1-5-2024

Virtual Library Database User Manual

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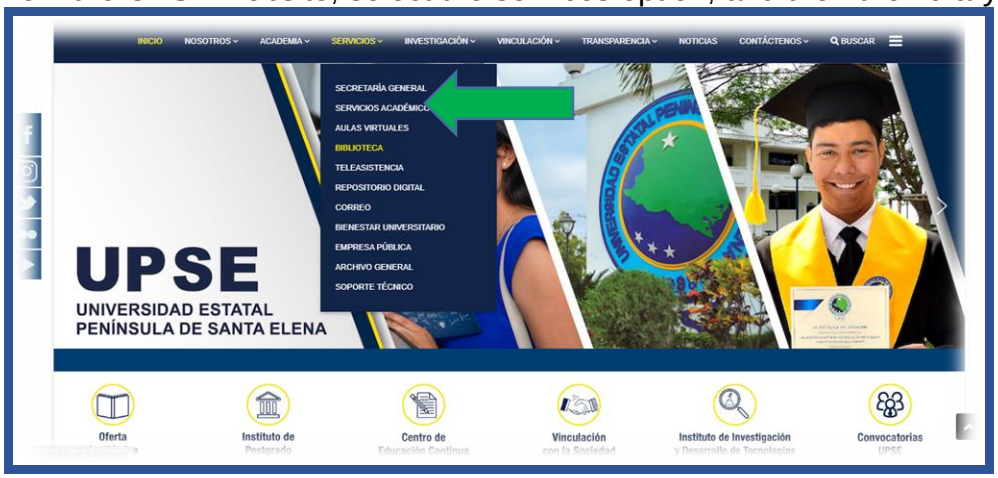
DATABASE USER MANUAL - VIRTUAL LIBRARY 2024

This manual will allow UPSE community users to take advantage of the tools offered by the different databases available in the virtual library to strengthen research capacities and guarantee access to information.

- Access to virtual library databases can be from:
- Library website: https://www.upse.edu.ec/biblioteca/
- Academic Management System SGA

Access from the library website.

From the UPSE website, select the services option, and then the library.



https://www.upse.edu.ec/

On the library page, select the Services option, then the Database option. The system will ask you to log in through the Proxy; you must authenticate yourself as a member of the UPSE community.

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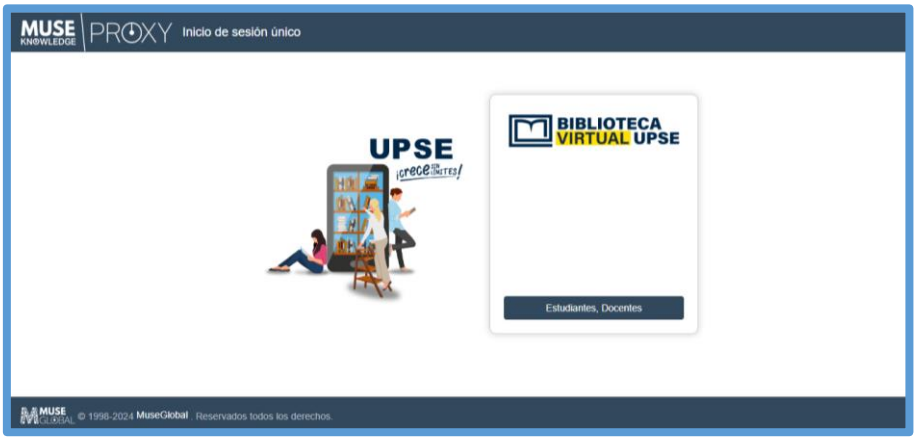
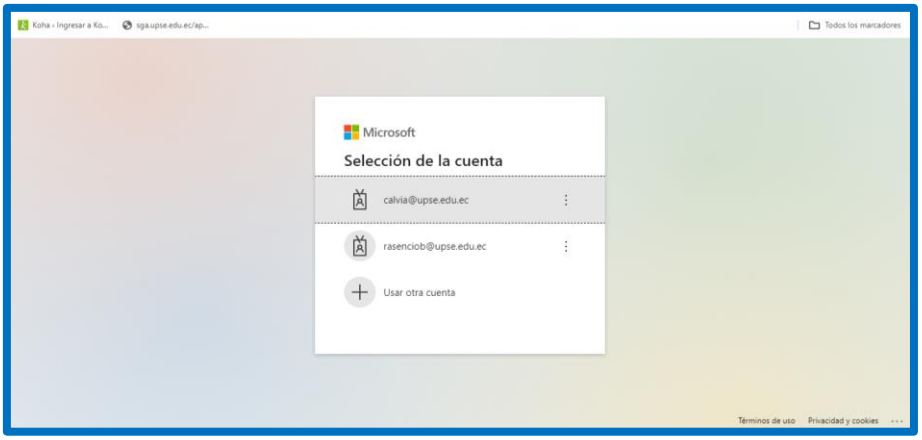
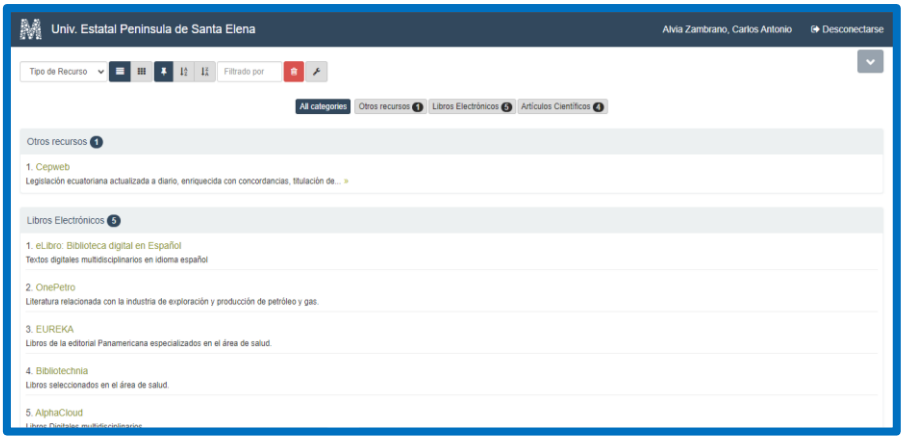


Use your institutional email credentials.





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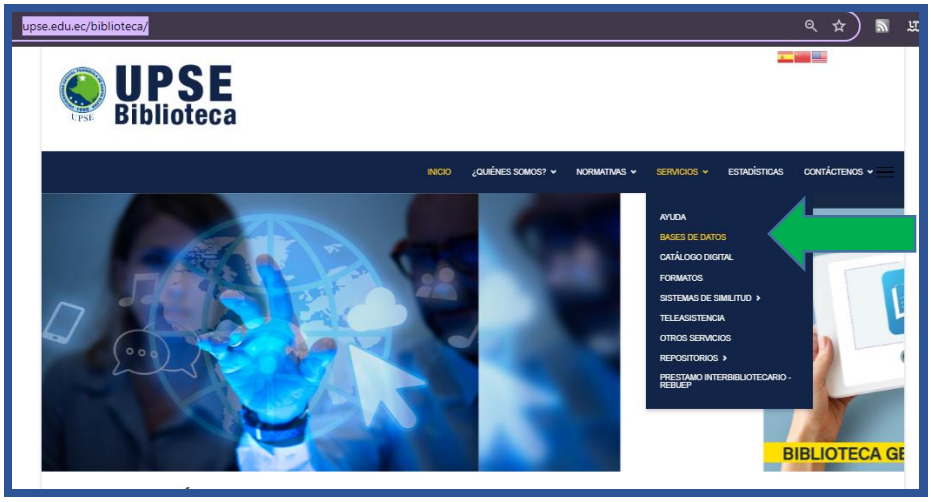

https://www.upse.edu.ec/biblioteca/

How to access the SGA Academic Management System

Access is available through the Universidad Estatal Península de Santa Elena website, www.upse.ed.ec, by selecting: Servicios—Sistema de Gestión Académica (SGA).

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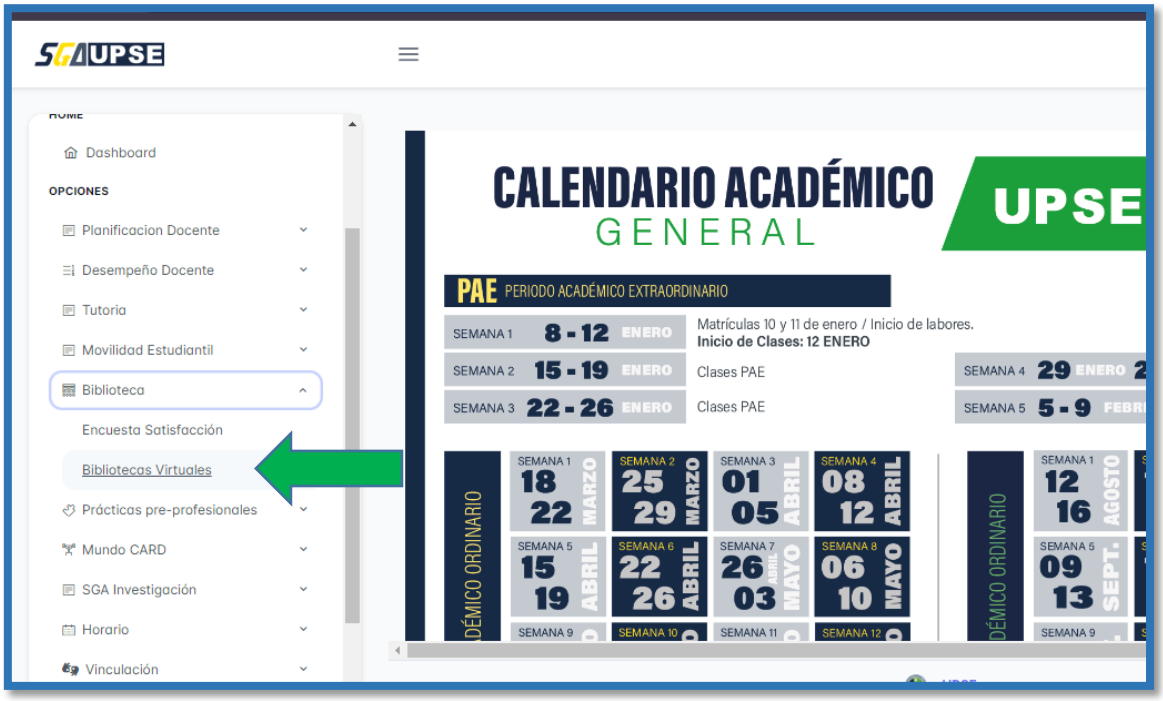
Log in with the assigned credentials.

Select the Virtual Libraries option.



You must authenticate as a member of the UPSE community; afterwards, Proxy will request your institutional email credentials.

