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.

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

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 Alison Webster, the Registry Data Manager.

If you are having any difficulties with the student registration please contact the help desk at the following address ICE.Records@ice.cam.ac.uk.

Please note that you are unable to collect your Raven password until the 1st of March 2018.

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

To access Library resources including online resources and E-Journals is www.crim.cam.ac.uk

MOODLE

Moodle is the Virtual Leaning 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
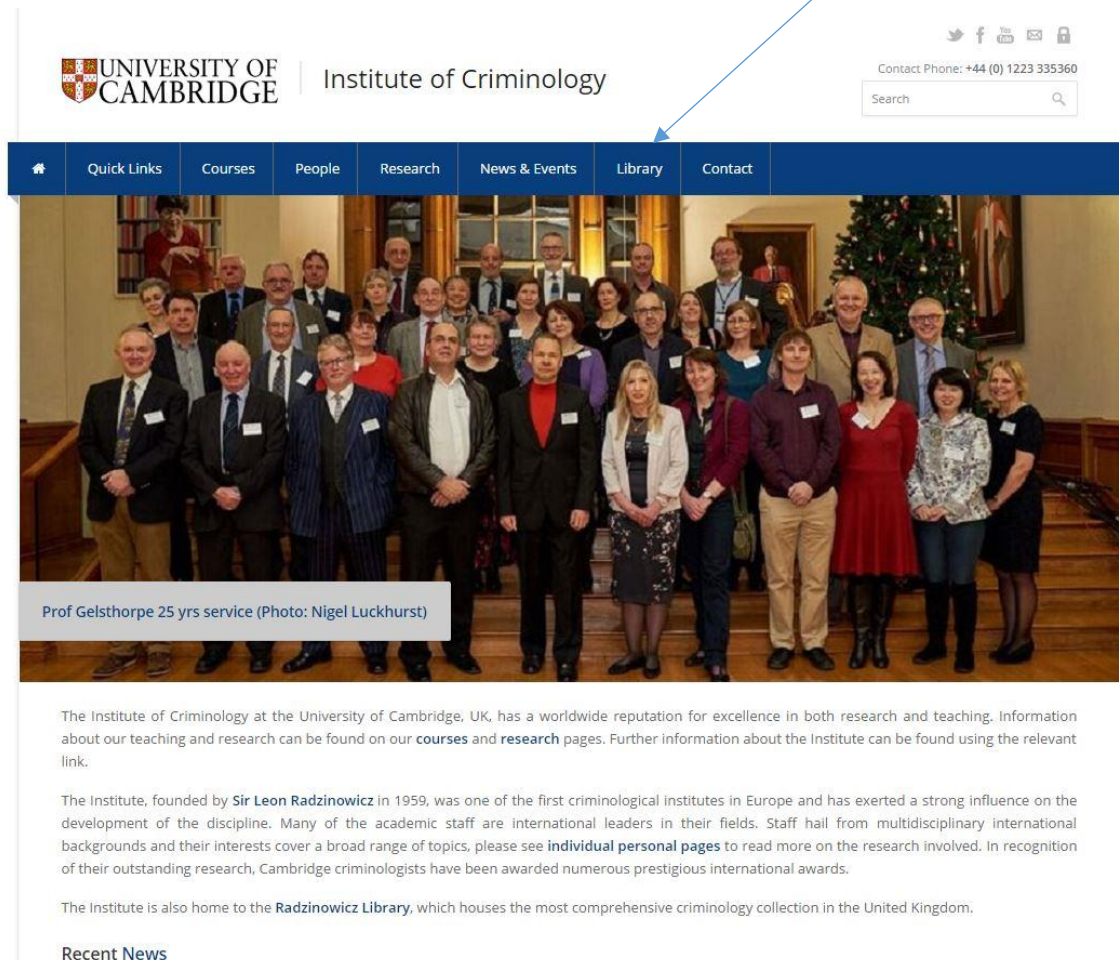
<u>Online Library Resources</u>

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 (select the *Online Resources* tab)
and to search to search for printed and online resources using iDiscover (*Search Catalogue* tab). You can also
renew your library books by selecting the **Renew Your Library Books** link to the bottom right of the page.

