



MSt in Applied Criminology, Penology and  
Management and MSt in Applied Criminology and Police  
Management

This guide will give you an overview of the electronic resources that you will use during your period of study with the Institute. The pages for the individual courses will contain timetables, electronic readings, presentation resources and other useful information.

In order to access the materials mentioned in this guide you will need to collect your CRSid and your Raven password. This is done by completing the student registration process.

Instructions on how to do this will be sent out by the student registry team.

If you are having any difficulties with the student registration please contact the help desk at the following address [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)

A description and introduction to Raven, can be found by accessing this link - <http://www.ucs.cam.ac.uk/docs/faq/raven>.

## COURSE PAGES

To access the course pages you need to go the Moodle homepage, which is [www.vle.cam.ac.uk](http://www.vle.cam.ac.uk)

To access Library resources including online resources and E-Journals is [www.crim.cam.ac.uk](http://www.crim.cam.ac.uk)

## MOODLE

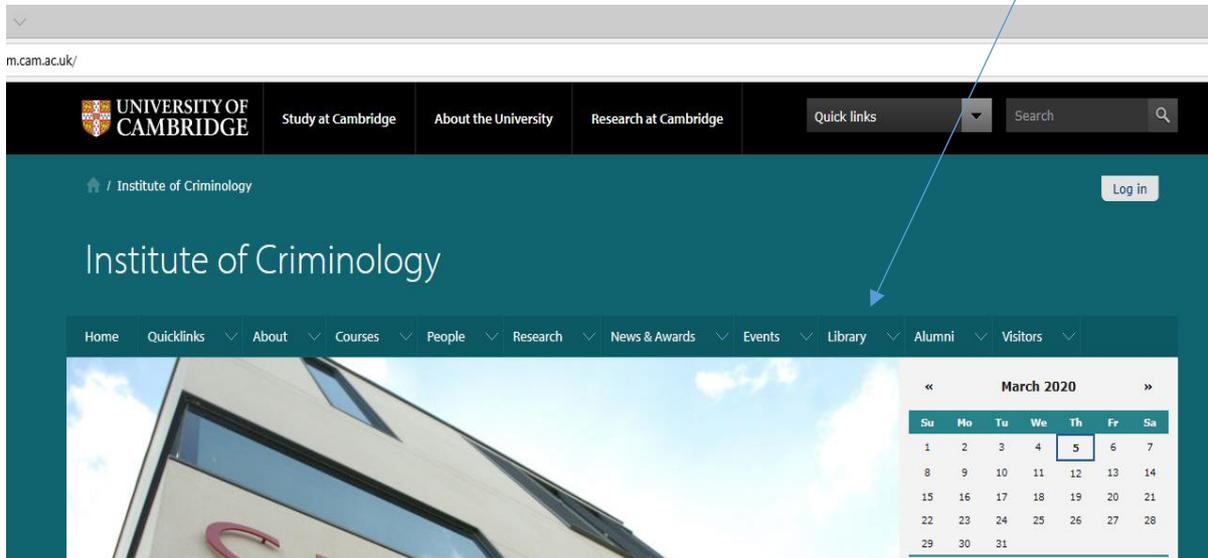
**Moodle is the Virtual Learning Environment through which you can access course materials, such as reading lists, slides and handouts, and submit assignments through Turnitin.**

Login using the link the top right hand side of the page

The screenshot shows the Moodle login page for the University of Cambridge. The browser address bar displays <https://www.vle.cam.ac.uk/login/index.php#>. The page header includes the University of Cambridge logo and a navigation menu with links for Home, Copyright guidance, Plagiarism guidance, Disabled students, University resources, Cambridge student systems, Course history, and Moodle help. The main content area features a 'Welcome to Moodle' message and a login dropdown menu. The dropdown menu is open, showing options for 'Raven' and 'Friends'. A blue arrow points from the text 'Login using the link the top right hand side of the page' to the 'Raven' option in the dropdown menu.

## Online Library Resources

You can access the online resources for the Institute's Radzinowicz Library by selecting the *Library* tab from the Institute homepage.



The Library homepage allows you to search for copies of electronic journals and to search for printed and online resources using iDiscover (*Search Catalogue* tab).

The library homepage will be particularly helpful when you are away from Cambridge and studying, as you will have access to a vast amount of electronic journals where you will be able to download articles.

# Institute of Criminology

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## Online Resources

Institute of Criminology

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The University Library's [resources and e-journals page](#) gives access to databases, e-journals and ebooks. If you're using a campus computer, you may have direct access to these resources. If you're off-campus or on a mobile device, you'll need to [log in with your Raven password](#).

