*i*Discover

Marshall Library WORKSHEET

Question 1: Using the new Cambridge University online library catalogue iDiscover (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:

<i>i</i> Disc o ver			
Cambridge Libraries Collections Art	ticles and online resources O Search everything		Advanced Search Browse
varian intermediate microeconomics moder	rn ×	All Libraries 👻 🔎	
1 Results			Active filters
MULTIPLE VERSIONS	odern approach / Hal R. Varian (University of		Years: 2014-2014 ×
			and the second se
California at Berkeley). Hal R. Varian author.			Marshall Library ×
California at Berkeley). Hal R. <u>Varian</u> author.			Marshall Library ×

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:

		Year All 🔹 Volume All 🔹 Description All
		Judge Business School Information Centre 3 Main Library 3 HB172.V37 2014
×	\langle	Marshall Library → Short Loan → 17A 64i from:17A 64i(1) untiL17A 64i(13)
		Clare College (Forbes Mellon Library) Main Library) 330.1 VAR Note: Library holds 7 copies (one not for loan)
		Christ's College Library > Floor 2 > HB172,V37 2014 from:Copy 1 until:Copy 4
		Fitzwilliam College Library Main Library T&T R Var(9) Note: Library has 5 copies (For current availability information please contact the Library)
		Homerton College Library >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
		Cornue Christi College 3 Taylor Library 3 G.12h VAR

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.

CAMBRID	TOP SEND TO	Marshall L Show Deta	ibrary Ma ails	in Library 17 A 64	i			bC(
	GET IT	1 - 10 of 16	Records	1 2 NEXT	LAST			
	DETAILS	BARCODE	TYPE.	DESCRIPTION	STATUS	OPTIONS		
	LINKS	069UU	Book	17 A 64i(30)	Item in place (0 requests)	•		1
		069TB	Book	17 A 64i(29)	Item in place (0 requests)			
		06DMM	Book	17 A 64i(28)	Item in place (0 requests)			E.
		06LNR	Book	17 A 64i(27)	Item in place (0 requests)			
		06DML	Book	17 A 64i(26)	Item in place (0 requests)			1
		06DMB	Book	17 A 64i(25)	Item in place (0 requests)			
		06DMA	Book	17 A 64i(24)	On loan until 02/10/2018 21:00:00 BST (0 requests)			
		06DM9	Bo k	17 A 64i(23)	Item in place (0 requests)	'		
		06CLJ	Book	17 A 64i(21)	Item in place (0 requests)			
		06CLL	Book	17 A 64i(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. Whynes (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:

_	Marshall Library > Short Loan > 42 A 73 from 42 A 73(1) until-42 A 73(2)
X	Note: https://www.vlo.cam.ac.uk/mod/resourca/vlew.php?id=1586882[2] Chapter 10 available online as Counter Knight 17 (Raven password required - Part I students only)

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.*

	SEND TO	Details		
	VIEW ONLINE	Title	Political economy, applied welfare economics and housing in the UK / Duncan Maclennan and Kenneth Gibb.	
	GET IT	Author	Duncan. Maclennan >	
	DETAILE	Other entry	Kenneth Gibb >	
	DETAILS	Publisher	[Basingstoke : Macmillan, 1993].	
	LINKS	Creation Date	1993	
	MORE	Format	p. 200-224 ; 25 cm.	
	MURE	Subjects	Welfare economics > Public welfare :	
		Lunguage	English	
X		Notes	Offprint of Chapter 10 from Current issues in the economics of welfare / edited by Nicholas Barr and David Whynes.	-
		Source	44CAM ALMA	
		Links		
		Available online (Raver	a password required - Part I students only) 🖾 🗦	
		Display Source Record		

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.)

\sim	Marshall Librar Hide Details from:CWPE 044 Note: Note:	3 until:CWPE WORKING	CWPE 0443 0443 PAPER SECTION w.marshall.econ.cam.ac	uk/contactus/basement-request-form@)	
^	1 - 1 of 1 Record BARCODE 04177	type Book	DESCRIPTION CWPE 0443	STATUS. Item in place (0 requests)	OPTIONS	

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.