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.

Once you have selected the *Online Resources* tab you will be directed to a similar page which contains the following text:

"**Online Resources**
The eresources and ejournals page gives access to databases, ejournals and ebooks. If you're using a campus computer, you should have direct access. If you're off-campus or on a mobile device, you'll need to log in with your Raven password."

To access the *Electronic Journals* select the **eresources and ejournals page** link that is embedded in the text. It will take you to the page shown below.

To search for Ejournals input the full title into the search box in the middle of the screen.

For example if you search for the *British Journal of Criminology* it will take you to the below information.

Many journals like the *British Journal of Criminology* are available via different online resources. In this case access is provided via HeinOnline and Oxford Journals, among other providers.

It is important to remember to select the resource that covers the year the article you wish to access was published. The online journals are easy to navigate, though they all vary slightly.

To search for printed material (e.g. books, UK government publications, theses) that are housed in the Radzinowicz Library you need to select the *Search Catalogue* tab.
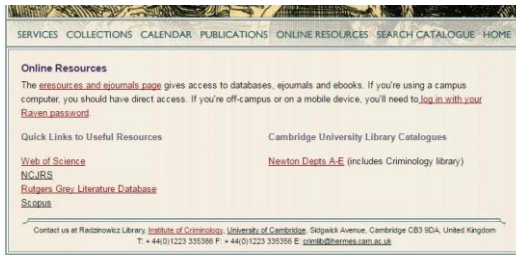
The catalogue page looks like this. The default search option is a simple search (*Search our collections*) with some filter options in the drop-down menu to the right under *All Libraries/Collections*.

The ADVANCED SEARCH link will give you much more flexibility in building and refining your search.
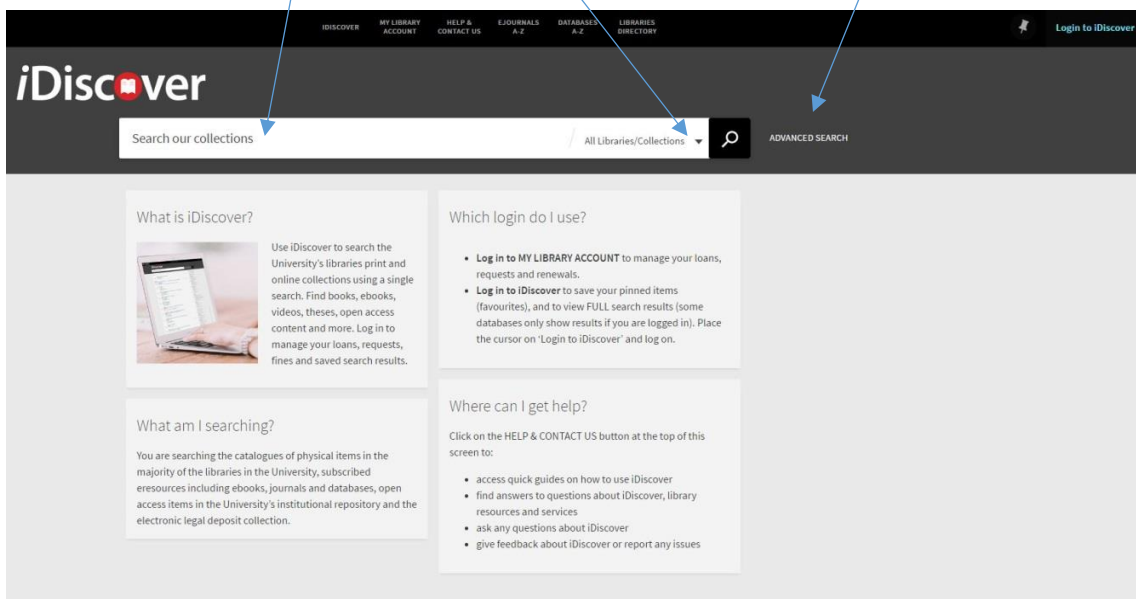
The default search is everything but you can choose ***Books***, ***eBooks***, ***Online Resources*** or a specific library.