### Quick Links to Useful Resources

- [Web of Science](#)
- [data.police.uk](#)
- [NCJRS](#)
- [Rutgers Grey Literature Database](#)
- [Scopus](#)

### Opening Hours

**During term:**  
 Monday to Thursday: 9.00am to 7.00pm  
 Friday: 9.00am to 5.00pm  
 Saturday: 10.00am to 4.00pm

**During vacation:**  
 Monday to Friday: 9.00am to 5.00pm

### Library Staff

Librarian: Stuart Stone  
 Deputy Librarian: Matthew Muscat

### Related Links

- [Search catalogue](#)
- [Pay fines online](#)
- [Add copy/print credit](#)

To access online journals click the link embedded in the text highlighted in blue 'resources and e-journals page'

# Cambridge Libraries

- Home
- Libraries Directory
- Libraries Map
- Library Training
- My Library Account

## Discover articles, journals, databases and books online

Cambridge Libraries

**eResources**

- > Access full text anywhere
- > Newspapers
- > Search and discovery tools
- > **Articles and journals**
- > Databases
- > ebooks
- > Contact us

**Libraries Directory**

**Libraries Map**

**Library Training**

**My Library Account**

You can search all of the resources of Cambridge Libraries together using **iDiscover**

To ensure we provide the resources you need we run trials to get your feedback. Visit [E-resource Trials](#)



### Search and discovery tools

Learn about new tools and resources to expand your article searching, including Open Access

[Search and discovery tools >](#)



### Databases A-Z

Search databases, digital archive collections, and primary sources on Cambridge Databases A-Z

[Search online databases >](#)



### ebooks

Find ebook titles, explore Cambridge ebook collections, and get help & support on using ebooks

[Search for ebooks >](#)

Select Articles and journals from the left hand tab.

To search for Articles click the icon next to Articles (a red circle should appear in the icon). You can also search for Journal titles by clicking the icon next to Journals.

Articles and journals | Cambridge Libraries

Search for articles and journals

Use the search box below to search for articles or journals provided by Cambridge Libraries in iDiscover

Articles
  Journals

Search...

Advanced Search | Browse

Find out more about techniques for searching articles and Journals with this [Quick guide](#).

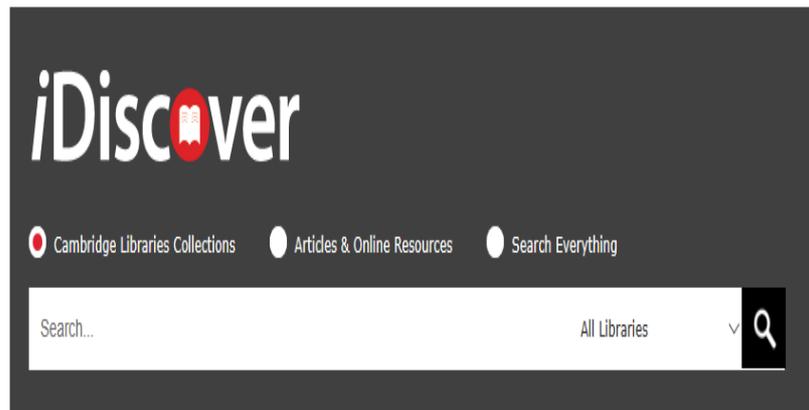
Not found the resource you searched for? Request it using the [Recommend an electronic resource form](#).

[Report a problem](#)  
 Problem accessing an article or Journal or other resource online? Please let us know  
[read more >](#)

[Make an Inter-Library Loan request](#)  
 If you have not found a resource in iDiscover you can submit an ILL request  
[read more >](#)

There are lots of useful guides in the **Help & Contact Us** link at the top of the iDiscover catalogue page. Clicking there will take you to the following page where you can download guides on saving results, exporting results, finding particular types of resource, advanced searching, etc.

## iDiscover: Home



### Send us your feedback

If you have any questions about this service or have any feedback for us, please let us know.



### Ask a Librarian a question

Need help right now?

