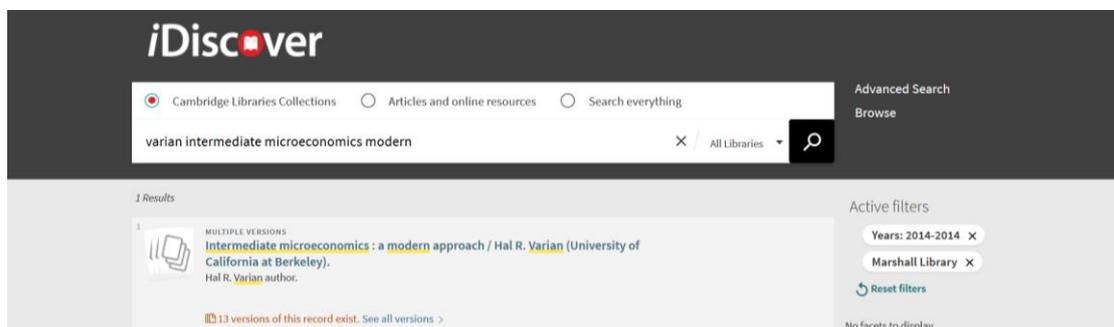


To make sure you have the right edition – in this case the one published in 2014, which is the ninth edition – refine your search by date using the list of filters on the right-hand side.

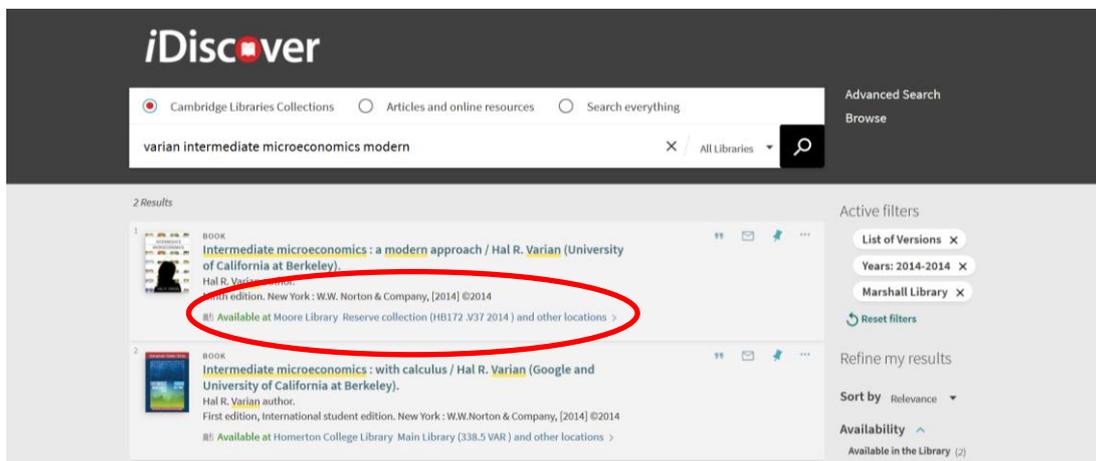
You can also use these filters to refine the search by library, although selecting the Marshall Library filter will only exclude *some* catalogue records and will still bring up information about holdings in libraries other than the Marshall Library.



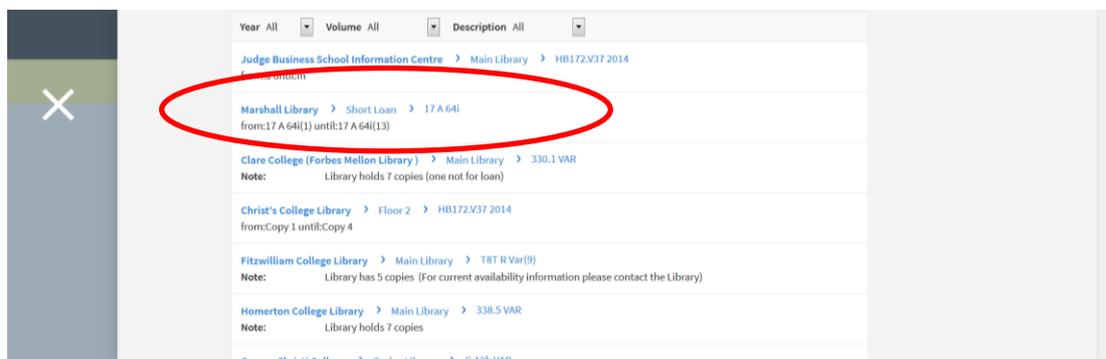
The initial search, with filters applied, brings up this information:



Clicking on the link “**See all versions**” then produces the following:



Note that in this case the book we are searching for is available at the Moore Library “**and other locations**” so you need to click on this line to reveal a fuller list of the libraries which have the book, including both college and departmental libraries:



If you scroll through this list, you will see that there are three separate entries for the Marshall Library, each followed by a *shelf-mark* (**17 A 64i**) giving the precise location of the book. There are three separate entries because the same book is available at the Marshall Library in three different borrowing categories: “**Main Library**” (ie ordinary loan-period); “**Short Loan**” ; and “**Reference Collection**” (ie not available for loan).

If you click on these different Marshall Library links you will then be able to see *individual copy availability*. For example, clicking on the “**Marshall Library Main Library**” link reveals that there are sixteen individual “**items**” (ie sixteen copies) in this category, and each is either “**in place**” (ie on the shelf) or “**on loan**” to a library user.

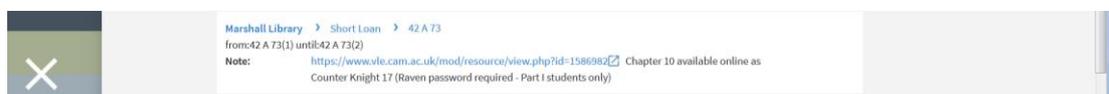
BARCODE	TYPE	DESCRIPTION	STATUS	OPTIONS
069JU	Book	17 A 64(30)	Item in place (0 requests)	
069TB	Book	17 A 64(29)	Item in place (0 requests)	
06DMM	Book	17 A 64(28)	Item in place (0 requests)	
06LNR	Book	17 A 64(27)	Item in place (0 requests)	
06DML	Book	17 A 64(26)	Item in place (0 requests)	
06DMB	Book	17 A 64(25)	Item in place (0 requests)	
06DMA	Book	17 A 64(24)	On loan until 02/10/2018 21:00:00 BST (0 requests)	
06DM9	Book	17 A 64(23)	Item in place (0 requests)	
06CLJ	Book	17 A 64(21)	Item in place (0 requests)	
06CLL	Book	17 A 64(20)	Item in place (0 requests)	

**TIP:** Logging in to your iDiscover account will allow you to place a request on a book that is out on loan. When you are logged in, a request option will appear in the right-hand **"OPTIONS"** column.

**Question 2: How do you search for a book chapter?** For example: Duncan MacLennan & Kenneth Gibb (1993) 'Political economy, applied welfare economics and housing in the UK', Ch.10 in Barr, N & D. Whyne (eds) *Current Issues in the Economics of Welfare*. Basingstoke: Macmillan, pp.220-224.

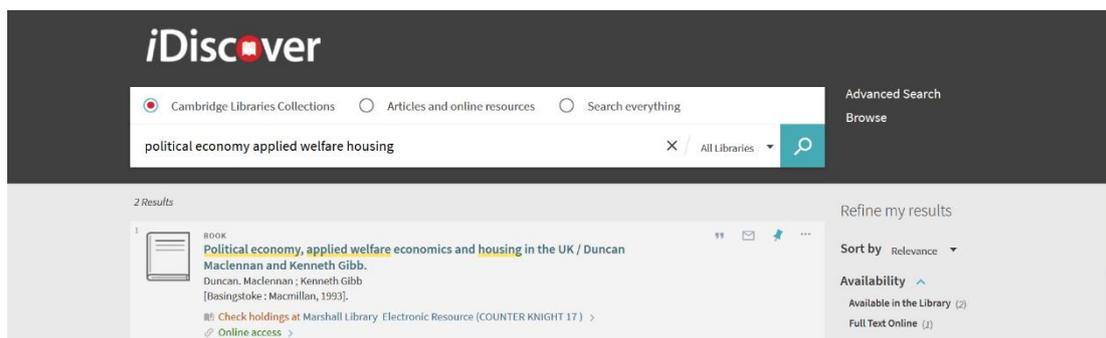
Search for the book title, as in the previous example – e.g. by typing **"Barr Current Issues Economics"** into the search box, using filters, and checking that the edition and the year is correct, i.e. the 1993 edition published by Macmillan. Click on the relevant record to see the Marshall Library shelfmark – **42 A 73** – as well as the item availability.