Criminology: Radzinowicz Library is listed when you scroll down the drop-down list.
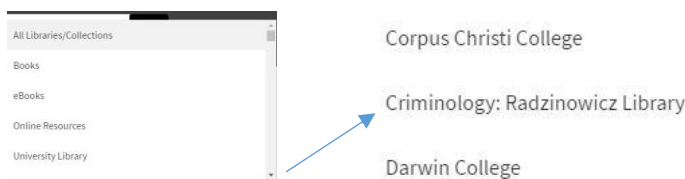
There are lots of useful guides in the **Help & Contact Us** link at the top of the iDiscover catalogue page. Clicking there will take you to the following page where you can download guides on saving results, exporting results, finding particular types of resource, advanced searching, etc.

UNIVERSITY OF CAMBRIDGE

Cambridge Libraries | Cambridge LibGuides | Subject Guides | Referencing Guides

Cambridge LibGuides

All libraries / LibGuides / iDiscover / Home

iDiscover: Home

Search this Guide | Search

iDiscover

Search our collections...   All Libraries/Collections ▼ 🔍

Video guides to iDiscover

☰▶ 1/7 Welcome to iDiscover   ↪

iDis▶ver

View them on the YouTube site

Other contacts

Quick guides to iDiscover

1 Logging in
(last updated 13/02/17)

2 Quick searching
(last updated 13/02/17)

3 Finding books and ebooks
(last updated 13/02/17)

4 Finding journals and articles
(last updated 13/02/17)

5 Advanced searching methods
(last updated 13/02/17)

6 Refining, expanding and ordering your results
(last updated 13/02/17)

7 Saving your results
(last updated 13/02/17)

8 Requesting and renewing items
(last updated 13/02/17)

9 My library account
(last updated 13/02/17)

10 Exporting results
(last updated 13/02/17)

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

HELP

Other contacts

To report an issue with access to an ejournal or eresource, please email ejournals@lib.cam.ac.uk