Find an answer to your questions about library resources and services from 9:00 - 17:00



### Other contacts

To report an issue with access to an ejournal or eresource, please email [ejournals@lib.cam.ac.uk](mailto:ejournals@lib.cam.ac.uk)

For enquiries about access to ebooks, contact [ebooks@lib.cam.ac.uk](mailto:ebooks@lib.cam.ac.uk)

There are now three ways of searching iDiscover. Simply select one of the options at the top of the search box:

- **Cambridge Libraries Collections:** books (printed and electronic), other physical library content and Apollo, the Cambridge institutional repository.
- **Articles and online resources:** Articles online (both in peer-reviewed journals and from other sources), databases, electronic journals and other online content.
- **Everything:** All of the resources covered by the Cambridge Libraries Collections and Articles and online resources searches.

## Quick guides to iDiscover

- 1 Logging in *(last updated 31/08/18)*
- 2 Quick searching *(last updated 06/11/18)*
- 3 Finding books and ebooks *(last updated 06/11/18)*
- 4 Finding journals and articles *(last updated 07/11/18)*
- 5 Advanced searching methods *(last updated 12/12/2018)*
- 6 Refining, expanding and ordering your results *(last updated 12/12/2018)*
- 7 Requesting and renewing items *(last updated 27/11/2018)*
- 8 My library account *(last updated 09/01/2019)*
- 9 Exporting results *(last updated 27/11/2018)*
- 10 Search for special collections *(last updated 29/06/18)*
- 11 Search for maps and atlases *(last updated 26/07/18)*
- 12 Search for music *(last updated 29/06/18)*

**SIMPLE SEARCH:** To search for the title you require you need to input the title in the search box. It is a good idea to put the full title of the book or journal article in the search box in order to narrow down the search.

**SEARCH TIP:** If the title begins with 'The', 'A' or 'An' or another leading article do not include these words in the search.

The screenshot shows the SCORVEL search interface. The search bar contains 'Oxford handbook of criminology'. Below the search bar, there are options to 'Sign in to get complete results', 'Login to iDiscover', and 'DISMISS'. The search results are displayed on 'PAGE 1' with '8,401 Results'. The first result is 'The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.' with a note that '2 versions of this record exist'. The right-hand side of the page features a 'Refine my results' section with several filter categories: 'Expand beyond library collections' (checkbox), 'Sort by' (set to 'Relevance'), 'Availability' (with sub-options: Peer-reviewed Journals (7979), Full Text Online (8378), Available in the Library (21)), 'Resource Type' (with sub-options: Articles (7960), Reviews (325), Newspaper Articles (42), Books (32), Government Documents (19)), and 'Library' (with sub-options: Cambridge Theological Federation (1), Criminology: Radzinowicz Library (14), Darwin College (2), Emmanuel College (2), Fitzwilliam College (2), History: Seeley Library (1), Homerton College (1)).

On the right-hand side of the results page there are lots of options for refining your search.

There is a drop-down **Sort by** menu. You can change from default **Relevance** to **Date-newest**, **Date-oldest**, **Author**, or **Title**

Other refine by options include (among others):

Availability - e.g. **Full Text Online**

Resource type - e.g., **Articles**, **Books**

Library

Any selected filters will appear at the top right under Active filters

You can choose to remove individual filters by clicking the cross and you can also reset all filters

The screenshot shows the 'Active filters' section. It contains two filter tags: 'Books' and 'Criminology: Radzinowicz Library', each with a small 'X' icon to its right. Below the tags is a 'Reset filters' button with a circular arrow icon. Underneath the active filters is the 'Refine my results' section, which includes a checkbox for 'Expand beyond library collections', a 'Sort by' dropdown menu currently set to 'Relevance', and the start of an 'Availability' section.

Adding distinctive details such as *year of publication* AND/OR author/editor *surname* will refine the search.

These details can be found in the citations on your reading lists or in other bibliographies. If you have a choice of names favour unusual names/words to narrow the search.

The screenshot shows the iDiscover search interface. The search bar contains 'Oxford handbook of criminology 2012'. Below the search bar, there are options to 'Sign in to get complete results', 'Login to iDiscover', and 'DISMISS'. The search results are displayed on 'PAGE 1' with '4,048 Results'. The first result is 'The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.' It is marked as 'MULTIPLE VERSIONS' and shows '2 versions of this record exist'. The second result is 'The Oxford handbook of sentencing and corrections / edited by Joan Petersilia, Kevin R. Reitz.' Two blue arrows point from the 'MULTIPLE VERSIONS' icon and text to the explanatory text in the second box.

Look out for notifications of *Multiple versions* (icon and text)

If a Library location filter has not been set you may not see that we have copies in the Criminology Library at this stage.

Click on *See all versions*, at the bottom of the results for more details.