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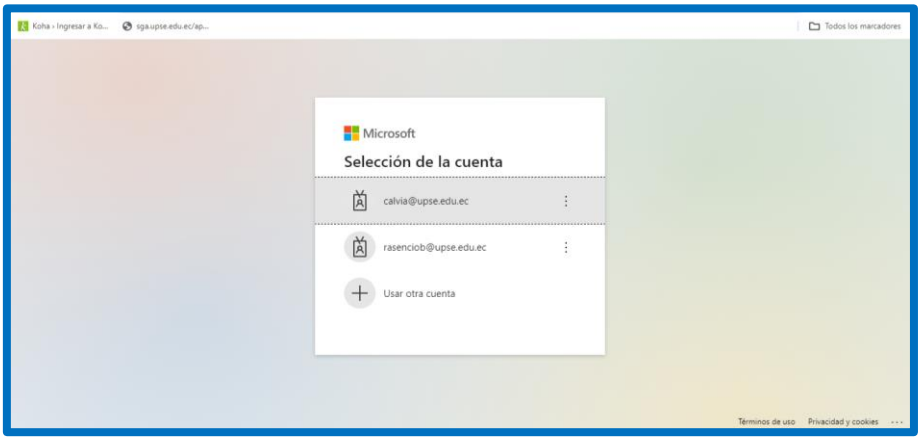

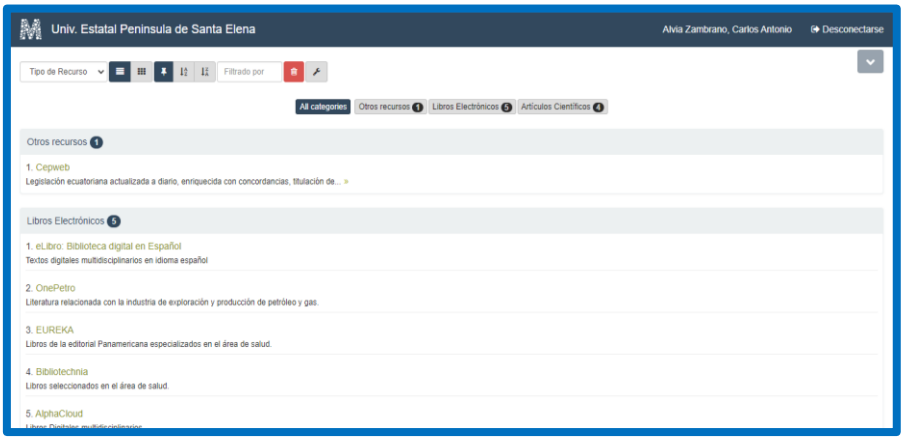

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Meta-search

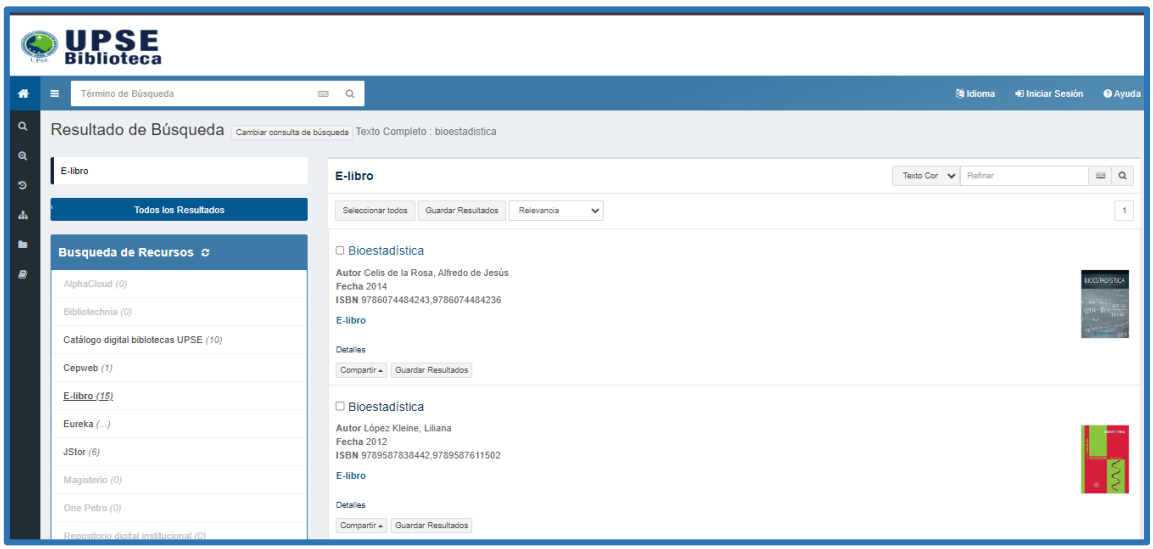
Through this tool, you can perform searches and obtain results from all the bibliographic resources available to the UPSE university community, whether in digital format or bibliographic information of printed materials. By drawing from multiple sources, the information provided is completer and more varied, thus saving the user a significant amount of time.

This service is available on the library's website.

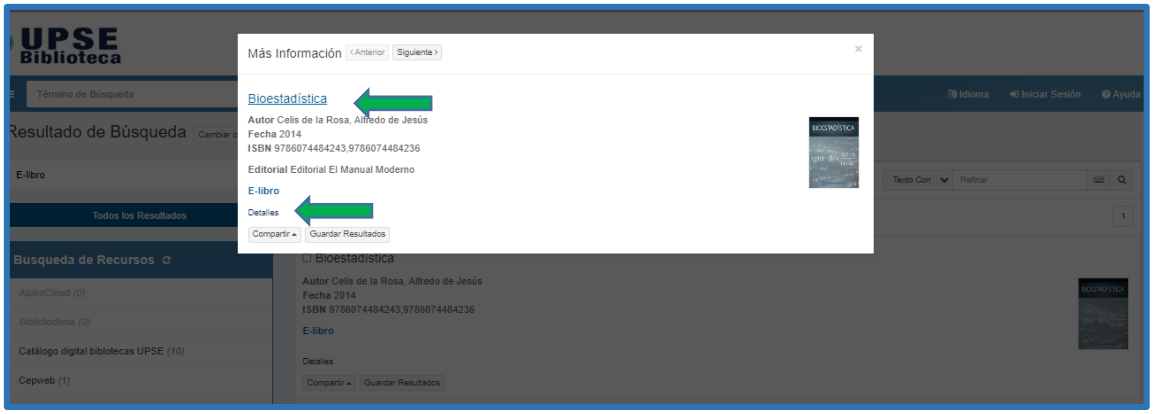
https://www.upse.edu.ec/biblioteca/

Functionality

- To perform the search, type the desired term and click the search option.
- When the results appear, the bibliographic information of all the documents retrieved from all available databases and repositories for the UPSE community will be displayed on the right side.
- On the left side, you will find 'filters' that can be applied, such as:
- Search by resources (databases, repositories, etc.)
- Journal
- Year of publication
- Related words
- Author



- To access the digital text, you can click on the title or on the details option.

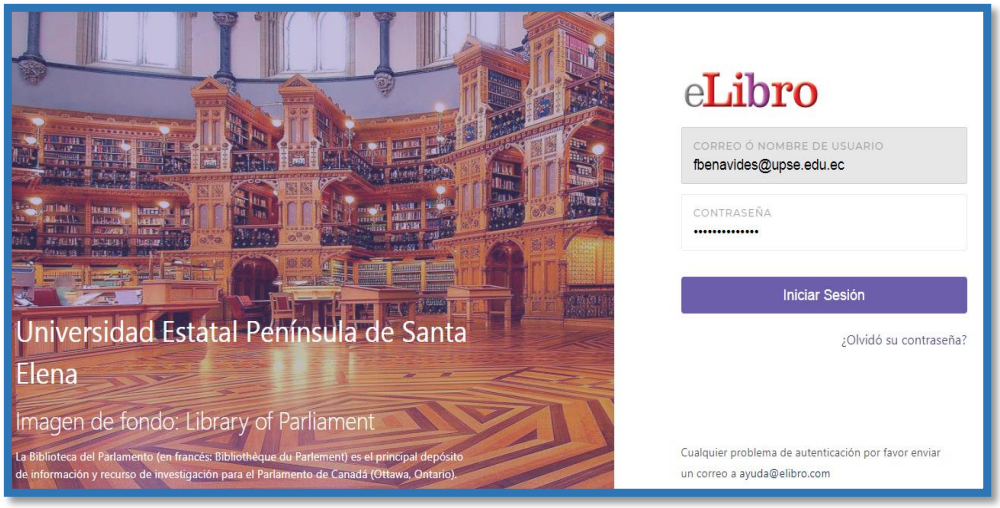


- The system will request that you authenticate as a member of the UPSE university community; for this purpose, you must use the same credentials as your institutional email, as demonstrated at the beginning of this manual.
- <u>It is essential to keep in mind that:</u>
  - The printed texts are available in the respective library.
  - The user can access all the documents' digital information without creating accounts for each database; however, to activate certain functionalities on some platforms, it is necessary to create access accounts. This information is detailed below.

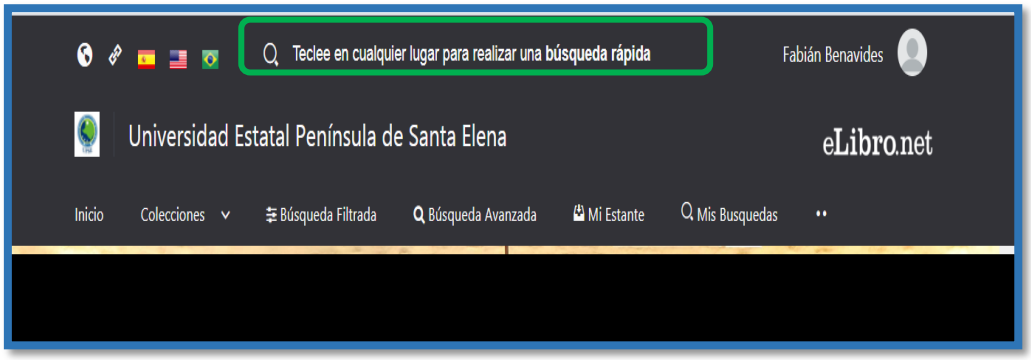
E-Book Database

It contains a wide collection of items, including books, magazines, theses, manuals, articles, monographs, and reports in Spanish from prestigious publishers. Its content covers all areas of knowledge.

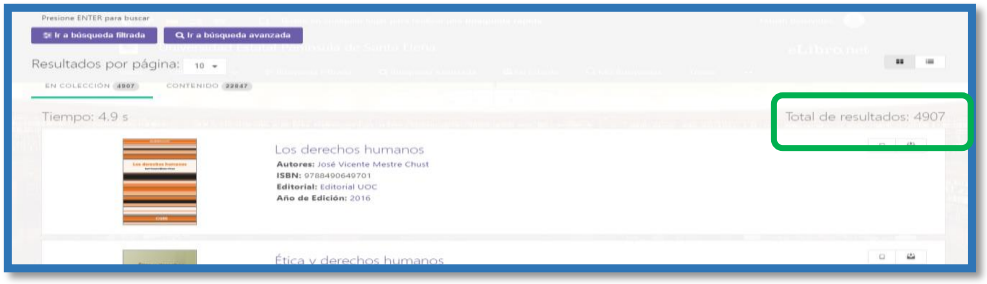
Access credentials. For this purpose, the user will use their institutional email and password, Pass# followed by the ID number.