For enquiries about access to ebooks, contact ebooks@lib.cam.ac.uk

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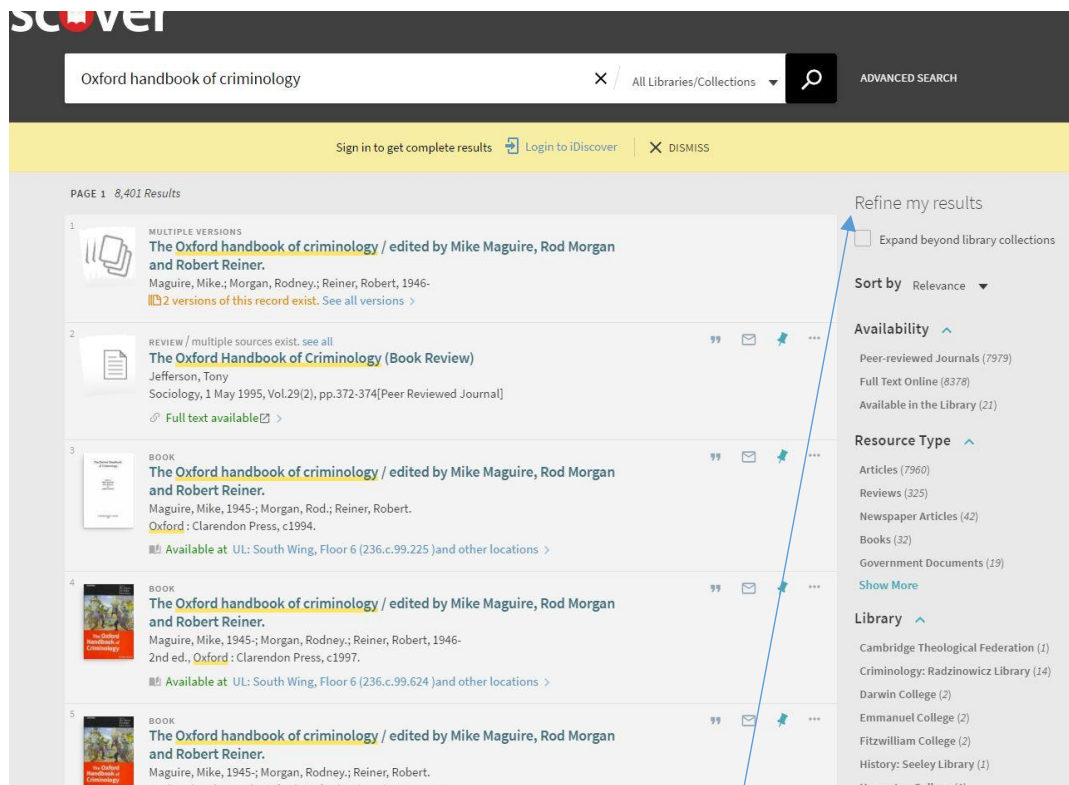
On the right-hand side of the results page there are lots of options for refining your search.

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

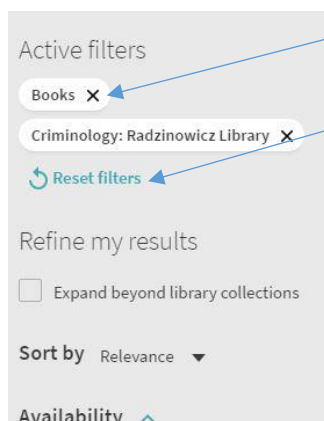Other refine by options include (among others):
Availability - e.g. **Full Text Online**
Resource type - e.g., **Articles**, **Books**
Library

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

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.

iscover

Oxford handbook of criminology 2012   ✕ / All Libraries/Collections ▼ 🔍

Sign in to get complete results ⤵ Login to iDiscover   ✕ DISMISS

PAGE 1 *4,048 Results*

1   MULTIPLE VERSIONS
    The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.
    Maguire, Mike.; Morgan, Rodney.; Reiner, Robert, 1946-
    📖 2 versions of this record exist. See all versions ›

2   BOOK
    The Oxford handbook of sentencing and corrections / edited by Joan Petersilia, Kevin R. Reitz.
    Petersilia, Joan.; Reitz, Kevin R.
    Oxford : Oxford University Press, 2012.

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.

Oxford handbook of criminology 2012   ✕ / All Libraries/Collections ▼ 🔍

Sign in to get complete results ⤵ Login to iDiscover   ✕ DISMISS

2 Results

1   BOOK
    The Oxford handbook of criminology / edited by Mike Maguire, Rod Morgan and Robert Reiner.
    Maguire, Mike.; Morgan, Rodney.; Reiner, Robert, 1946-
    5th ed., Oxford : Oxford University Press, 2012.
    📖 Available at Squire Law Library (J.mq.9.M.25)and other locations ›

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
Available , ; (364 OXF)
>

Corpus Christi College: Taylor Library
Out of library , ; (Q.9.MAG)
>

Criminology: Radzinowicz Library: Reserve Collection
Available , ; (QO7)
>

St Catharine's College: Shakeshaft Library
Available , ; (364)
>

Emmanuel College
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, (QO7)