This screenshot shows a filtered search result for 'The Oxford handbook of criminology'. The search bar still contains 'Oxford handbook of criminology 2012'. The results are now limited to '2 Results'. The first result is 'The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.' It is identified as a 'BOOK' and shows '5th ed., Oxford : Oxford University Press, 2012.' Below the title, it states 'Available at Squire Law Library (J.mq.9.M.25) and other locations'. The 'MULTIPLE VERSIONS' icon and text are no longer present.

In this example, clicking on 'Squire and other locations' will generate an alphabetical list of all Libraries holding this book.

This screen also provides: **availability** information, Library specific **location** information, and the **classmark** (in brackets) so that you can find the item(s) in that particular library.

|   |   |
|---|---|
| Clare College: Forbes Mellon Library<br>Available , ; (364 OXF)             | > |
| Corpus Christi College: Taylor Library<br>Out of library , ; (Q.9.MAG)      | > |
| Criminology: Radzinowicz Library: Reserve Collection<br>Available , ; (Q07) | > |
| St Catharine's College: Shakeshaft Library<br>Available , ; (364)           | > |
| Emmanuel College<br>May be available , ; (364.MAG(3))                       | > |

In order to check how many copies a library holds, and current availability for each copy please click on the details for that Library. In this example below we have five copies available to borrow from the Library's Reserve Collection.

To return to check other locations click here

Get It

[< BACK TO LOCATIONS](#)

**LOCATION ITEMS**

Criminology: Radzinowicz Library: Reserve Collection  
Available, (Q07)

[Check request options](#) [?](#) [>](#)

|                                |           |   |
|--------------------------------|-----------|---|
| Not Charged<br>Q07             | Overnight | ▼ |
| Not Charged<br>Q07             | Overnight | ▼ |
| Discharged - 14-02-2017<br>Q07 | Overnight | ▼ |
| Not Charged<br>Q07             | Overnight | ▼ |
| Not Charged<br>Q07             | Overnight | ▼ |

[SHOW MORE ITEMS](#)

**SEARCH TIPS:** If you only want to look at printed books in the Criminology Library you can add the **Criminology: Radzinowicz Library** filter before doing a specific search (e.g., for an exact known title) or after doing a general search on a particular subject or topic.

If you cannot find what you are looking for, think of other words for expressing the same/similar subjects.

Try to include unusual creator names (authors, editors, etc), publishers, year of publication or geographical topics where appropriate. This will always help you retrieve more relevant results.

Please ask a member of Library staff if you need any help or suggestions.

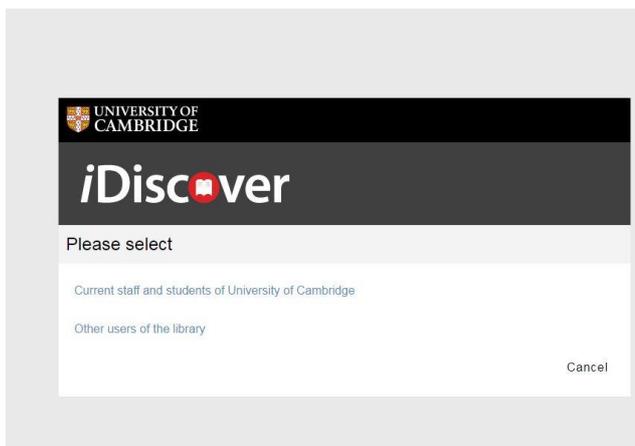
## iDiscover Login and My Library Account

To be able to access all of the University's subscriptions, such as ejournal articles, you will also need to login to the iDiscover catalogue (even if you have already logged in with Raven).



This login is in the top right of the iDiscover catalogue page.

Hover over the **Login to iDiscover** icon in the top right of the screen and click on it