Note that in this case chapter 10 is also **"available online"**, and can be accessed - by **"Part I students only"** - simply by clicking on the url link in the catalogue record and then using a university Raven password:

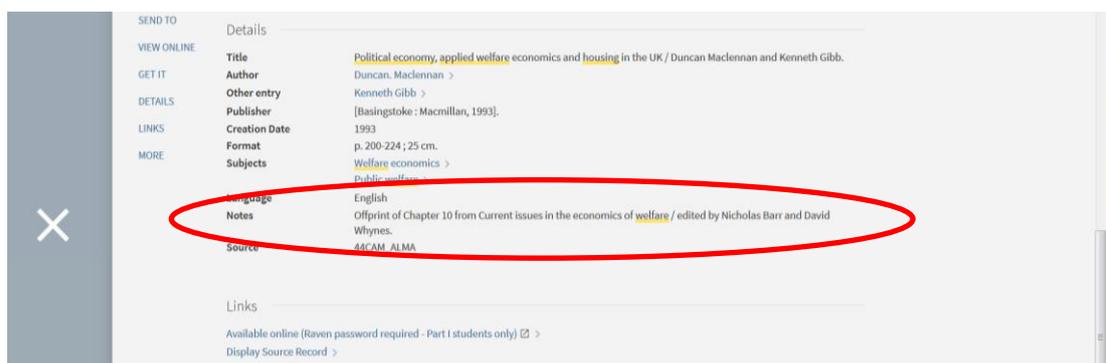


Many chapters on reading lists (but by no means all) will be available in this way, having been scanned and uploaded by library staff. *Requests for printed material to be made available online may be made via the suggestion form on the Marshall Library website.*

Note also that because this chapter is available online, it does have its own separate entry in the catalogue. In other words, it can be found by putting keywords from the chapter title itself into the iDiscover search box:

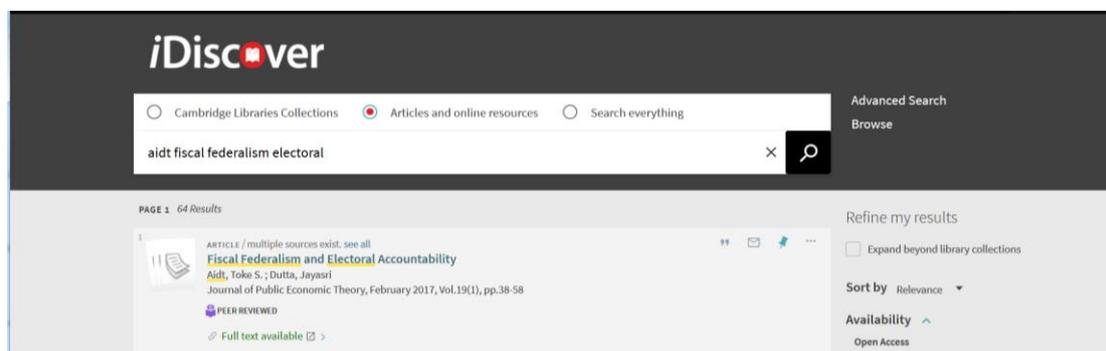


**TIP:** The catalogue describes this item as a **"BOOK"**, though in fact it is just a chapter from a book. *Always click on the record to reveal as much detail as possible.*

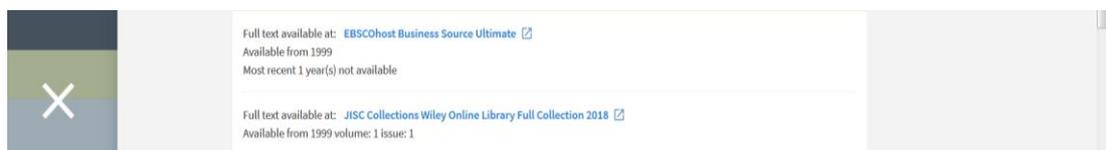


**Question 3: How do you search for a journal article?** For example: Aidt, Toke & Jayasri Dutta (2017) 'Fiscal Federalism and Electoral Accountability', in *Journal of Public Economic Theory* 19(1): 38-58?