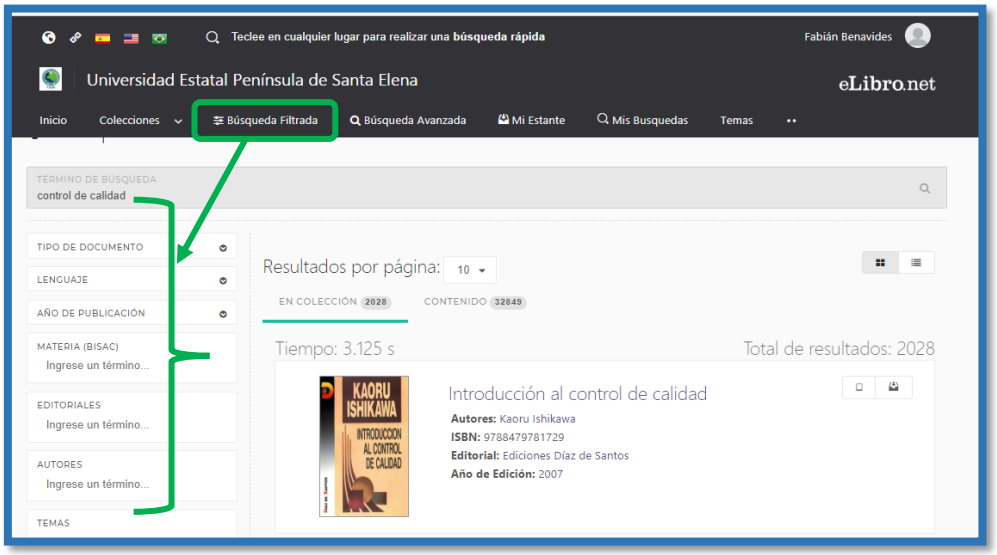
Quick search.



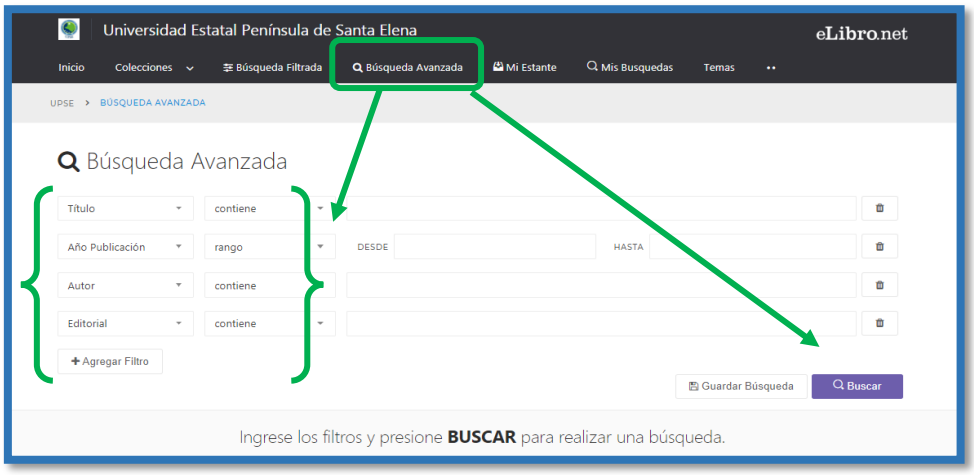
On the right side, you will find the number of search result copies.



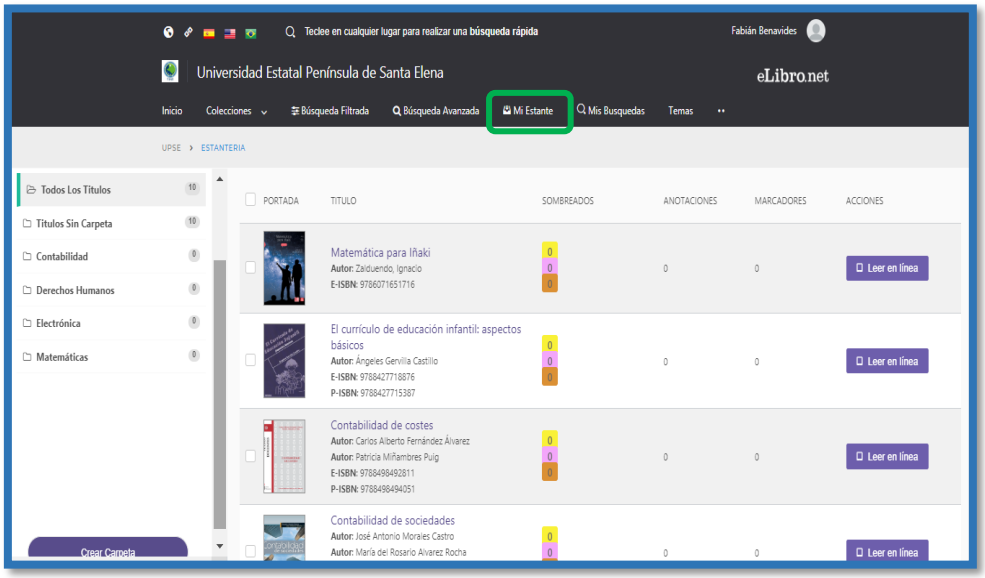
Filtered search, allows you to reduce or filter the number of results (language, year of publication, basic subjects, publishers, authors, and topics).



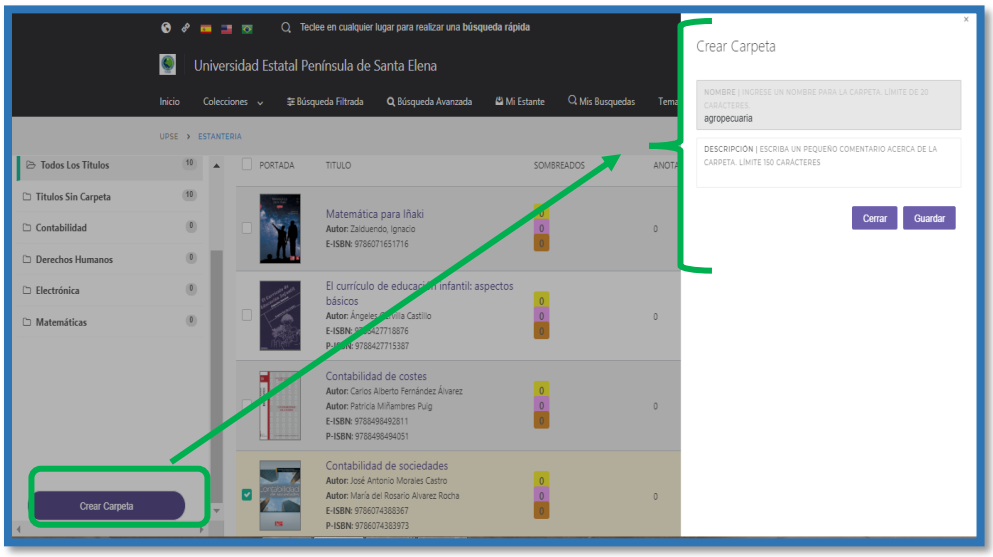
Advanced search, the application of Boolean operators allows for more specific results, such as title, year of publication, author, publisher, etc.



My shelf, allows creating folders to store copies of interest, search results.

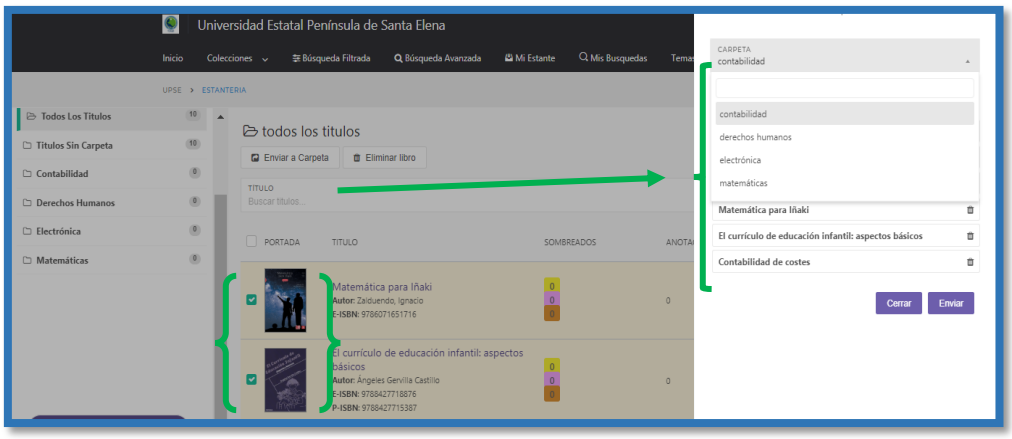


Create custom folders.



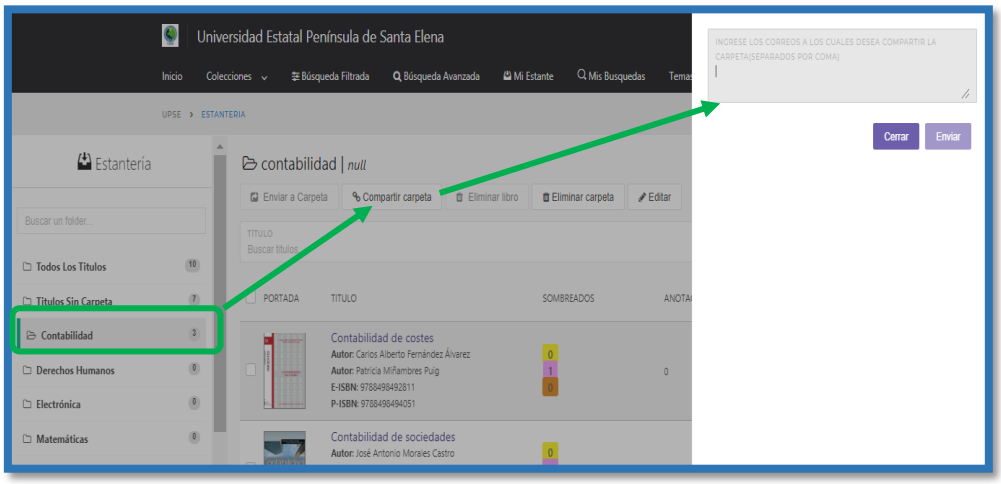
Add copy to a folder:

a. Select the desired text (with a check mark)
b. Click on the option to send to folder
c. Select the folder to add copies

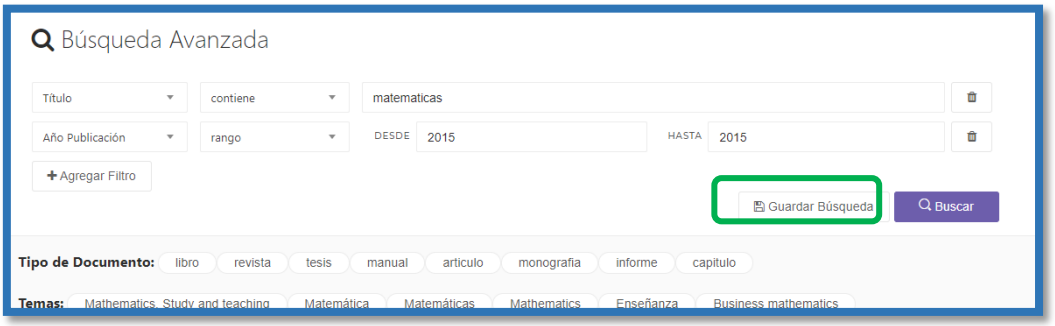


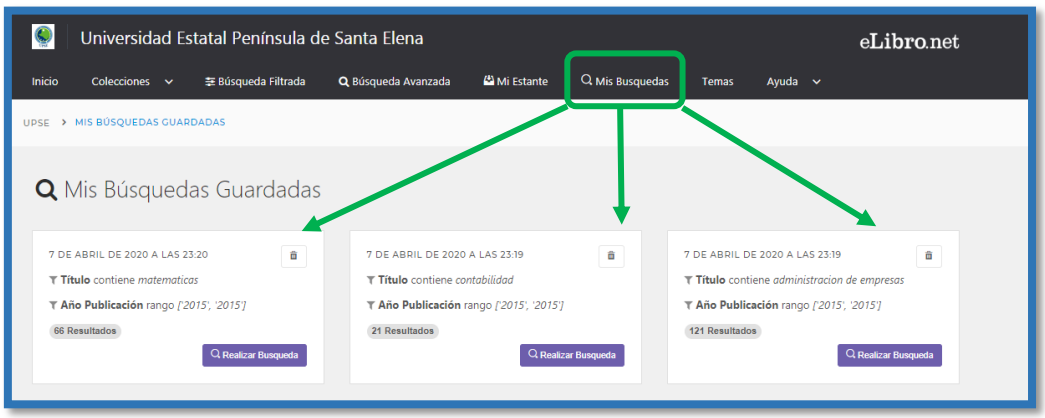
Share folder information via email:

a. Select the folder you want to send.
b. Click on the share folder option.
c. Write email addresses (maximum 25)