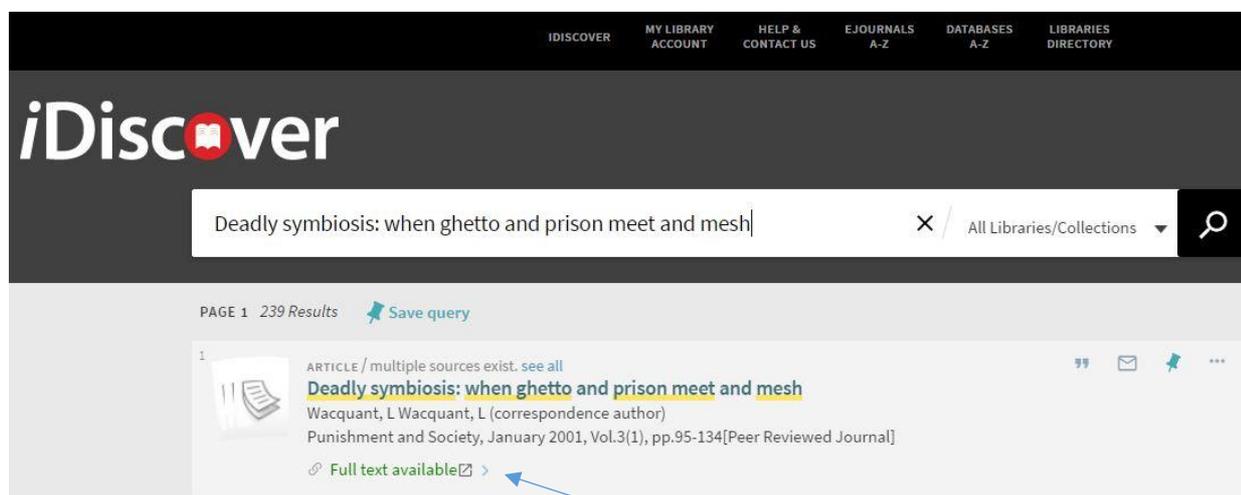
When you get to the next screen select **Current staff and students**.

If you are not already logged in via Raven you will be prompted to do so.

Once you have logged in your name will appear in the top right of the iDiscover screen

Once you have logged in this provides the easiest way to access an ejournal article when you have the exact title, e.g.:

- Wacquant, L. (2001) 'Deadly symbiosis: when ghetto and prison meet and mesh', *Punishment & Society*, 3(1): 95-133. **ONLINE/PERIODICAL**



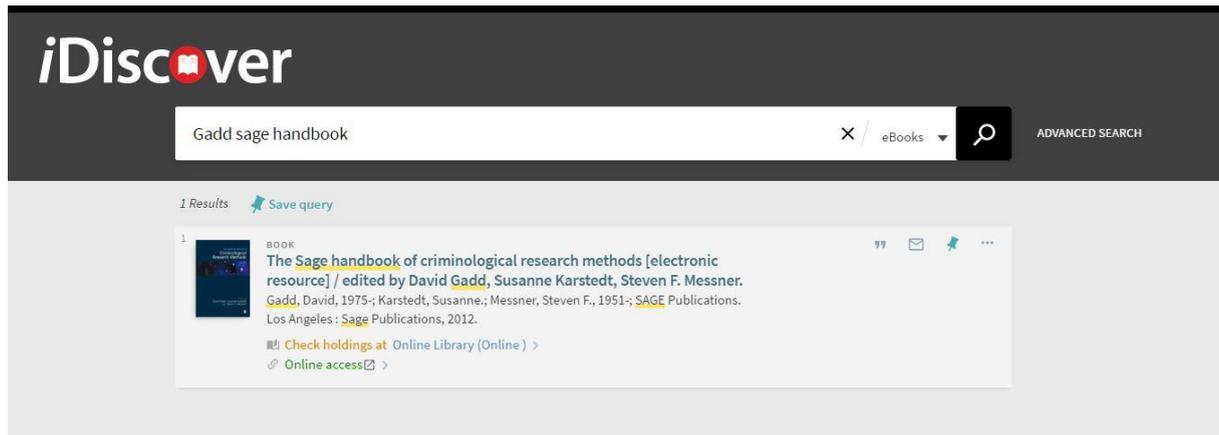
The article usually appears as the first result. From here you can click on **Full text available** to get to the publisher's page and download a PDF of the article.

There is also the option to login to **MY LIBRARY ACCOUNT** from the top tool bar to check your loans and renew books. This is done by via your Library barcode which is on the back of your University card. The barcode begins with a Vxxxx

## Searching for ebooks

Example:

Strang, H. and Sherman, L. (2012) 'Experimental criminology and restorative justice: principles of developing and testing innovations in crime policy', in D. Gadd, S. Karstedt and S.F. Messner (eds) *The Sage Handbook of Criminological Research Methods*, London: Sage Publications, pp. 395-409. **Q07 and E-BOOK**



The screenshot shows the iDiscover search interface. The search bar contains the text 'Gadd sage handbook'. The search results section shows one result for the book 'The Sage handbook of criminological research methods [electronic resource] / edited by David Gadd, Susanne Karstedt, Steven F. Messner. Gadd, David, 1975-; Karstedt, Susanne; Messner, Steven F., 1951-; SAGE Publications. Los Angeles : Sage Publications, 2012.' The result includes a 'Check holdings at Online Library (Online) >' link and an 'Online access >' link.