Check request options ☒ >

Not Charged QO7	Overnight	⌄
Not Charged QO7	Overnight	⌄
Discharged - 14-02-2017 QO7	Overnight	⌄
Not Charged QO7	Overnight	⌄
Not Charged QO7	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
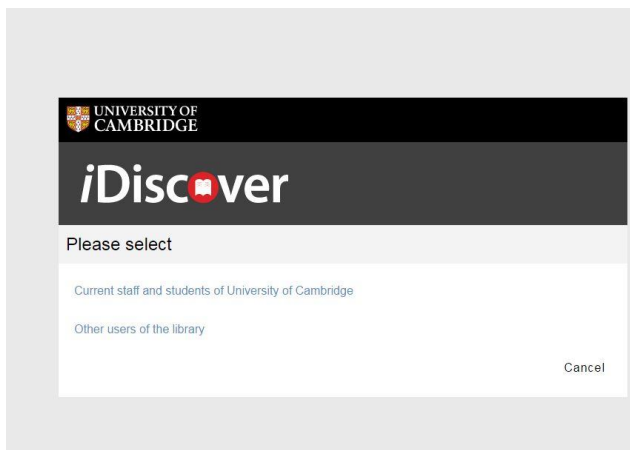
When you get to the next screen select *Current staff and students*.

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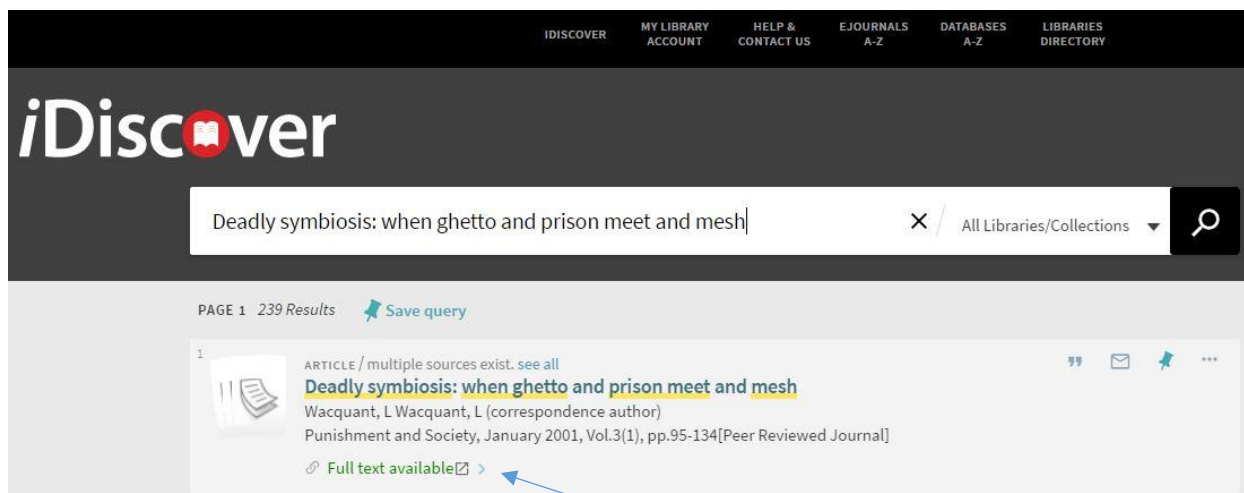
The article usually appears as the first result. From here you can click on *Full text available* to get to the publisher's page and download a PDF of the article.

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

If you want a book that is currently unavailable then you are able to recall it. Please contact a member of library staff and ask them to place the recall for you.

The library also has online access to the 'Encyclopedia of Criminology and Criminal Justice' which you may find a useful resource. In order to access the Encyclopedia you will need to search for it in the list of databases.

To access the *Databases listing* select the **eresources and ejournals page** link that is embedded in the text on the *Online Resources* tab.