The easiest way is to select **"Articles and online resources"** and then type keywords from the article title and author names into the search box:



Click on the title of the article in the catalogue entry, and you will see that the journal is published by Wiley with access provided via JISC and EBSCO databases. Clicking on either link should give you access to the full text:

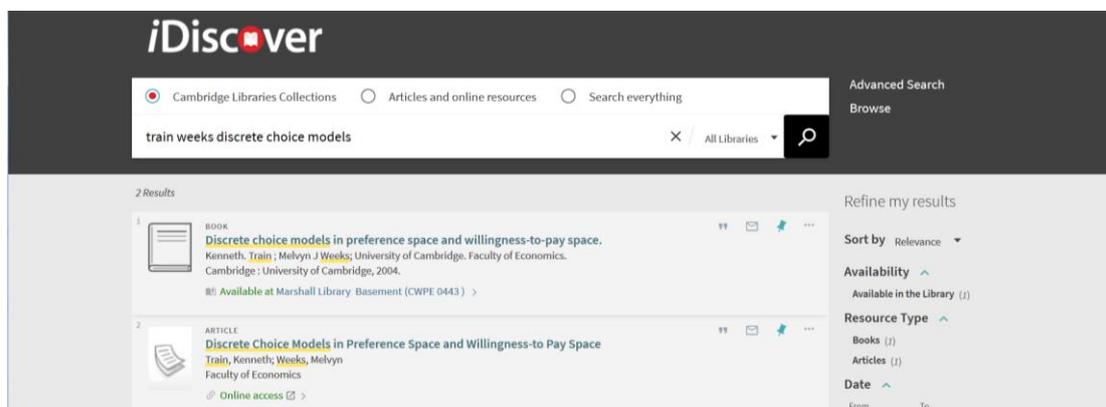


**TIP:** Glitches do occur, so if a link does not seem to be working in the way that it should, the best thing to do is report it to library staff.

Most of the journals you will need are available online, but do bear in mind that some journals are available in hard copy only, so you may need to look for the journal under **“Cambridge Libraries Collections”** and not **“Articles and online resources”**. The iDiscover catalogue will tell you the approximate location – either in the gallery or the basement – of Marshall Library journals in hard copy. Those stored in the basement can be requested either via the catalogue record link to a request form or simply by asking library staff.

**Question 4: How do you search for a Working Paper?** For example: Train, K and M. Weeks (2004) ‘Discrete Choice Models in Preference Space and Willingness-to-Pay Space’, Cambridge Working Papers in Economics, University of Cambridge, Faculty of Economics.

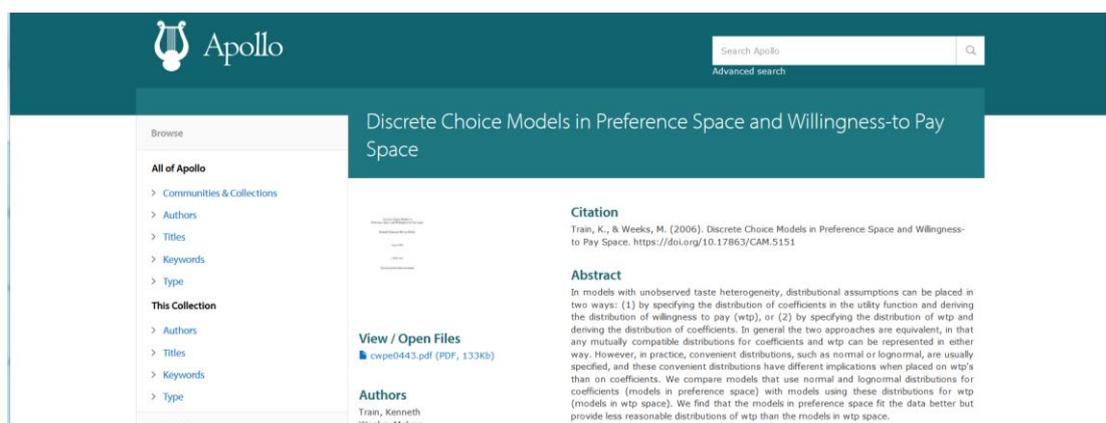
Select **“Cambridge Libraries Collections”** and search iDiscover using keywords from the authors and title: **“Train Weeks Discrete Choice Models”**. The search brings up two results:



The first result refers to the physical Working Paper, stored in the Marshall Library basement. Clicking on the record reveals a link to the online Marshall Library closed access request form. (Fill in the form to request library staff to fetch the item.)



