

# Guide to Virtual Scholars

*This guide to Virtual Scholars is aimed at showing how to search and browse for full text content on the University of Bradford digital repository for online dissertations and theses.*

## COPYRIGHTS

The University of Bradford retains copyright for this material, which may not be reproduced without prior written permission.

DSpace, as modified for Virtual Scholars, screen shot(s) reprinted by permission from MIT and Hewlett Packard.

The Library welcomes feedback on its documentation. Please email any comments on the content of this document to:

[\*lib-webadmin@bradford.ac.uk\*](mailto:lib-webadmin@bradford.ac.uk)

For other Library documentation please see:

[\*http://www.brad.ac.uk/library/documents/index.php\*](http://www.brad.ac.uk/library/documents/index.php)

# CONTENTS

<b>Guide to Virtual Scholars .....</b>	<b>1</b>
<b>1. What is virtual scholars? .....</b>	<b>1</b>
<b>2. What is covered in this guide.....</b>	<b>1</b>
<b>3. Logging in to virtual scholars .....</b>	<b>1</b>
<b>4. Navigating virtual scholars .....</b>	<b>1</b>
4.1 Menus and toolbars .....	2
<b>5. Locating documents .....</b>	<b>2</b>
5.1 Browsing for documents .....	2
5.2 Searching for documents.....	4
5.2.1 Quick Search.....	4
5.2.2 Advanced Search.....	5
5.3 Opening full text documents .....	6
<b>6. customising Virtual scholars .....</b>	<b>6</b>
6.1 Setting up email alerts .....	6
6.2 Updating your details .....	7



# Guide to Virtual Scholars

## 1. WHAT IS VIRTUAL SCHOLARS?

Virtual Scholars, the University of Bradford digital repository, is based on open source software called DSpace. The purpose of the repository is to store and maintain scholarly content produced by members of the University of Bradford. Initially only Master's Dissertations will be included in the repository but the plan is to begin offering access to Doctoral Theses in 2007.

Virtual Scholars is not limited to Dissertations and Theses. If needed in the future this digital repository is capable of storing various types of material from reports and book chapters to journal articles, essays and conference papers. The repository is also designed to store different file formats besides the PDF for Dissertations and Theses. For instance, image and sound files may also be deposited on Virtual Scholars.

## 2. WHAT IS COVERED IN THIS GUIDE

This guide aims to explain the basic functionalities of Virtual Scholars. These include logging in, searching and browsing for documents, viewing documents and customising the service for individual users.

## 3. LOGGING IN TO VIRTUAL SCHOLARS

Virtual Scholars is currently only available to members of the University of Bradford. You will need your University of Bradford User ID and password to log in to the repository. The link to Virtual Scholars is available from the Library's homepage at <http://www.bradford.ac.uk/library/index.php>.

## 4. NAVIGATING VIRTUAL SCHOLARS

All users are directed to the default Virtual Scholars homepage after the login procedure. The homepage gives you several options to locate electronic full text either by browsing or by conducting a search.

## 4.1 Menus and toolbars

Virtual Scholars offers a number of menu and toolbar options for navigating around the platform. The menu of the left of the main screen gives the option to search for specific documents, browse by title, author's name or submission date. From this menu you can also update your contact details and set up an alerting service if you want to know about new content in any subject area. Finally, the menu lists some helpful links for you to get around Virtual Scholars and the University of Bradford web site.

The top toolbar provides quick links to the Virtual Scholars help pages, the Library, the University's home page and so forth. Figure 1 illustrates these different menu and toolbar options.