Then search for the title of the Encyclopedia in the Databases box on the left of the screen.

http://www.crim.cam.ac.uk/library/online.html
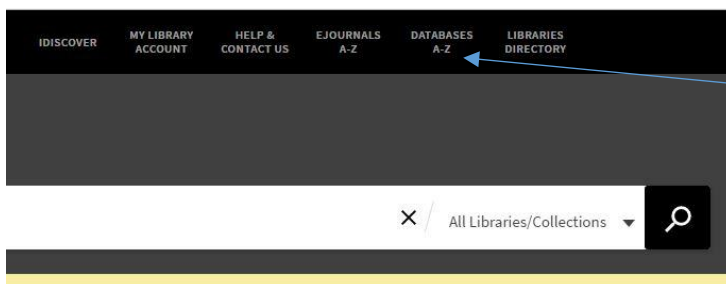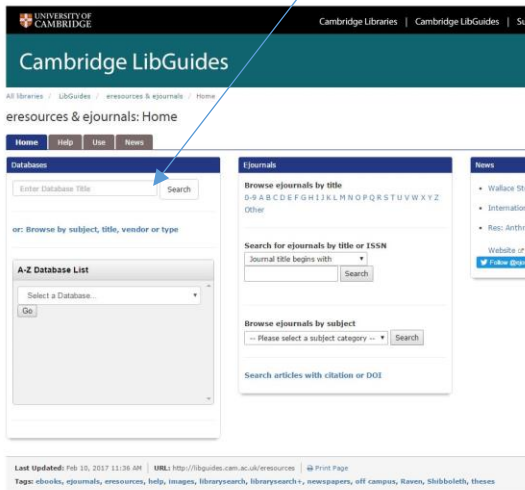
Alternatively you can use the *Databases A-Z* link that can be found at the top of the iDiscover catalogue page.

Advanced Search Options

Clicking on the advanced search will take you to a screen similar to this

In this example there is no *Library* location filter set (drop-down menu top left)

Material type (drop-down menu top right) is set to **Journals**

is (exact) is set for the search terms "Punishment and society"

The results include:
1. The electronic journal
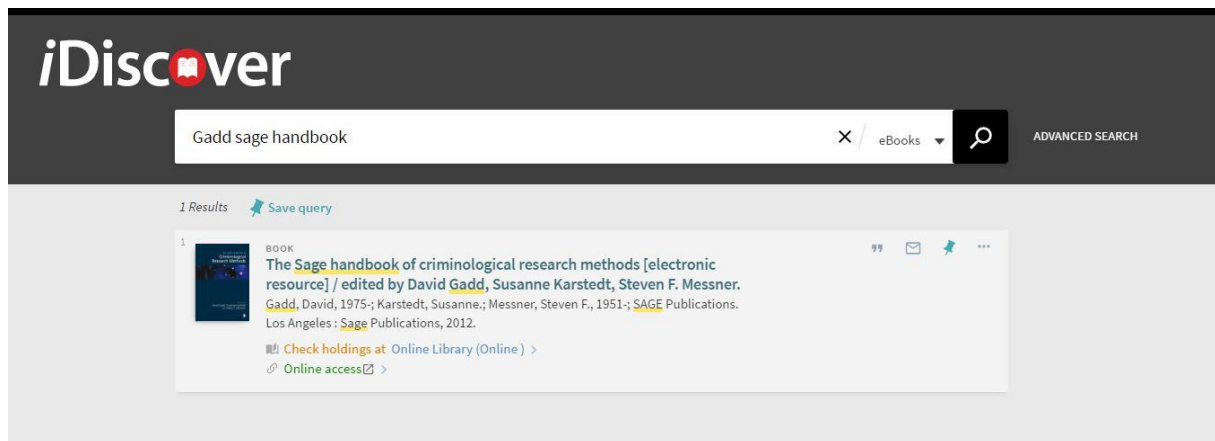2. The print copy of the journal, held at more than one location

Any field could be changed to **Title**, **Author/Creator**, **Subject** or **Classmark**