The second result – which iDiscover describes as an **ARTICLE** - also has an **“Online access”** link, and this takes you to the University of Cambridge **“Apollo”** research repository, where much research produced in Cambridge is now accessible. The full text of the Working Paper is available here.



**TIP:** You can access Apollo directly by searching for it in Google. And you can also find this working paper by searching Google for the **Research Papers in Economics (RePEc) database**.

Search the RePEc IDEAS database <https://ideas.repec.org/search.html> using keywords **“Train Weeks Discrete Choice Models”** . This will bring up the record for the working paper with an abstract and a link to the full text.

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### Discrete Choice Models in Preference Space and Willingness-to Pay Space

▼ Author Info

Listed author(s):  
 • Train, K.  
 • Weeks, M.

Registered author(s):  
 • Kenneth Train  
 • Melvyn Weeks

▼ Abstract

In models with unobserved taste heterogeneity, distributional assumptions can be placed in two ways: (1) by specifying the distribution of willingness to pay (wtp), or (2) by specifying the distribution of wtp and deriving the distribution of coefficients. Mutually compatible distributions for coefficients and wtp can be represented in either way. However, in practice, convenient and these convenient distributions have different implications when placed on wtp's than on coefficients. We compare models (models in preference space) with models using these distributions for wtp (models in wtp space). We find that the models in distributions of wtp than the models in wtp space.

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File URL: <http://www.econ.cam.ac.uk/research/repec/cam/pdf/cwpe0443.pdf>  
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**Question 5: How do you find a full text article in *The Economist* online?**

An easy way is to type “economist” in the search box and use the “Full Text Online” filter. The first hit is the online version of *The Economist*.

iDiscover

Cambridge Libraries Collections Articles and online resources Search everything

economist

Advanced Search Browse

PAGE 1 3,396 Results

JOURNAL  
**The economist.**  
 Began with no. 1 (Sept. 2, 1843). London : [Economist Newspaper Ltd.]  
 Online access

Refine my results  
 Sort by Relevance  
 Availability

Clicking on the title for more detail reveals that *The Economist* is available through iDiscover from various database sources (and in slightly different formats), together covering the entire history of the journal back to 1843. Clicking on the links in blue will take you to the individual databases.

GET IT

Full text available at: [Access via Single Journals](#)  
 Available from 1997

Full text available at: [Gale Cengage Economist Historical Archive](#)  
 Available from 1843 until 2012

Full text available at: [ProQuest ABI/INFORM Global](#)  
 Available from 1992

Full text available at: [ProQuest ABI/INFORM Global](#)  
 Available from 2008

Additional services  
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**TIP:** For more help with searching resources in Economics and help with referencing go to the Economics LibGuide <http://libguides.cam.ac.uk/economics>

### Question 6: How do you renew books?

**Short-loan items cannot be renewed.** If you are late returning these you will be charged £1.00 per day.

**Other books will renew automatically**, *unless* another reader has placed a request for an item to be returned. When this happens, return the book as soon as possible. You will be fined £1.00 per day for overdue books. (Items cannot be requested during vacations.)

If required, books other than short-loan books can also be renewed manually by logging in to your iDiscover account.

### Question 7: How do you place a request?

Requests can only be placed on books that are on loan to another reader during term-time. (The request option will not be available during vacations.)

Simply log into iDiscover, search for the item you want in the normal way and select the title to display the record.

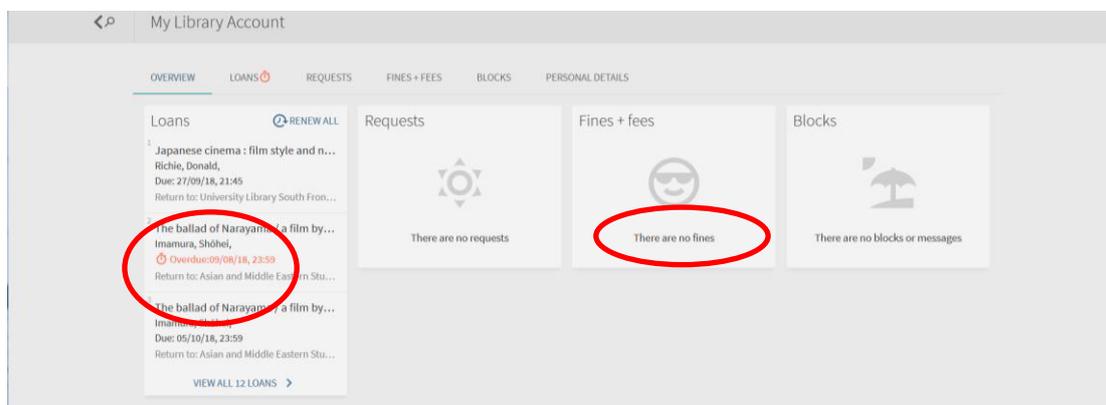
Look for the section of the record marked **“Get It”** (usually about halfway down the page). Then under **“REQUEST OPTIONS”** look for the word **“Request”** in blue and select it.