REMEMBER: You must be logged into iDiscover to get full-text access.

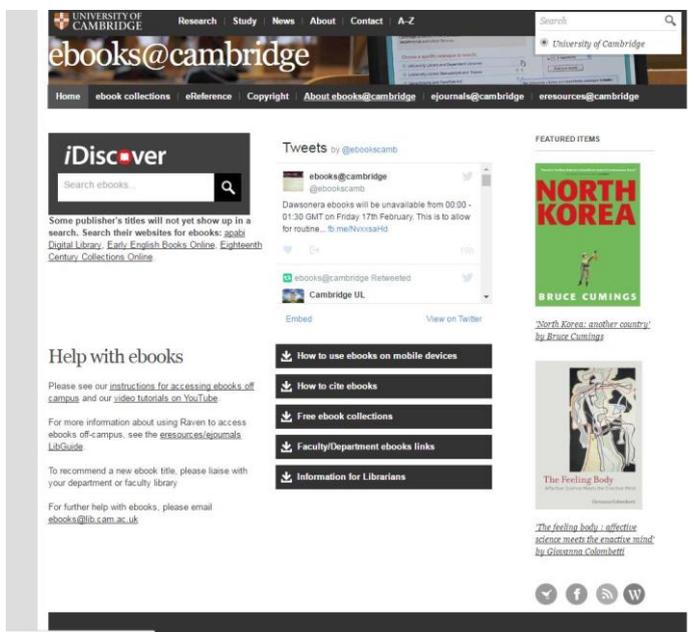
A simple search, with the filter set to eBooks, should find the result. The **Online access** link at the bottom will take you to the publisher platform where you can access the ebook.

The University subscribes to a number of ebooks on different platforms and access varies but all should be straightforward to use.

Please ask Library staff if you need some help.

New ebooks are being added all the time so it is worth doing speculative searches.

Further information at <http://www.lib.cam.ac.uk/ebooks/>



The screenshot shows the homepage of the ebooks@cambridge website. The header includes the University of Cambridge logo and navigation links for Research, Study, News, About, Contact, and A-Z. The main content area features a search bar, a 'Help with ebooks' section with links to 'How to use ebooks on mobile devices', 'How to cite ebooks', 'Free ebook collections', 'Faculty/Department ebooks links', and 'Information for Librarians'. There is also a 'Tweets' section and a 'FEATURED ITEMS' section with book covers for 'NORTH KOREA' by Bruce Cumings and 'The Feeling Body' by Giovanna Colombetti.

## Electronic Legal Deposit Material

Some general searches may retrieve material that the University receives via the Legal Deposit Act. This material will be online but will have **restricted conditions of access**.

If an item found falls under this category the result will have the following text attached:

Online access restricted to designated PCs in the main UL + affiliate libraries >

The screenshot shows a search results page for 'Gadd sage handbook'. The search bar at the top contains 'Gadd sage handbook' and 'All Libraries/Collections'. The results list four items. The third item is 'The Sage handbook of criminological research methods' by David Gadd, Susanne Karstedt, and Steven F. Messner, published in 2012. It has a restriction notice: 'Online access restricted to designated PCs in the main UL + affiliate libraries >'. The fourth item is an article 'Domestic abuse prevention after Rapul Moat' by David Gadd, published in 2012. The right sidebar shows filters for 'Refine my results', 'Sort by', 'Availability', 'Resource Type', 'Library', and 'Subject'.

NOTE: with no **ebooks** filter set, the third result for "Gadd Sage handbook" is an ebook with **restricted access**.

This item **cannot** be accessed away from Cambridge (even with Raven login). In Cambridge you can access them from one computer in the Criminology Library (first floor), and others.

Please look out for the restricted access statement if searching for ebooks or ejournals.