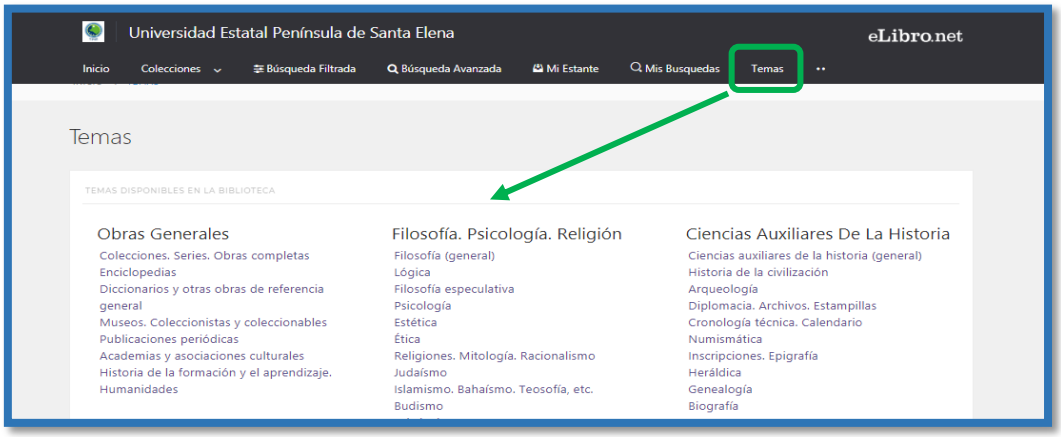


The 'My searches' section saves the advanced search results using the Save Search option.





Topics, presents the texts by areas of knowledge.

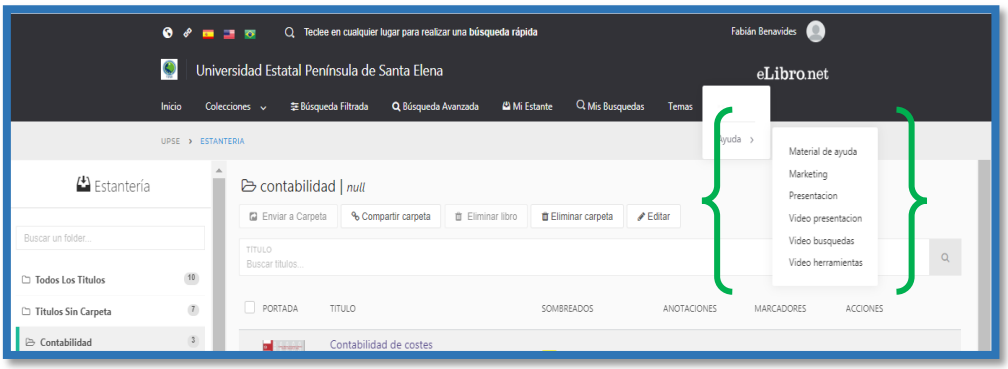


Help, contains help material, information about the company, platform presentation, and tutorial videos.

Tutorial video links:

https://www.youtube.com/watch?v=yiCDCjKOVq0&feature=youtu.be

https://www.youtube.com/watch?v=r3A_vxlwzeY&feature=youtu.be



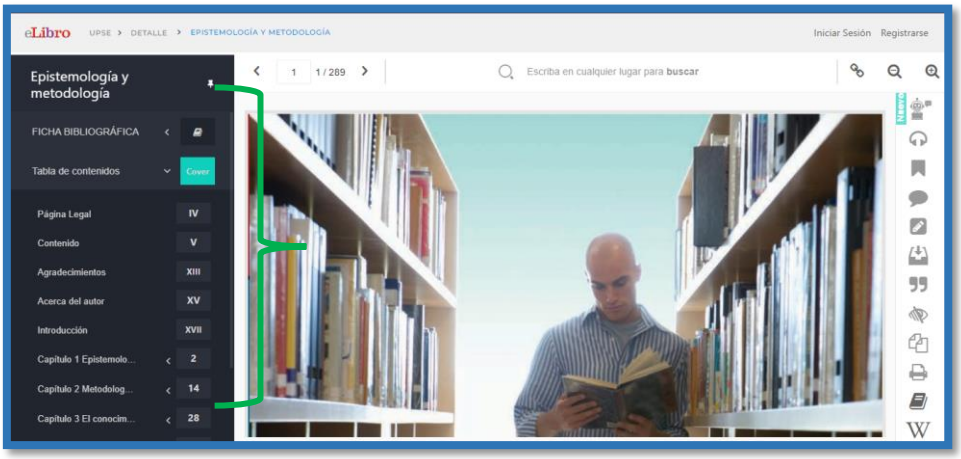
Preview and online reading.

Within a copy, you will find three basic tools:

- ✓ **title of the copy,** view the bibliography, table of contents, among others
- ✓ **read online.**
- ✓ **my bookshelf.** If you want to save the information

Read online, views the full content of the book, with the following options:

a) Bibliographic record and table of contents.



b) Options:

- ✓ Decrease or increase the size of the page.
- ✓ Go page by page.
- ✓ Link to the copy
- ✓ Add to shelf.
- ✓ Search engine
- ✓ View notes, highlighted text, and bookmarks.
- ✓ Underline paragraph.

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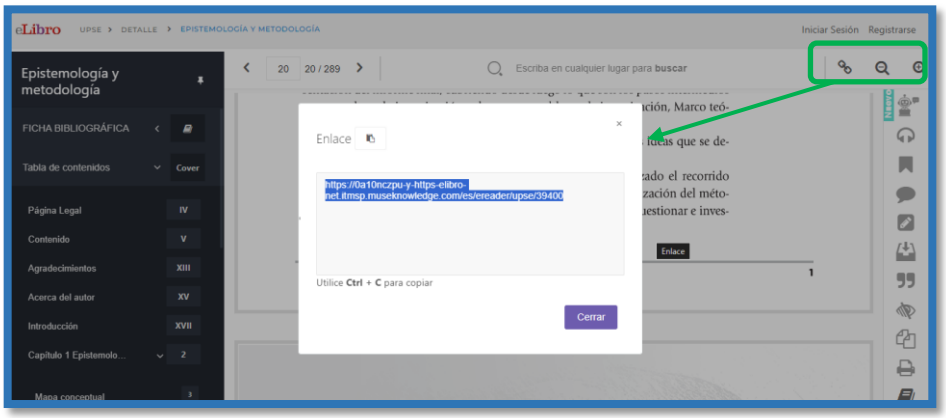
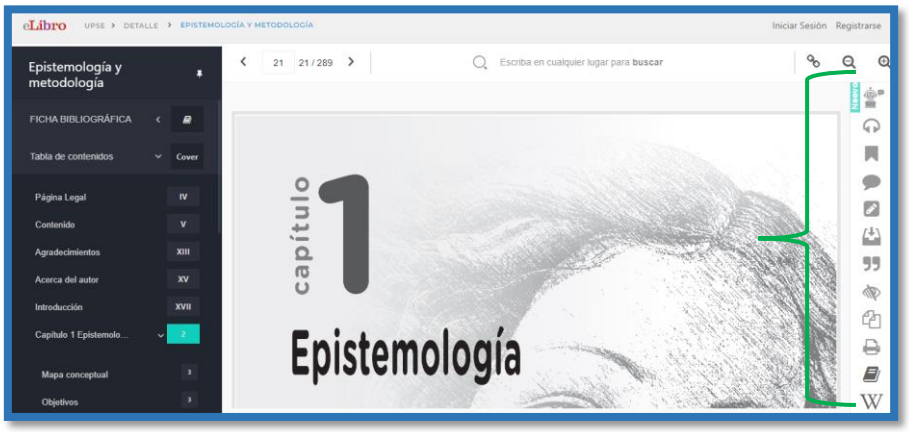


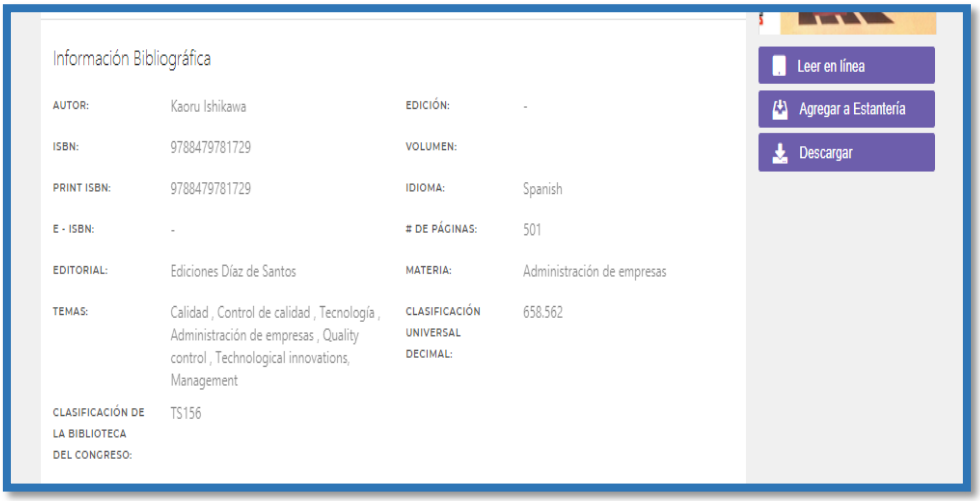
c) Specific tools for working with the content of the specimen:

- ✓ **ELi : A new artificial intelligence-based tool designed to assist users in understanding, clarifying, or grasping a concept within the documents hosted on eLibro.**
- ✓ **Add bookmark**. - Marks the last page of your reading.
- ✓ **Add notes. –** Add and view notes.
- ✓ **Highlighting.** – Highlights text.
- ✓ **Bibliographic reference**. - Access to the bibliographic citation in different formats (APA7, MLA, Chicago, Harvard, Vancouver, and IEEE).
- ✓ **Summary mode.** - View highlighted content.
- ✓ **Copy**. – Allows copying up to 40% of the text.
- ✓ **Print.** - Allows you to download (PDF) and print up to 40% of the issue.
- ✓ **Dictionary.** - Access to the meaning of a selected word.
- ✓ **Wikipedia.** - Access to the meaning of a word in this resource.
- ✓ **Translate.** - Translation of (paragraph or pages) into different languages.
- ✓ **Bibliography.** - Presents the bibliographic references.
- ✓ **Maps.** - Recognizes the location of selected places.