iDiscover will inform the person who has it that they need to return it.

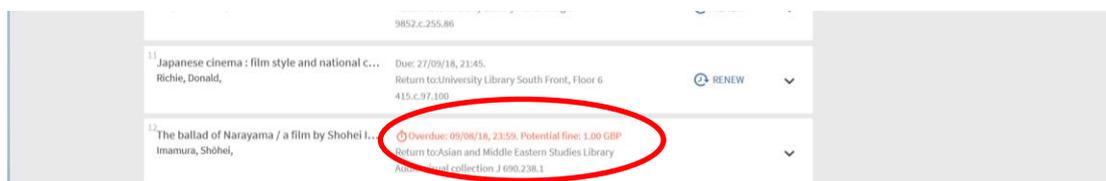
### Question 8: How do you pay a fine?

You can use iDiscover to check and pay existing fines, but be aware that with this method it is only possible to pay your total fines across all Cambridge libraries. (You cannot pay *only* your fines at the Marshall Library this way.)

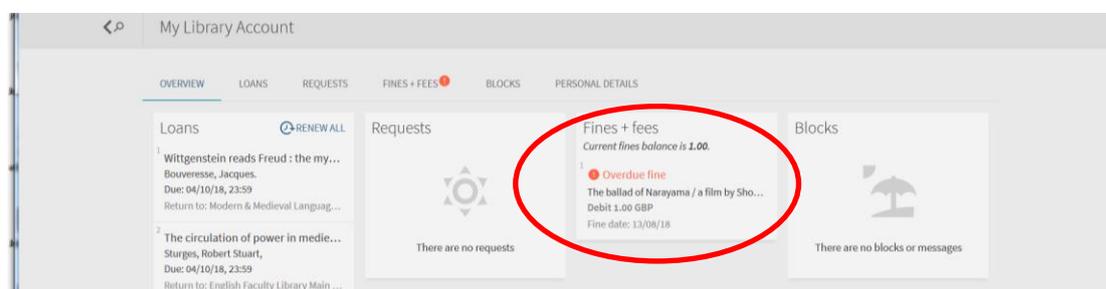
**TIP:** Fines will not be visible here for books that are currently overdue. This is because the fine itself is only generated when the book is returned. So no fine will be visible under **“Fines and Fees”** .



However, if you click on the full view of your current loan record, you will see an indication of the **“potential fine”** currently accumulating. *This fine will continue to accrue until the book is returned, and you cannot pay the fine until the book has been returned.*



Once the item has been returned, the fine will appear in the **“Fines and Fees”** box.



If you wish to pay only for your Marshall library fines (and not for fines at other libraries), you must EITHER

- **pay in cash** at the Marshall library issue desk

OR

- **pay online** with a credit/debit card at

<https://bit.ly/2zcPmxO>

**If paying online, please note that :**

- The **minimum amount** to pay using the system is **£1.00**.
- You must **enter the exact amount** as refunds are not possible.
- **Online fine payment does not automatically unblock your account.** Fines are removed from your record by library staff during library opening hours. **Fines may take up to 24 hours (Mon-Sat, in term time) to be cleared from your account.**

**TIP: Overdue books need to be returned to the library to generate the fine. *Attempting to pay a fine online for an overdue book without returning the book first will not stop the fine increasing, and only causes complications.***

**For further information on iDiscover and borrowing from Cambridge Libraries, see the following Cambridge University LibGuides on Accessing Resources:**

<https://libguides.cam.ac.uk/idiscover>

<https://libguides.cam.ac.uk/borrowing>

<https://libguides.cam.ac.uk/ebookscam>