

Learning Bytes: Session 21: Tuesday 27 March 12, 13:15-14:15

All you have ever wanted to know about Summon

<http://library.hud.ac.uk/summon>

The session was facilitated by:

- Sue Folley, Academic Development Advisor
- Andrew Walsh, Academic Librarian, University and National Teaching Fellow

Sue Folley – Computing and Library Services

Introduction

Sue Folley introduced the session and explained that the topic is helping you and your students get the best out of Summon. Including what Summon is and is not; a demonstration of key features will highlight how to embed a subject specialist search within UniLearn, how to create a reference list within Summon, how to export quickly and easily to Endnote, and how to embed training materials about Summon into UniLearn. The session will conclude with questions and discussion.

Andrew Walsh – Computing and Library Services

Summon allows users to perform a Google-like search of all the source materials we have here at the University – 40 million journal articles, millions and millions of books, a huge number of newspaper articles and conference proceedings and subject specialist databases. Summon is stronger in some areas than others, this is due to lack of organisation rather than to lack of content.

Searching

The user enters their search criteria in the box and results are returned in a relevancy-ranked list. All items that your search words appear in will be listed. It is therefore necessary to fine-tune your search by considering up front exactly what you want to find out. Additional techniques to narrow your search include:

- ‘phrase’ searching, by using double quotation marks around the searchable phrase
- the use of - AND OR NOT - as Boolean search operatives
- use of wild cards “*” “?”
- Using the left hand side options e.g. ‘exclude newspaper articles, or insert publication date ranges, and many others

There are tips for employing the above and other search methods under the 'Help' screen. Language options are becoming more relevant, as a wider range of languages becomes available.

Saving items to a list

If you hover over any item returned by your search, two icons on the right hand side become available, click on the second one and the item will be added to a 'saved items list'. You can access these saved items via the button at the bottom right of the screen. Via this route you can export your list to Endnote. *APA 5th* is the closest referencing format to the Harvard referencing system that we use here at the University.

There is also an RSS icon in the top right hand side of the screen – click here to subscribe your search to your RSS feed.

Integrating Summon with other University Systems

If you log into the MyReading software, you will notice that in Summon you will now have a 'add to MyReading' option, which gives you a quick and easy way for staff to populate module reading lists.

You can develop your own Summon search box that you put into UniLearn, enabling you to provide a subject specific search. This is done via 'Search box builder', click to put whatever limits you would like to into your search. Code is generated which you can cut and paste into UniLearn where you want the search box to appear.

A number of training materials for Summon are available via Hudlibrary on Youtube (<http://www.youtube.com/user/hudlibrary>), these can also be embedded directly into UniLearn.

Lemon Tree is a game that works with standard library activities. Users can get points and badges for doing certain activities within the library, like visiting the library, taking books out, accessing electronic journal articles. One of the systems Lemon Tree integrates with is Summon, students (and staff) can get virtual rewards for using Summon.

Summon is constantly being updated and improved, Dave Patten from Computing and Library Services is on the user group so is able to feedback to the developers on desirable changes and improvements.

Email [Sue Folley](#) or [Andrew Walsh](#), if you have any questions.