

NULJ user guide

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Logging in

Go to the NULJ website: www.nulj.uk

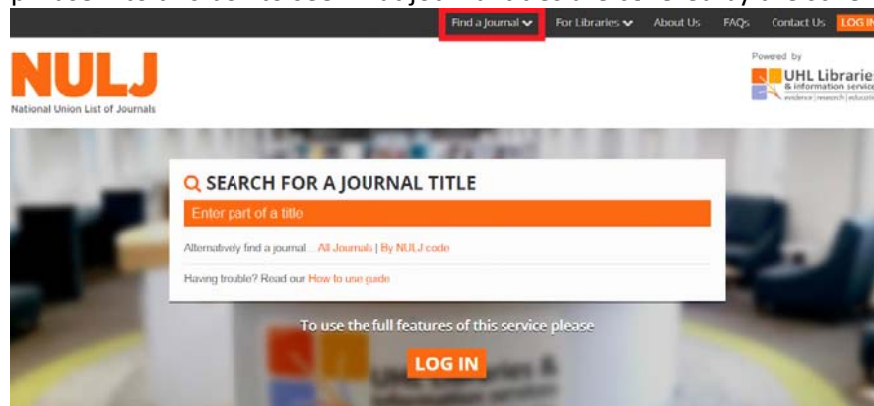
Click on **LOG IN** in the top right-hand corner.

Enter the email address and password for your library and click on 'Login'.

Searching

While you can see what journals are covered by the scheme, you need to log in to see the full range of issues available and which libraries hold them.

In the centre of the home screen, you will find the main search box. Simply type a word or phrase into this box to see what journal titles are covered by the scheme. The search box



only searches words in the journal title. It does not search any keywords.

If you use the 'Find a Journal' menu in the black menu bar at the top of the screen, you can choose to browse by journal

title, search by keyword (word in journal title) or by NULJ library code (all journals held by each library).

Once you find the journal that you are looking for, click on the journal title to see which libraries hold that title and the years/issues that they hold.

Requesting articles

Once you have identified the library that you want to request the article from, click on 'REQUEST FROM THIS LIBRARY'.

The screenshot shows the NULJ website interface. At the top, there is a navigation bar with links: Find a Journal, For Libraries, About Us, FAQs, Contact Us, and Manage. Below this is a search bar with the text 'FIND A JOURNAL > Search by keyword'. A search button with a magnifying glass icon is labeled 'Search for another title'. Below the search bar, it says 'Showing journal results for: Academic Emergency Medicine (2)'. There are two result cards. Each card has a '[View Contact Details]' link at the top. The first card shows 'Holding: 2012 - 2015', 'Volume: 19 - 22', and 'Notes:'. The second card shows 'Holding: 1997 -', 'Volume: 4 -', 'Start Issue: 1', and 'Notes:'. Both cards have a 'REQUEST FROM THIS LIBRARY' button and a '[View all journals from this Holder]' link.

The system is designed to rank the most used libraries towards the bottom of search results so you should choose the first library that holds the issue that you want an article from.

Simply fill in the form that appears with the full details of the article required. Please put in as much information as possible and if there is any doubt of its accuracy, please check it. It is good practice to make life as easy as possible for the supplying library.

The screenshot shows a form titled 'Request Academic Emergency Medicine from'. It includes a close button (X) in the top right corner. The form contains the following fields:

- 'Please fill in the details of your request for: Academic Emergency Medicine from' followed by '* = required field'.
- Three input fields: 'Year *', 'Volume *', and 'Issue'.
- 'Article Title*' input field.
- 'Author(s)' and 'Page numbers *' input fields.
- 'Additional notes' input field with the placeholder text 'Any additional notes?'.
- A large orange 'SUBMIT REQUEST' button at the bottom.

Once you have entered the details, click on 'SUBMIT REQUEST'. This will send an email to the supplying library with the details of the article requested.

Supplying articles

When a library requests an article from your library, you will receive an email to your nominated email address. The NULJ system is designed to allow supplying libraries to keep the requestor updated on the progress with their request. If you log into the NULJ system (www.nulj.org/login) and from the 'MANAGE' menu in the black bar at the top of the screen, select 'Requests'. This will produce a list of requests sent to your library.

To change the status of the request just click on the 'Update' icon for the corresponding request. You can change the status of the request and add notes. You can also add in the attachment of the article and then send the article to the requesting library through the NULJ system. Completed requests should have their status changed to 'Sent Out'. Click on 'Update Request' top save any changes made.

Updating library details, including changing password

In the top right-hand corner of the screen, click on **Manage** ▾.

To change your library/organisation details, click on 'Library Details' in the menu that appears. After the changes have been made, just click on 'Update' at the bottom of the form.

However if you want to change your account login details, click on 'My details' where you will find the name and email address of the NULJ account holder.

Finally, to change your password, just click on 'Change Password' from that drop down menu. Enter your old password and then your new password twice.


Making your library unavailable

The unavailable feature should only be used if your library is closed or unstaffed so articles cannot be provided to others. To make your library unavailable, in the top right-hand corner of the screen, click on **Manage** ▾. Then select 'Library Details' in the menu that appears.


Just tick the box at the top of the screen as highlighted below, and then click on the 'Update' button at the bottom of the screen. Don't forget to untick the box as soon as your library is available to supply again. Please do not request articles when your library is classed as unavailable.



Updating journal holdings

In the top right-hand corner of the screen, click on .

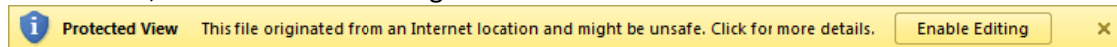
From the menu that then appears, click on Holdings.

You can add holdings individually by clicking on the  option, however if you have a lot to add it is much quicker to upload the holdings. You can get a spreadsheet template that can be used in this process from this link:

www.uhl-library.nhs.uk/documents/NULJHoldingsTemplate.xls

(If you have no holdings in the system, then clicking on 'Download' will enable you to get a blank spreadsheet. If you have holdings in already then this will download a spreadsheet populated with your existing holdings).

When you open the spreadsheet, check to see if there is a yellow bar showing like the one below. If so, click on 'Enable Editing'.




Enter the details of your holdings into spreadsheet without deleting any of the columns, or changing the column headings.

We recommend that the first letter of each word is capitalised and '&' should be written as 'And'. This helps to prevent multiple entries in the system for the same journal. Please check the format of the titles you are entering, and follow the same format, to ensure consistency. If a journal title is not already in the NULJ system, you will need to ask an administrator to add it in for you.

Once your holdings spreadsheet is complete, simply click on the  option.

Choose the files that you have prepared and say whether you want to delete your existing holdings or not. If you are uploading for the first time this doesn't apply. It only matter if you are uploading and you already have holdings listed in NULJ.

Click on  to complete the process. Confirmation of success will be given for every title you upload. Titles with a green background have been uploaded successfully and those with a red background, underneath have been unsuccessful. Note any titles where entry has failed for further investigation. They either are new titles or have not been formatted precisely.

Contacting the NULJ team

NULJ is run by UHL Libraries & Information Services, the library service of University Hospitals of Leicester NHS Trust. To contact the NULJ team, you can use the 'Contact Us' link on the top menu bar of the site.

Alternatively you can email us: NULJ@uhl-tr.nhs.uk or phone 0116 256 3672

You can also join the NULJ JISCmail email discussion list by using the 'sign up' button near the bottom of every page. Emails sent to this list go to every member library.

Tanya McLaven is the main contact for the scheme. You can contact her directly by either email (Tanya.McLaven@uhl-tr.nhs.uk) or phone (0116 2502303).