You have the option to add new lines to build your search and the refine options are still present to the right of the screen

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. **QO7 and E-BOOK**

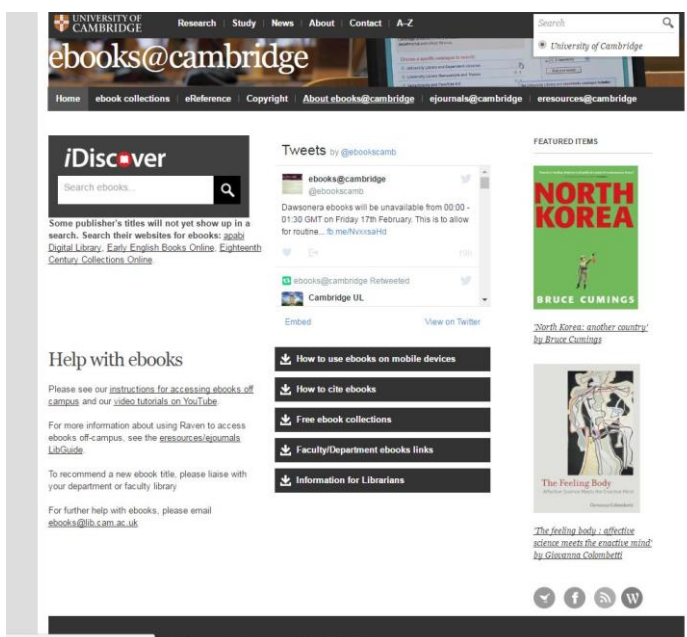REMEMBER: You must be logged into iDiscover to get full-text access.

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/

<u>Electronic Legal Deposit Material</u>

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:

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

This item <u>cannot</u> 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 (using your CRSid and Raven Password) in using the tab in the top right hand corner.
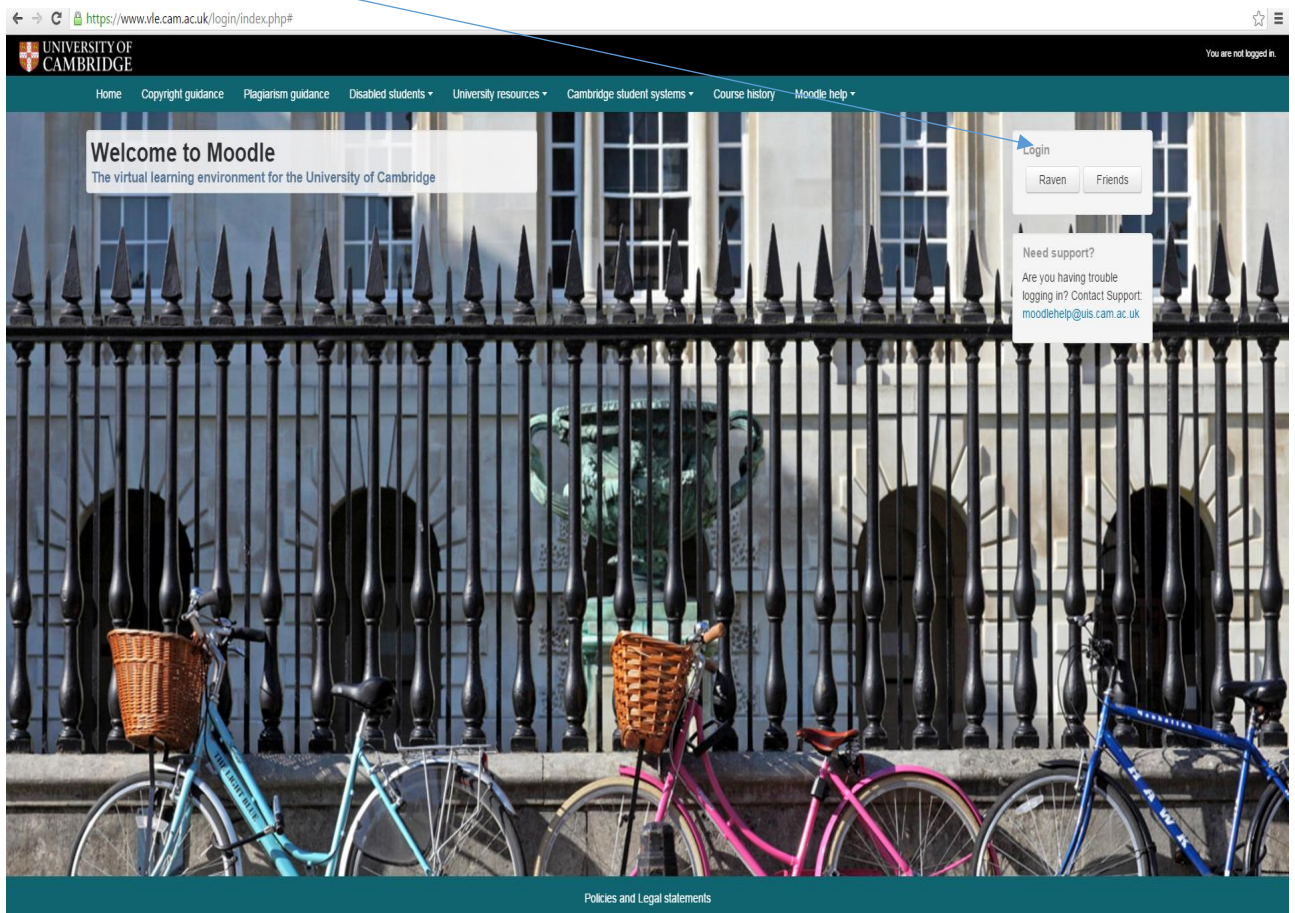
From the homepage you need to select the course you are studying, in the example below that is *MSt In Applied Criminology and Police Management.*