Figure 1 Virtual Scholars home page

The screenshot shows the Virtual Scholars home page. At the top, there is a red banner with the text "Virtual Scholars @ UNIVERSITY OF BRADFORD" and navigation links: "Help | Home | Library Services | University Home | About". Below the banner, the page is divided into several sections. On the left, there is a sidebar with sections: "Virtual Scholars", "Search Virtual Scholars" (with a search box and "Go" button, and "Advanced Search" link), "Browse" (with links for "Communities & Collections", "Titles", "Authors", and "By Date"), "Sign on to:" (with links for "Receive email updates", "My Virtual Scholars authorized users", and "Edit Profile"), and "Links" (with links for "Help", "About Virtual Scholars", "University Home", and "Library Services"). The main content area starts with a "Welcome to Virtual Scholars" section, followed by a "Search" section with a search box and "Go" button, and an "Advanced Search" link. Below that is a "Communities in Virtual Scholars" section with a list of departments and their document counts: "School of Archaeological, Geographical and Environmental Sciences [21]", "School of Engineering, Design and Technology [7]", "School of Health Studies [5]", "School of Life Sciences [1]", "School of Management [0]", and "Social and International Studies [7]". On the right side, there is a "Note on Copyright!" section with a detailed copyright notice and a small image of a hand using a computer mouse.

## 5. LOCATING DOCUMENTS

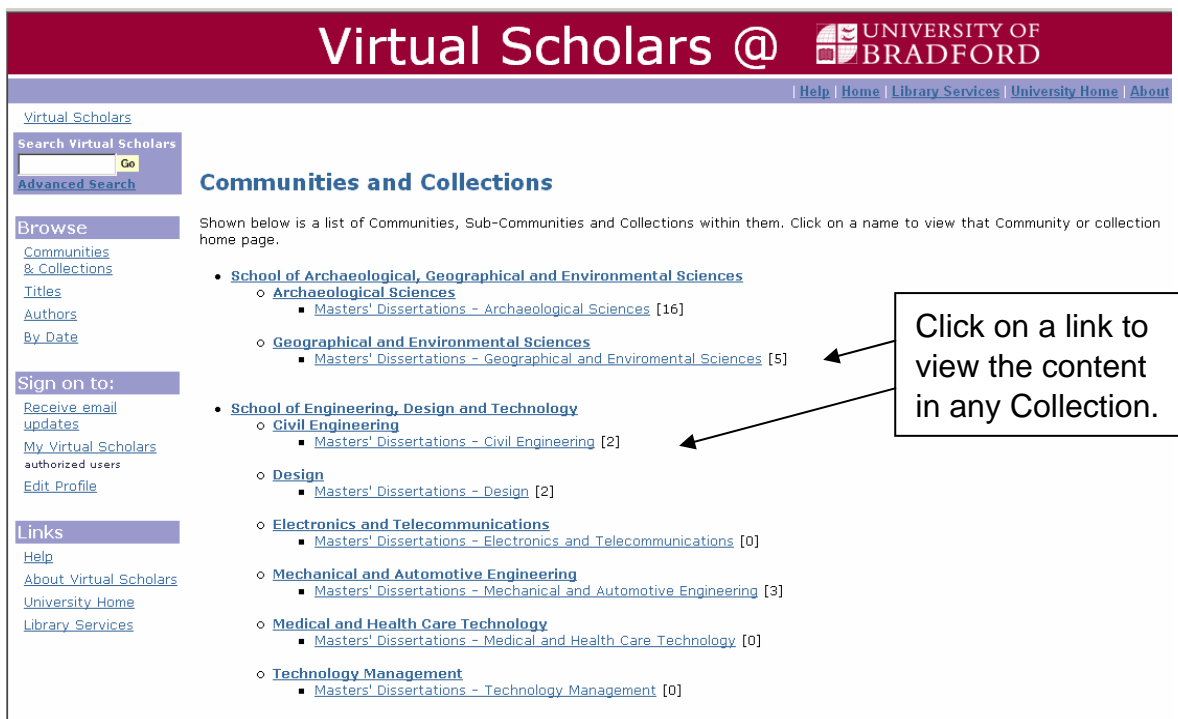
### 5.1 Browsing for documents

Virtual Scholars offers a number of ways for you to locate full text documents. The browse option is available on the homepage from the left hand menu. You can pick to browse by "Title", "Author" or "By Date". In each case you will be

shown a list of content organised alphabetically by title or author, or chronologically by submission year.

Browsing is also available via the Communities & Collections link in the menu. This link takes you to a list of all Communities, Departments and Collections available on Virtual Scholars. You can browse further down in the hierarchy by clicking on the list headings. A similar browse option is available on the home page where you can click on the Community headings to view Departments and Collections within them. See Figure 3 for the Community hierarchy.