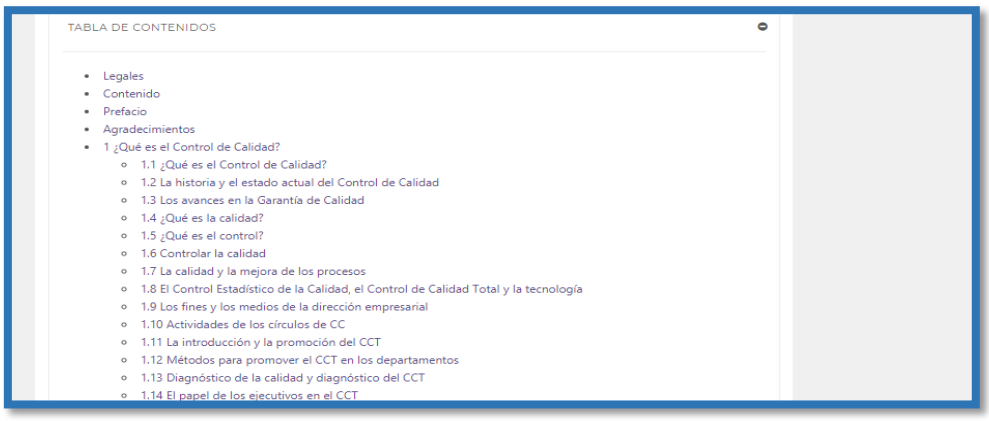
d) Preview: This includes the book's number of pages and the allowed number of pages for copying/pasting and printing.

e) Bibliographic information.

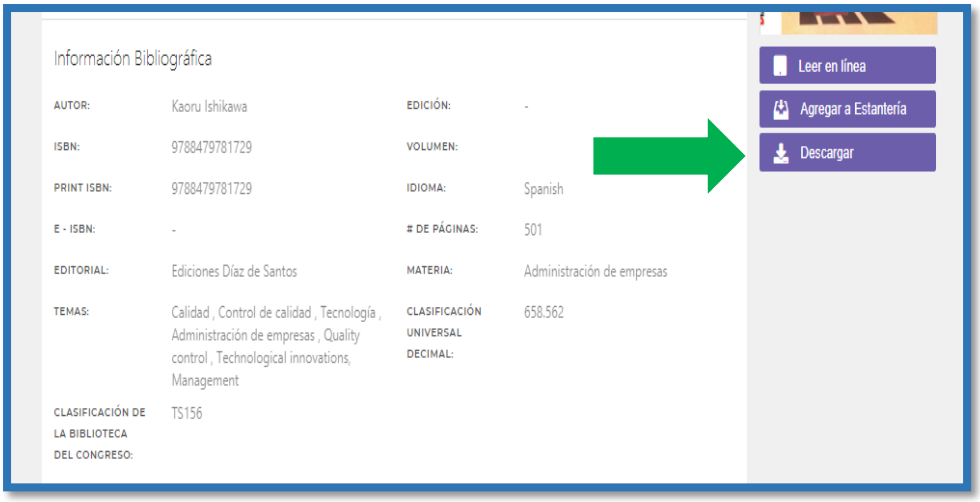


f) Table of Contents.

Download,

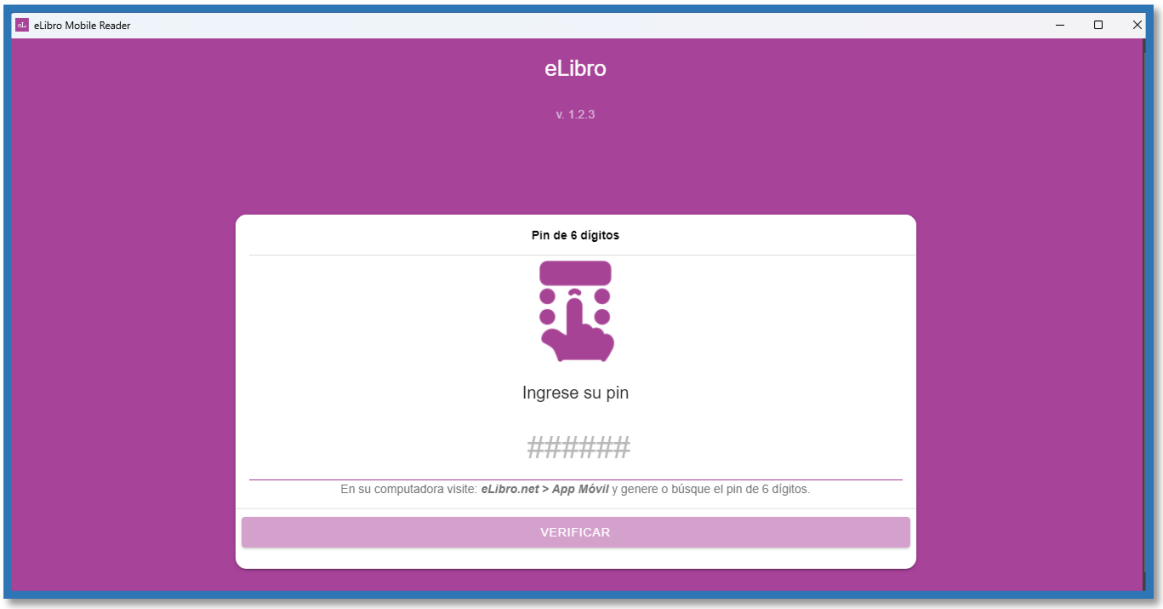


g) Descargar**,** allows the download of a certain percentage of the text content on any device for a specified period of time, before installing an application that facilitates the same platform



To install the application, you must select the device or equipment you want and follow the installation steps.

Once the application is downloaded, you need to run it. The system will prompt you to enter a PIN.



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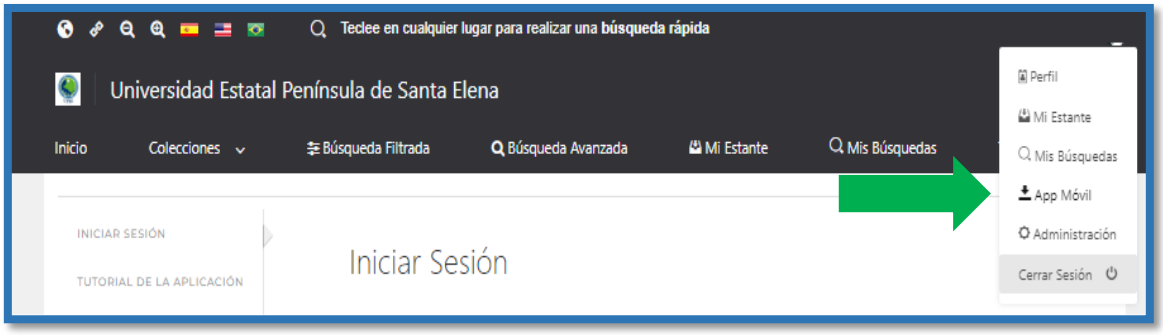
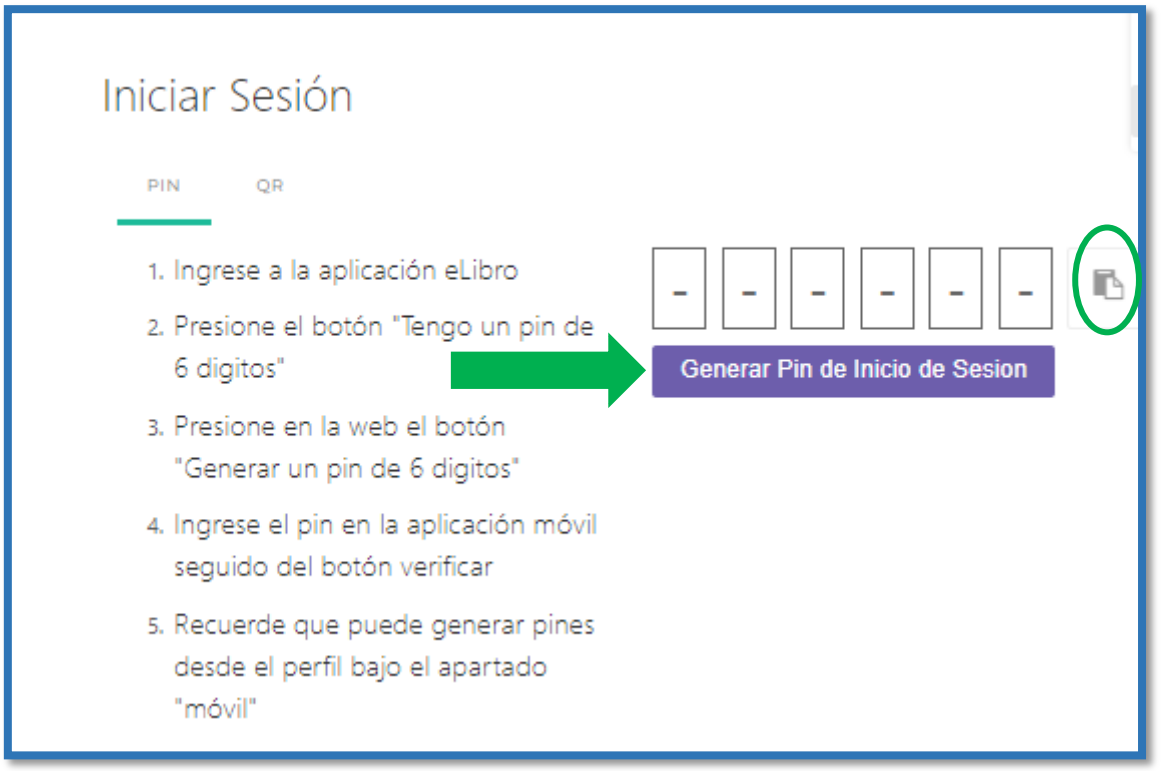
To create the PIN, go to the 'Mobile App' option.



When activating the 'Generate Login PIN' option, the boxes will automatically be filled with the respective numbers. Then, click on the copy option.



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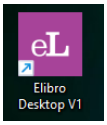
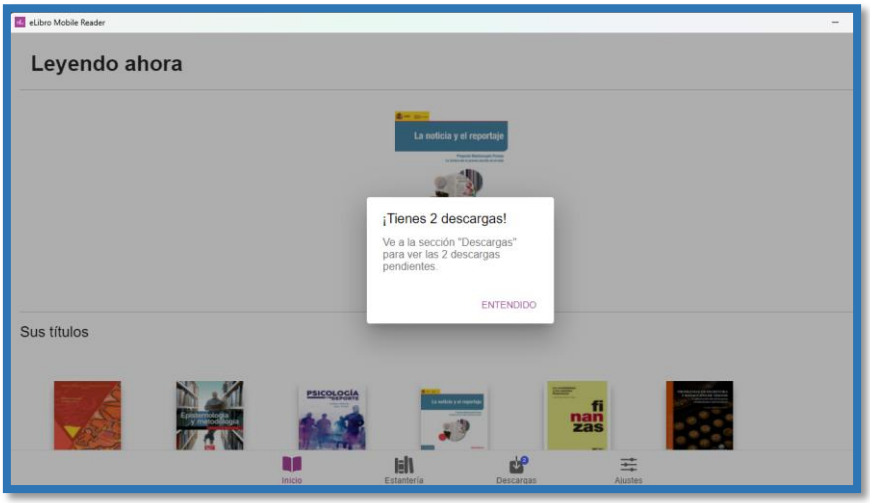
This 6-digit code must be pasted into the respective box. Then, select the 'Verify' option, which will complete the application's installation on your device or computer.