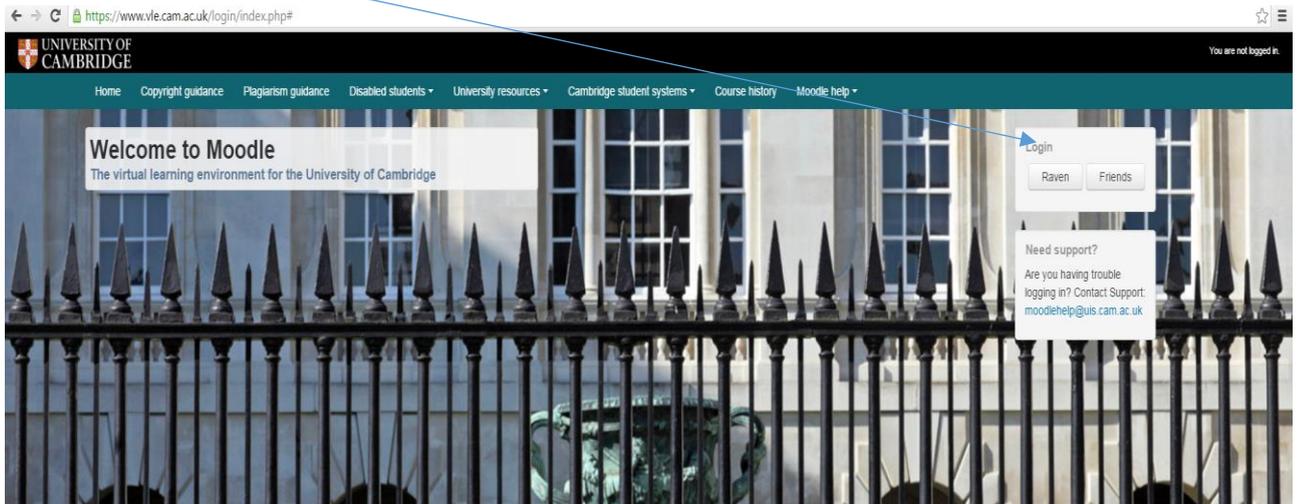
If the ebooks filter is set these items will not display in the search results.

## Submitting an essay to Turnitin

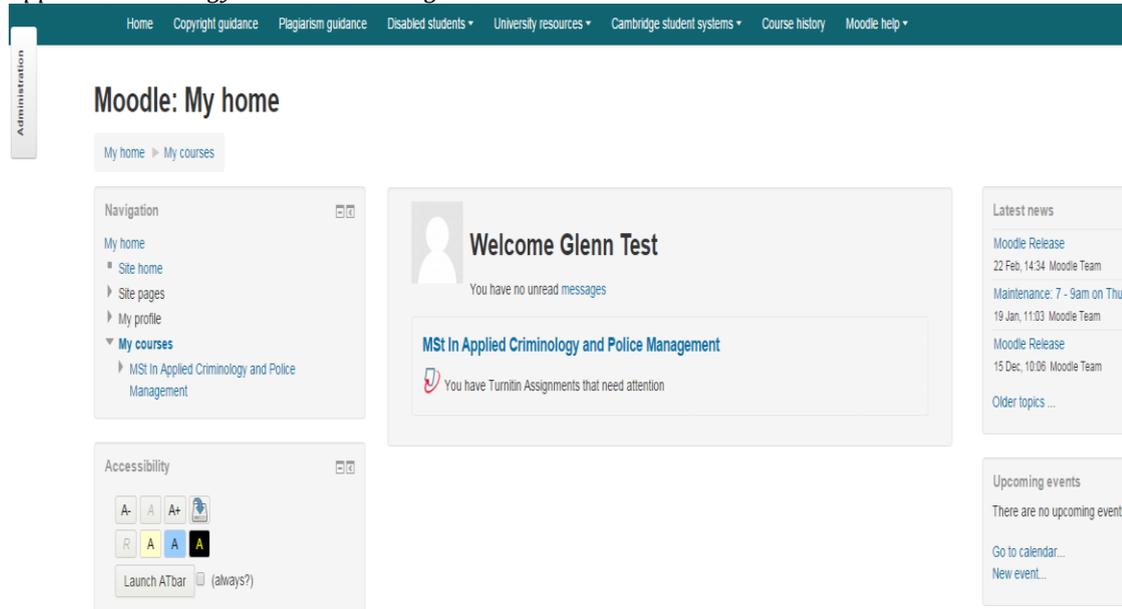
When you complete an essay as part of the course you are required to submit a copy to Turnitin UK which is a text-matching software that is used widely throughout UK Universities.

You need to submit essays to Turnitin through Moodle which is a software system supported by the University. You can find Moodle by entering *Moodle Cambridge* into a search engine or directly via <https://www.vle.cam.ac.uk/login/index.php>

When you have accessed the Moodle site you will need to log in (using your CRSid and Raven Password) using the tab in the top right hand corner.