**Figure 2: List of Communities, Departments and Collections in Virtual Scholars**



The screenshot shows the 'Virtual Scholars @ UNIVERSITY OF BRADFORD' website. The main heading is 'Communities and Collections'. Below this heading, a list of communities and their sub-collections is displayed. A callout box with the text 'Click on a link to view the content in any Collection.' has two arrows pointing to the 'Masters' Dissertations - Geographical and Environmental Sciences [5]' and 'Masters' Dissertations - Civil Engineering [2]' links.

**Virtual Scholars @ UNIVERSITY OF BRADFORD**

Help | Home | Library Services | University Home | About

Virtual Scholars

Search Virtual Scholars  
 Go  
[Advanced Search](#)

**Communities and Collections**

Shown below is a list of Communities, Sub-Communities and Collections within them. Click on a name to view that Community or collection home page.

- [School of Archaeological, Geographical and Environmental Sciences](#)
  - [Archaeological Sciences](#)
    - [Masters' Dissertations - Archaeological Sciences](#) [16]
  - [Geographical and Environmental Sciences](#)
    - [Masters' Dissertations - Geographical and Environmental Sciences](#) [5]
- [School of Engineering, Design and Technology](#)
  - [Civil Engineering](#)
    - [Masters' Dissertations - Civil Engineering](#) [2]
  - [Design](#)
    - [Masters' Dissertations - Design](#) [2]
  - [Electronics and Telecommunications](#)
    - [Masters' Dissertations - Electronics and Telecommunications](#) [0]
  - [Mechanical and Automotive Engineering](#)
    - [Masters' Dissertations - Mechanical and Automotive Engineering](#) [3]
  - [Medical and Health Care Technology](#)
    - [Masters' Dissertations - Medical and Health Care Technology](#) [0]
  - [Technology Management](#)
    - [Masters' Dissertations - Technology Management](#) [0]

The Collection homepages display when you click on a Collection heading. On the Collection homepages you can browse again for content by “Title”, “Author” or “Date”. Brief instructions have been included on these pages to help you along. See Figure 4 for an example of a Collection homepage.

**Figure 3: A Collection homepage**

## **Masters' Dissertations - Archaeological Sciences : [16]**

Collection home page

### **Searching:**

Choose an area of Virtual Scholars for your search from the top drop-down menu: All of Virtual Scholars, current school, current collection.

Search for a specific document by typing in your search term in the search box and press "Go".

### **Browsing:**

Click on "Titles", "Authors" or "By Date" to view an A-Z list of Archaeological Sciences dissertations.

In: Masters' Dissertations - Archaeological Sciences ▾

Search for  Go

or browse

## **5.2 Searching for documents**

### **5.2.1 Quick Search**

There are two quick search boxes on the Virtual Scholars homepage. You can type in any search term or phrase to locate content. A quick search box is also available on each Community and Collection page. See below for a list of examples:

1. Title search. This can be a single word or phrase matched to a word or phrase in the title of a document.
2. Author search. Type in the surname of an author to see if any document by this author is included in Virtual Scholars. You can also add the author's first name or initial to narrow down your search. Below are some examples of acceptable Author searches:

- Harriet Smith
- H Smith
- Smith Harriet
- Smith H

3. Submission year search. Simply type in the year your document was submitted in to get a list of items from that year.
4. You can also type in a word or phrase to match against words appearing in the following fields:
  - Abstract
  - Collection title
  - Department
  - Keyword
  - School
  - Sponsor
  - Subject
  - Supervisor
  - Type

### 5.2.2 Advanced Search

Advanced search in Virtual Scholars is very similar to the quick search option. The same search types are available for use. Search terms are entered and the results displayed in the same way as in quick search. The advanced search does give you the opportunity to combine different search types by using more than one search box. See figure 5 for the advanced search boxes.