A shortcut icon will automatically be created on your device's home screen.



Within this application, you can view all the books you added to the bookshelf and those you requested to download from the eLibro database.



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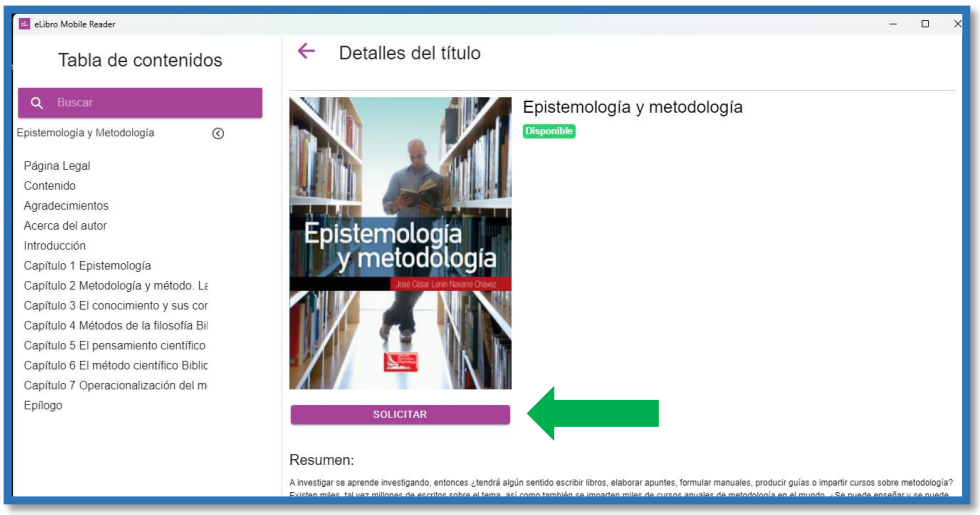
To start reading them, click on the 'request' option and follow the system's instructions.



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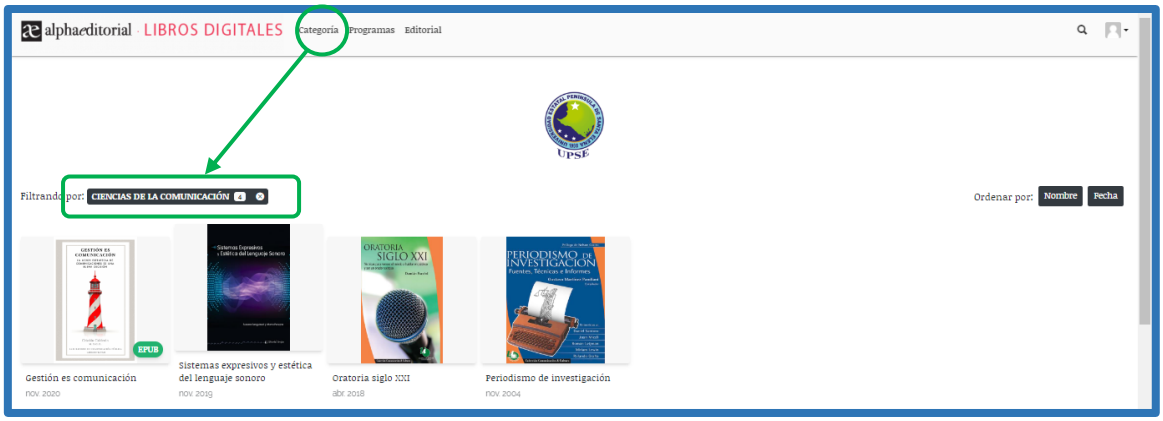
ALPHACLOUD DATABASE

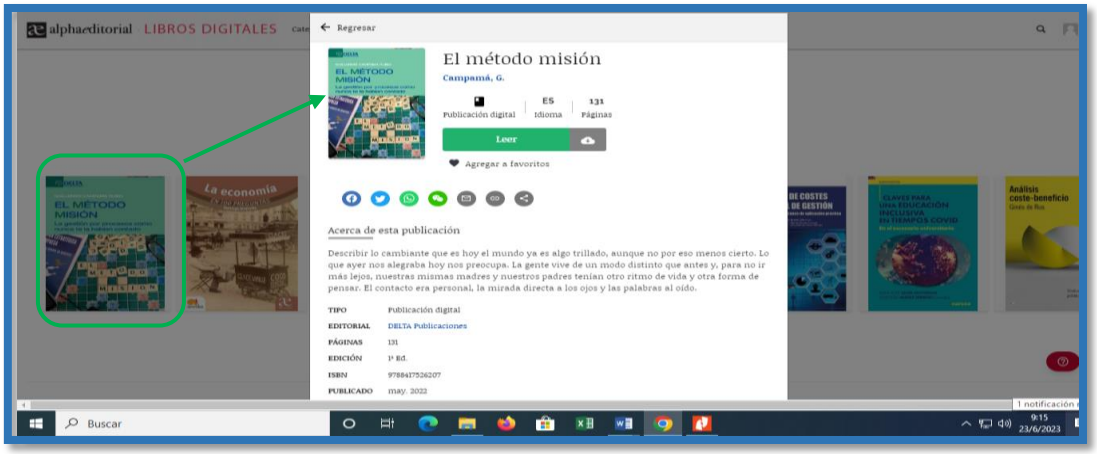
This platform provides easy access to eBooks in Spanish across various fields of knowledge. It is a multidisciplinary database for teachers and students within the university community.

Access. This platform does not require login credentials; all copies can be read with the full text online.

Search, allows a general search by: categories, programs, or publisher.



When viewing the results, you can select by clicking on the title or the cover of the book.



Option "read": views the content of the electronic copy

Options. Inside the copy, you will find:

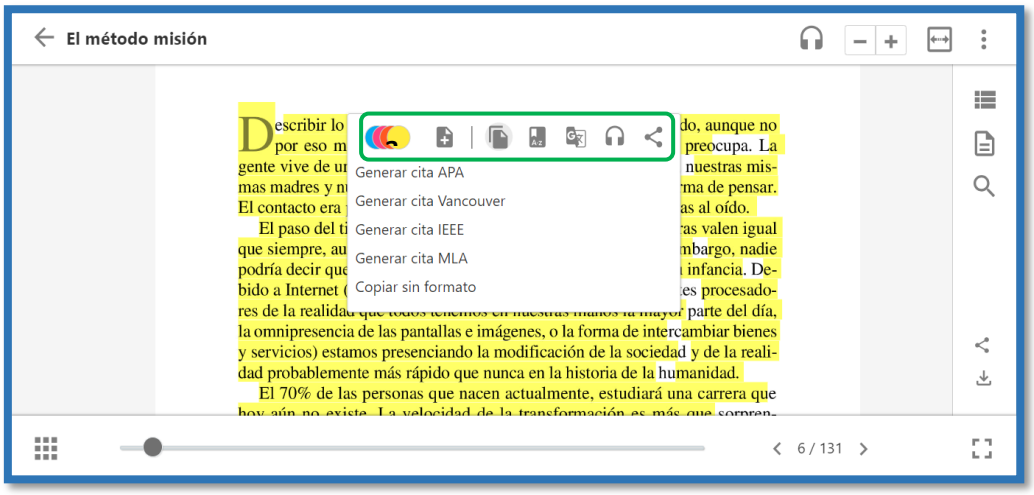
Tools. Within the online reading option, you will find:

a. Table of Contents. - Shows the chapters of the copy; clicking on one automatically displays the selected page.
b. Zoom in and out. - view the content at a larger or smaller size.
c. Audiobook. - At the top, you will find this option, which allows you to listen to the text in the language of your choice. This feature is handy for people with visual impairments.

d. Double-page view. - In the lower left corner is the thumbnail text content option for viewing.

e. Share. - You will also find options to share on any type of social network, with the option to download the search text to your shelf.

f. Select. – When highlighting a paragraph or saving a page, new options are activated: copy paragraph, bibliographic reference, save, translate, share, and listen to content.

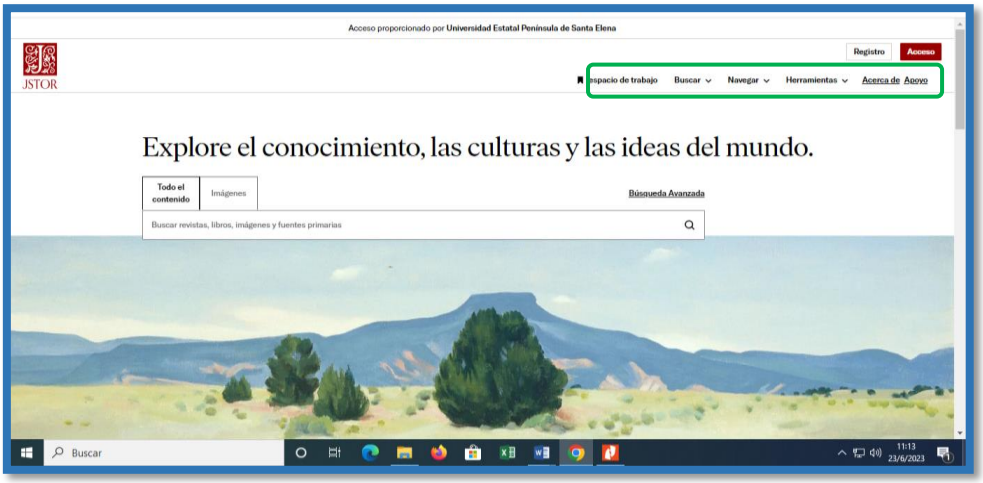


JSTOR DATABASE

It is a database focused on research and teaching, utilizing cutting-edge technology in digital preservation and document recovery. The contents of this resource are available to multiple users indefinitely; however, there is scientific/academic information available through open access.

Tools:

a. Simple search. Access is authorized; creating a username and password is optional.

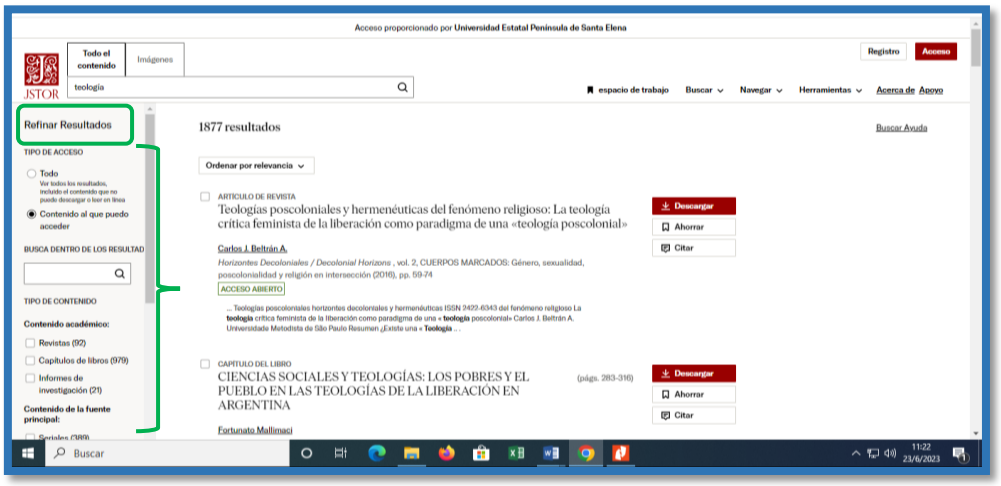


b. Searcher. – presents us with three job options on the platform: search, browse, and tools.