From the homepage you need to select the course you are studying, in the example below that is *MSt In Applied Criminology and Police Management*.



## MSt In Applied Criminology and Police Management

My home My courses Schools, Faculties and Departments Criminology, Institute of Postgraduate MSt MSt In Applied Criminology and Police Management

Navigation

- My home
  - Site home
  - Site pages
  - My profile
- Current course
  - MSt In Applied Criminology and Police Management**
    - Participants
    - General
    - MSt Police 2016 Year 1
    - MSt Police 2016 Year 2
    - Topic 3
    - Topic 4
    - Topic 5
  - My courses

News forum

### MSt Police Year 1

For all essay submissions, please post 4 copies to Lucinda and Glenn by 11am on the due date.

Essay 1:

### MSt Police Year 2

Essay 5 Research Proposal

Search forums

Advanced search

Latest news  
(No news has been posted yet)

Upcoming events  
There are no upcoming events  
[Go to calendar...](#)  
[New event...](#)

Recent activity



Select the year you are enrolled on, for example MSt Police Year 1. Then select the Essay that you are submitting e.g. *Essay 1*. From there you need to select My Submissions.

# Moodle

Summary

My Submissions

No submissions have been made  
[Submitted to Turnitin? Click here to retrieve.]

## Add Submission

Submission Type

You need to select *Submission Type* and then choose *File Upload*. From there you will be able to choose a file to submit. You need to tick the box where you accept the work is your own and then click *Add Submission*.

## Add Submission

Submission Type

Submission Title

Submission Part

File to Submit  No file chosen

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Printing and Photocopying at the Institute

**Desktop Services - Printing Service**

[Check your Balance](#) | [Add Credit to your account](#) | [Printer Function Guides](#) | [Install PaperCut](#)



The Institute operates a DS-Print 'Secure Printing' system offering both Mono and Colour printers which are located in the following rooms:

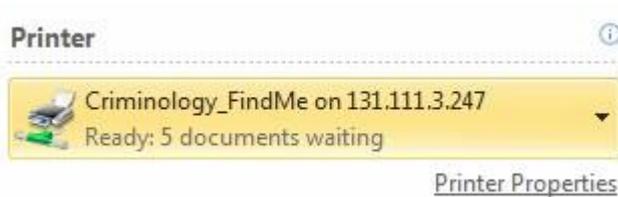
**Basement** - Computer Room

**Ground floor** - Library Print Room

**First Floor** - Room 1.7

**Second Floor** - Common Room

To print using these printers, ensure you are logged into PaperCut and when you go to print a document select 'Criminology\_FindMe' as the printer.



This is how the printer shows in Microsoft Word. Please note that all printers are set by default to print duplex black and white, to reduce paper used and lower the cost of printing. The user is responsible for ensuring that the correct printer driver settings are set for the intended form of output, including the duplex setting. Note that printing is charged per sheet of paper used, independent of whether it is printed on both sides (duplexed) or not. For others (as indicated in the list) printing is charged per side printed.

### Adding Credit to Your Card (Students Only)

Credit may be added online at [DS eCredit](#).

In the event that your card becomes damaged or is lost credit can be transferred to a new one. Credit can be used for printing, copying and scanning. Unused credit cannot be refunded.

### Scanning, Copying and Printing Costs

Scanning, copying and printing is charged per sheet, and scanning to e-mail service is free.

|                  |               |
|------------------|---------------|
| <b>A4 Mono</b>   | 6p per sheet  |
| <b>A4 Colour</b> | 15p per sheet |
| <b>A3 Mono</b>   | 10p per sheet |
| <b>A3 Colour</b> | 30p per sheet |

### Collecting Your Document(s)

To collect your documents after you have printed from your computer, present your University card to the card reader attached to the printer and press "**Release**" to see a list of documents ready to print.

Once this list appears select a file by pressing directly on the file name, you should notice the start button turn blue. Press the start button to begin printing this file

To print directly from the printer from a USB stick read the guides for the appropriate printer found below. *Please note that this is not available on the printers in the Basement and 3rd floor.*

All printers also have scanning and copying facilities.

Copying balances are also controlled by your University Card and topped up the same as your printer credit.

### IT Links at the IOC including Wifi access

The following link will provide all the information that you need to access WIFI in the IOC and what to do in the very unlikely event you forget a password. <https://www.crim.cam.ac.uk/quicklinks-2/it-help>

We have a Computer Room situated in the basement of the building, which is available for all students. You can log into any of the machines using your Raven password.