The Apollo 🖉		Search Apolio Q. Advanced search				
Browse	Discrete Choice Mo Space	odels in Preference Space and Willingness-to Pay				
All of Apollo						
> Communities & Collections						
> Authors	And a second	Citation				
> Titles	tent face in color	Train, K., & Weeks, M. (2006). Discrete Choice Models in Preference Space and Willingness- to Pay Space. https://doi.org/10.17863/CAM.5151				
> Keywords						
> Type		Abstract				
This Collection		in modes with unobserved taste neterogeneity, distibutional assumptions can be placed in two ways: (1) by specifying the distribution of coefficients in the utility function and deriving the distribution of willingness to pay (wtp), or (2) by specifying the distribution of wtp and				
> Authors	View / Open Files	deriving the distribution of coefficients. In general the two approaches are equivalent, in that any mutually compatible distributions for coefficients and wtp can be represented in either				
> Titles	Cwpe0443.pdf (PDF, 133Kb)	way. However, in practice, convenient distributions, such as normal or lognormal, are usually				
> Keywords		specned, and these convenient distributions have different implications when placed on wtp's than on coefficients. We compare models that use normal and lognormal distributions for				
> Type	Authors	coefficients (models in preference space) with models using these distributions for wtp (models in wtp space). We find that the models in preference space fit the data better but				
Statistics	Train, Kenneth Weeks, Melvyn	provide less reasonable distributions of wtp than the models in preterence space in the data better but provide less reasonable distributions of wtp than the models in wtp space.				

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 <u>https://ideas.repec.org/search.html</u> 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.

Clare Trowell



Question 5: How do you a 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*.

<i>i</i> Disc o ver		
Cambridge Libraries Collections O Articles and online resources	O Search everything	Advanced Search Browse
economist	× All Libraries -	
PAGE 1 3,396 Results		Refine my results
JOURNAL He economist. Began with no. 1 (Sept. 2, 1843). London : [Economist Newspaper Ltd.]	99. 🗹 🦸 ***	Sort by Relevance •

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 [2] Available from 1992	
		Full text available at: ProQuest ABI/INFORM Global 🔀 Available from 2008	
		Additional services	
		Report a problem [2]	

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

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"**.

۹>	My Library Account			
	OVERVIEW LOANS O REQUESTS	FINES + FEES BLOCKS	PERSONAL DETAILS	
	LOANS CRENEW ALL ¹ Japanese cinema : film style and n Richle, Donald, Due: 27(4)(8,2145 Return to: University Library South Fron	Requests	Fines + fees	Blocks
(The ballad of Narayanna & a film by Imamura, Shôhei, Overdee::09/08/18, 23:59 Return to: Asian and Middle East I'm Stu	There are no requests	There are no fines	There are no blocks or messages
	The ballad of Narayaney r a film by Imamos, June 197 Due: 05/10/18, 23:59 Return to: Asian and Middle Eastern Stu VIEW ALL 12 LOANS >			

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.*

	9852.c.255.86		52
¹¹ Japanese cinema : film style and national c Richie, Donald,	Due: 27/09/18, 21:45. Return to:University Library South Front, Floor 6 415.c.97.100	@ RENEW	~
¹² The ballad of Narayama / a film by Shohei I Imamura, Shöhei,	Overdue: 09/08/18, 23:59. Potential fine: 1.00 GBP Return to:Asian and Middle Eastern Studies Library Auto-Missel collection J 690.238.1)	~

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

1	٩>	My Library Account			
		OVERVIEW LOANS REQUESTS	FINES + FEES BLOCKS	PERSONAL DETAILS	
		Loans CRENEW ALL Wittgenstein reads Freud : the my Bouverses, Jacques. Due: 04/10/18, 23:59 Return to: Modern & Medieval Languag	Requests	Fines + fees Current fines balance is 1.00. Overdue fine The ballad of Narayama / a film by Sho Debit 1.00 GBP	Blocks
		² The circulation of power in medie Sturges, Robert Stuart, Due: 04/10/18, 23:59 Return to: English Faculty Library Main	There are no requests	Fine date: 13/08/18	There are no blocks or messages

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