**Figure 4: The advanced search boxes**

The screenshot shows the advanced search interface. At the top, there is a search box containing 'All of Virtual Scholars'. Below it, there is a 'Search type:' section with a dropdown menu set to 'All fields' and a text input field. Below that, there are two more search boxes, each with a dropdown menu set to 'All fields' and a text input field. To the left of these two boxes are dropdown menus for connectors, both set to 'AND'. At the bottom right, there are 'Search' and 'Clear' buttons. Three callout boxes provide instructions: Box 1 points to the top search box, Box 2 points to the search type dropdown, and Box 3 points to the connector dropdowns.

1) Search all of Virtual Scholars or a particular Community

2) Choose your search type e.g. author, title, date. Type in your search term(s).

3) Use more than one box to combine different search types. E.g. author AND date, author AND title, author NOT title. Choose the connector AND, NOT, OR from the drop-down menu. Click on "Search" to generate a list of hits.

### 5.3 Opening full text documents

First do a search or browse for a particular document. Once you have located a full text document on Virtual Scholars click on the title of that document to view the full details about it. This will include the citation, keywords, abstract and so forth. Each full record will have links at the bottom of the page to direct you to the full text document itself. See figure 6 for an example.

**Figure 6: Opening full text documents**

tank HDS were used to develop the transfer function and its constituents parts. Several changes were made to the existing test rig to conduct experiments. The results from the experiments were found to be accurate. The study concluded that the system is potentially robust in delivering the primary functional requirement, as the main electronic pump has the capacity to meet the fuel demand of both the jet pumps and the injectors. But the system was found un-robust in delivering the secondary functional requirement (i.e. transfer of fuel from the opposite end of the fuel delivery module to the fuel delivery module) as the jet pumps do not have the sufficient capacity to transfer fuel from the extreme ends of the tank which directly affects the primary functional requirement in particular conditions. A number of suggestions and recommendations were made to improve the overall robustness of the in-tank fuel delivery system.

URI: <http://hdl.handle.net/123456789/141>

Appears in Collections: [Masters' Dissertations - Mechanical and Automotive Engineering](#)

**Files in This Item:**

File	Description	Size	Format	
H.A. Malik.pdf		1488Kb	Adobe PDF	<a href="#">View/Open</a>

[Show full item record](#)

[MIT links](#) [SFX](#)

All items in Virtual Scholars are protected by copyright, with all rights reserved.

Click on  
"View/Open"  
to open the  
full text  
document.

**NB!** Please remember that you are only allowed to print out up to 5% or one chapter of any one dissertation or thesis stored on Virtual Scholars under the "Fair Dealing" provision of the [Copyright, Patents and Designs Act of 1988](#) as amended by the [Copyright and Related Rights Regulations 2003](#).

## 6. CUSTOMISING VIRTUAL SCHOLARS

### 6.1 Setting up email alerts

You can set up an alerting service if you are interested in knowing when new content is added to Virtual Scholar in your subject area. Visit the Collection you wish to keep updated on and click on "Subscribe". Now you will receive an email every time something new is added to your selected collection. You can have several alerts set up simultaneously. Please note that to receive alerts for new content for a whole Community you will need to set up alerts to all collections within that Community.

Click on “Receive email updates” in the left hand menu to view all the Collections you have subscribed to. You can cancel any email alerts by clicking on “Unsubscribe” next to the Collection heading. See figure 7 for an example.

**Figure 7: Viewing your subscriptions**

**Your Subscriptions**

[Help](#)

To subscribe to a collection, visit the collection's home page, and click on the "Subscribe" button.

Below are the collections you are subscribed to. You will be sent an e-mail each day detailing new items that have become available in these collections. On days that no new items have appeared, no e-mail will be sent.

Masters' [Dissertations - Medical and Health Care Technology](#)

Masters' [Dissertations - Civil Engineering](#)

Masters' [Dissertations - Design](#)

[Go to My Virtual Scholars](#)

Click on “Unsubscribe” to cancel a particular alert or “Remove All Subscriptions” to cancel everything.

**6.2 Updating your details**

Click on “Update profile” in the left hand menu if you wish to add or change your first name, surname and/or contact number details on Virtual Scholars. Click on “Update” to store the details.