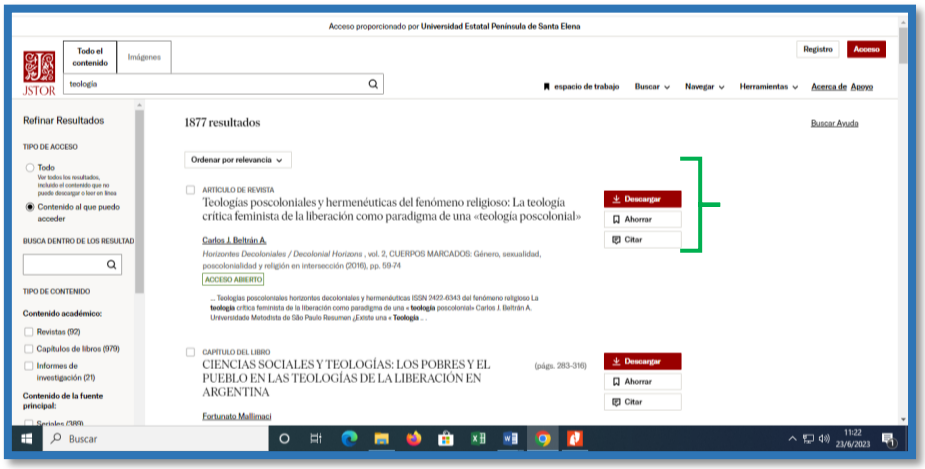
c. Search. - Allows you to perform an advanced search by images

d. The advanced search allows us to refine the results, which is an option located at the top left of the image.

e. Refine searches. Allows you to refine search results by content type, academic content, and source content.



Access to content. Within the search results, you will find three options:



- ✓ ✓ Download. – Identified by a red box, it allows you to download the entire article in PDF format.
- ✓ Save up. - This option allows sharing via email.
- ✓ Cite. - Allows access to the document's appointment.

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Digital Library of Teaching

Biblioteca Digital Magisterio provides access to a selection of books specialized in education and pedagogy; their content is 100% in Spanish. Additionally, it includes a section of Magazines, a blog, support videos, and previous broadcasts.

Access from computers, tablets, and mobile phones with an internet connection; its operation is intuitive and easy to use. It includes tools to tag books, take notes, save favorites, share comments, and create reading lists.

Searches

You can search across the entire platform or by selecting the advanced search option.

In advanced search, you can apply the desired search criteria and click on the search option.

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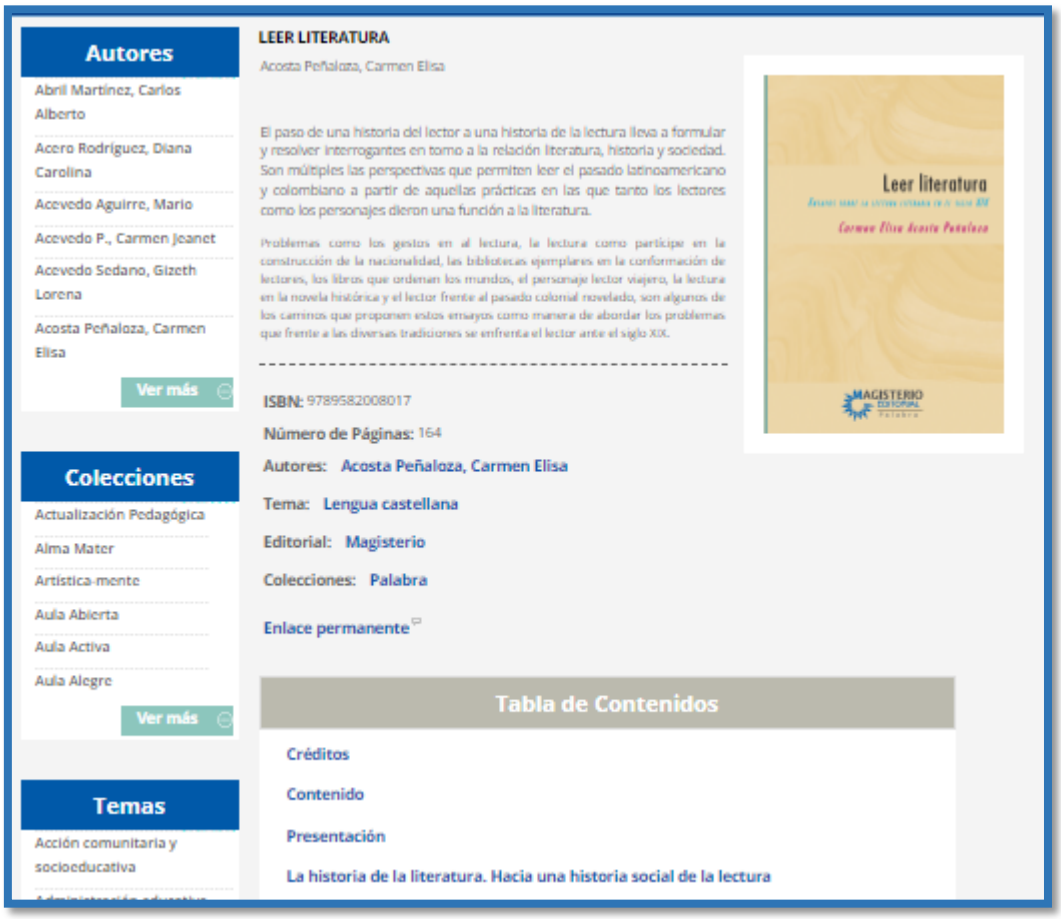
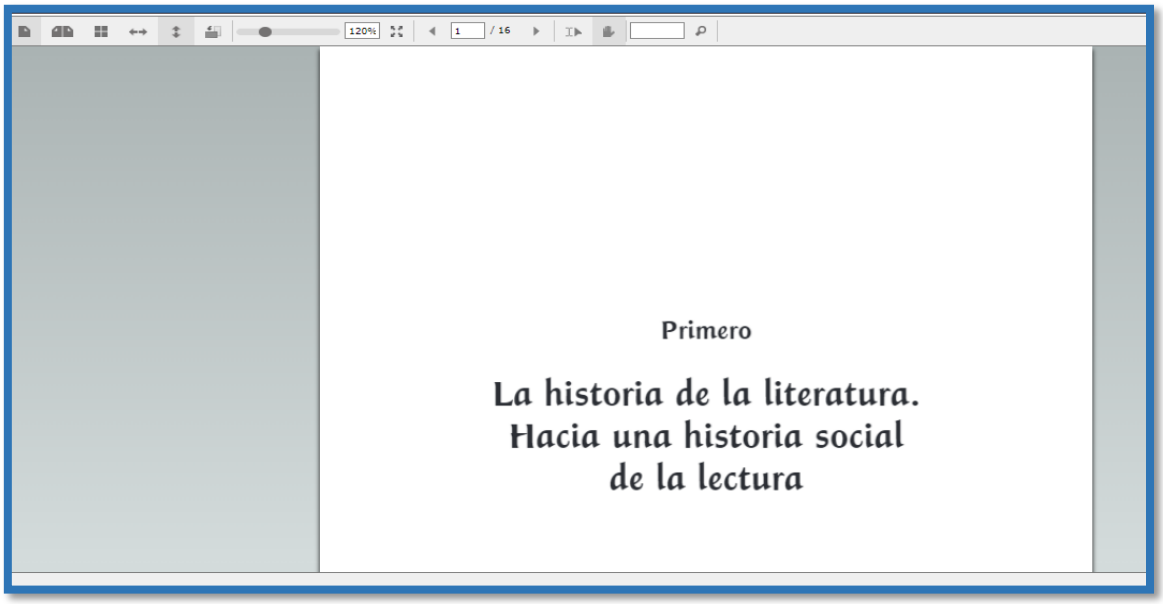


By selecting a title, you can view its bibliographic information as well as the table of contents, allowing you to start reading online.



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CEP WEB SOFTWARE LEGAL

It is an updated legal software online, containing Ecuadorian legislation, enriched with cross-references, article titling, details of reforms, dictionaries, jurisprudence, practical cases, explanatory and supplementary notes, which aid in a better understanding of the legal norm; it also features innovative and simple search engines that facilitate quick and accurate access to the necessary information. There are no limitations on downloading any document.

Contents:

Daily updates: Summary of what is published daily in the Official Registry.

Bills: Proposed rules to regulate the legal life of the country, presented by Assembly Members, the President of the Republic, or by citizens in general.

Official Record Texts in PDF format: Complete, issued, and authorized by the competent authority.

Current Legislation: Organized and systematic legal regulations of Ecuadorian law.

Absolution of Consultations: Compilation of all the responses issued by the various oversight agencies: Attorney General's Office, Internal Revenue Service (SRI), Ecuadorian Customs Service (SENAE as per its initials in Spanish), and Legal and Corporate Doctrines of the Superintendence of Companies of Ecuador.

Regulatory Evolution: History of the amended legal regulations organized chronologically.

Repealed Legislation: Legal regulations that have lost validity but still hold importance.

International Treaties signed by Ecuador: Bilateral and Multilateral International Norms.

Legal Doctrine: Texts that reflect the legal thought of legal scholars.

Case law: Compilation of rulings issued by the highest judicial authorities such as:

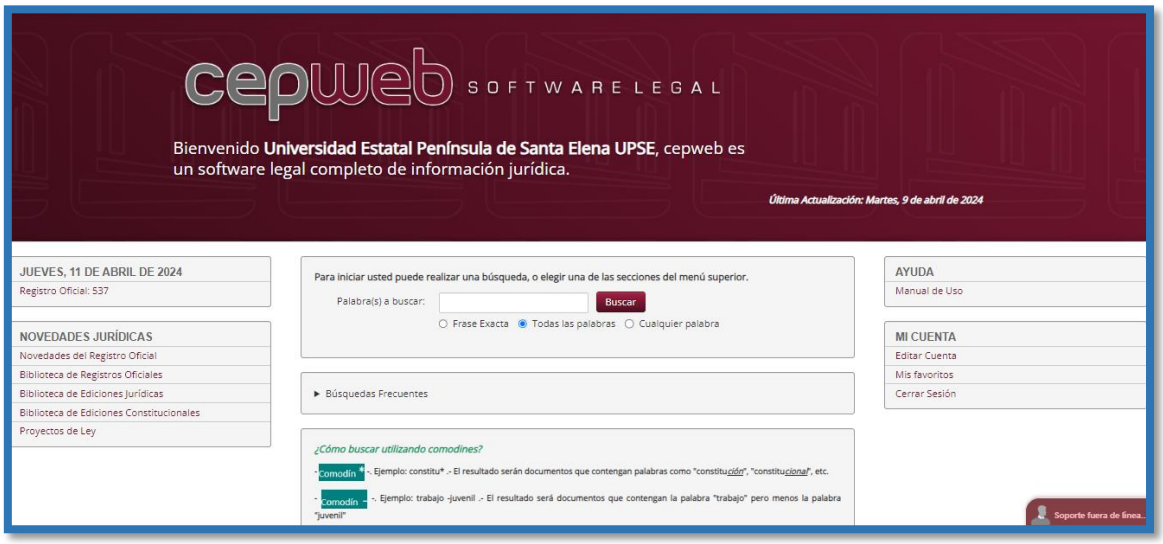
- National Court of Justice
- Supreme Court of Justice
- Constitutional Court
- Constitutional Tribunal
- Electoral Contentious Tribunal
- Andean Court of Justice
- Triple Reiteration Rulings

Case studies: models, formats, flowcharts, calculations, citizen procedures guide, among others, that practically reflect the application of the regulations by subject matter.