Administration

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

Accessibility

A- A A+
R A A A
Launch ATbar ☐ (always?)

📄 News forum

MSt Police 2016 Year 1

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

📎 Essay 1 2016

MSt Police 2016 Year 2

📎 Essay 5 Research Proposal

Topic 3

Topic 4

Topic 5

Search forums

[   ] Go

Advanced search ⑦

Latest news

(No news has been posted yet)

Upcoming events

There are no upcoming events

Go to calendar...
New event...

Recent activity

Activity since Tuesday, 23 February 2016, 12:16 PM
Full report of recent activity...
Nothing new since your last login

Select the year you are enrolled on, for example MSt Police 2016 Year 1. Then select the Essay that you are submitting e.g. *Essay 1 2016.* From there you need to select My Submissions.

My home ▶ MSt ▶ MSt Police ▶ Turnitin Assignments ▶ Essay 1 2016

Moodle

Summary   My Submissions

No submissions have been made

[Submitted to Turnitin? Click here to retrieve.]

Add Submission

Submission Type ⑦   Select 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 ⑦   File Upload ▾

Submission Title ⑦   [_____]

Submission Part ⑦ Part 1

File to Submit ⑦ Choose File   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.

Add Submission

<u>Printing and Photocopying at the Institute</u>
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:
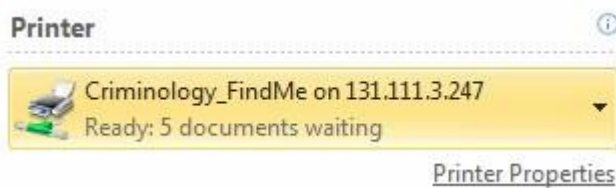
Basement -   Computer Room
Ground floor - Library Print Room
First Floor -   Room 1.7
Second Floor - Common Room

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.

A4 Mono	6p per sheet
A4 Colour	15p per sheet
A3 Mono	10p per sheet
A3 Colour	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.