Dictionaries: Compilation of legal terms within Ecuadorian legislation, by subject

Search engines by keyword criteria

Allows entering any search criteria; the system recognizes words and does not consider prepositions such as (to, the, of, etc.).



Entry buttons to the documents.

In the search results, you will find the following buttons:

Allows opening the document, organized article by article.

Allows viewing the Official Registry where the document was promulgated.

Displays the record with complete information about the document. Example: name, number, status, publication date, etc.

Allows you to view and download the document in PDF format.

Allows you to mark the document as a favorite

Features

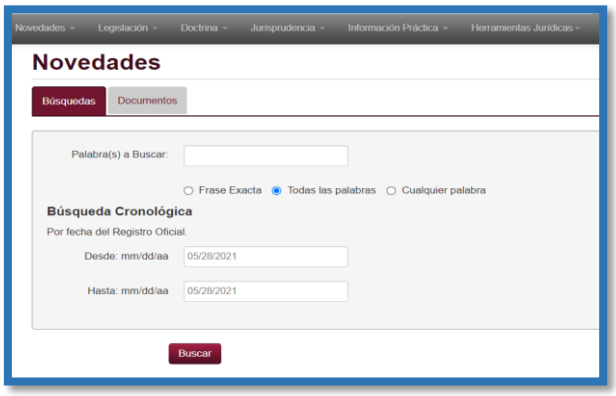
See information at: These are the categories of information where search results were found.

Filter by: Allows filtering by subject or sector of the listed information.

Main Menu

This menu presents search options;

- News: Retrieve the latest updates from the Official Register, Official Register Library, Constitutional Gazettes, Municipal Gazettes, Legal Editions Library, Constitutional and Bill Projects. You can perform searches by keywords and dates.



- Legislation: Details the current legislation, consultation responses, regulatory evolution, repealed legislation, international treaties signed by Ecuador, comparative legislation, institutional legislation, and Andean subregional legislation.
- Doctrine: This section retrieves information on legal doctrines, with options to search by keywords or navigate by areas.

- Jurisprudence: Contains documentation of specialized jurisprudence, jurisprudence from the Judicial Gazette, legal editions, jurisprudence from the Judicial Council, jurisprudence from the Inter-American Court of Human Rights, and jurisprudence from the Constitutional Court.
- Practical information.
- Legal tools: Includes the glossary of terms and the catalog of crimes.

Please refer to the full user manual at:

https://www.cep.org.ec/newceporgec/pdf/Cepweb%20final.PDF

BIBLIOTECHNIA DATABASE

BiblioTechnia
LIBROS ELECTRÓNICOS EN ESPAÑOL

Bibliotechnia contains e-books in Spanish in a perpetual single-user mode, from renowned publishers such as Elsevier.

Functionality.

The resource is configured so that the university community can access it directly without prior authentication.

When viewing a copy, you will find the bibliographic information and the 'PDF" option to access the full text. At the bottom, the summary of the copy is displayed.

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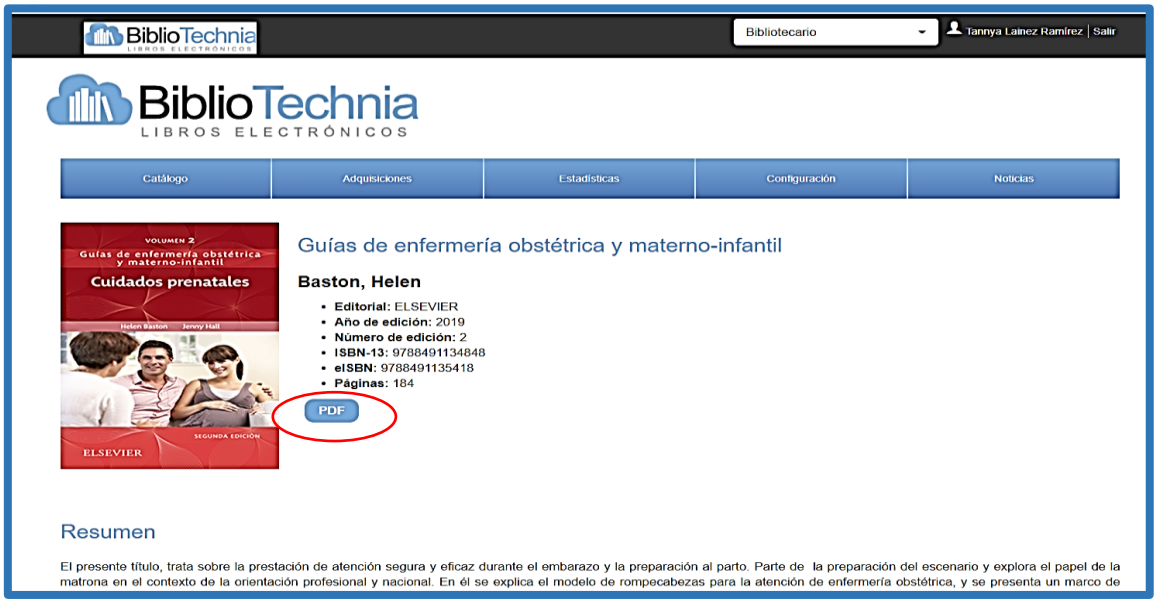

In the text view, you will find the options menu:

- Previous page, next page.
- Go back.
- Go to the bookshelf.
- Add and view notes.
- Change the presentation mode.
- Highlight

It is recommended to log out once your session ends so that the text is available for another user to consult.

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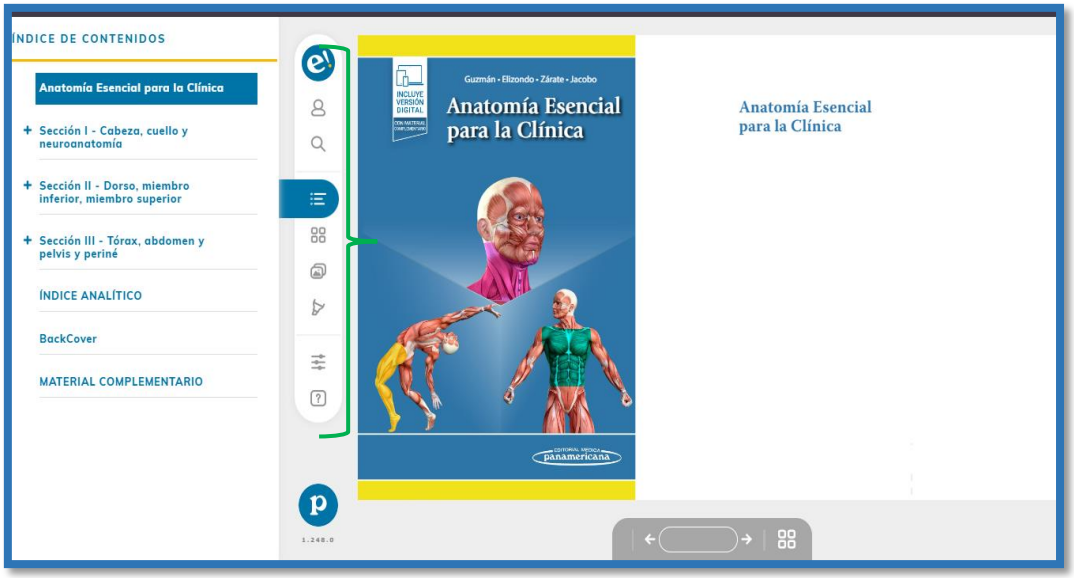
Eureka Database

This database gathers specialized content from Médica Panamericana publishing. The consultation mode is full-text access to e-books on topics related to medicine and health sciences.

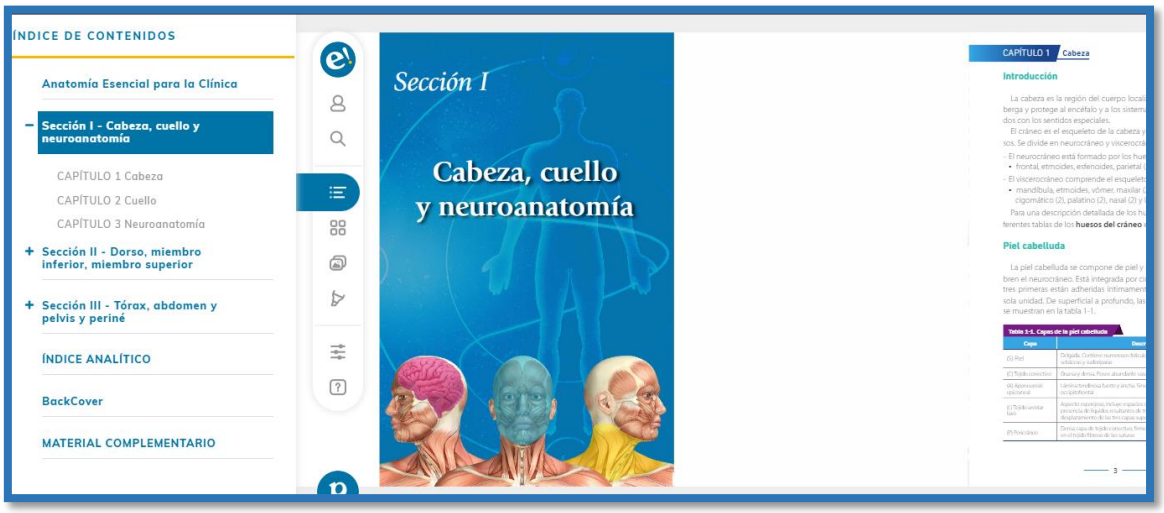
Characteristics:

- Search using keywords and logical operators.
- Search by specialty, author, publication date, and publisher.
- Open content, collapse and expand control panel.
- Tools: go to previous page, current page, add bookmark, highlight text.
- Help manual for optimal use of searches.
- Resources: with an option to download images.
- Supplementary material.



Search. - Allows retrieving information in all contracted titles.

When opening the content, the toolbar with functionalities, including the table of contents, is displayed.



ONE PETRO DATABASE

The OnePetro platform is a database with technical literature related to the oil industry. It allows users to search and retrieve information from a wide range of technical and scientific publications related to the exploration and production of oil and gas. The platform is supported by 21 publishers, providing access to more than 200,000 full-text scientific articles with download options.

Types of searches.

a.- **Basic or simple search:** Finds scientific articles that are related to or match the entered keywords. This option is located at the top left of the platform.

b.- **Filtered search:** allows you to filter the number of results using the following options: document type, subject, publisher, conference series, and date range.

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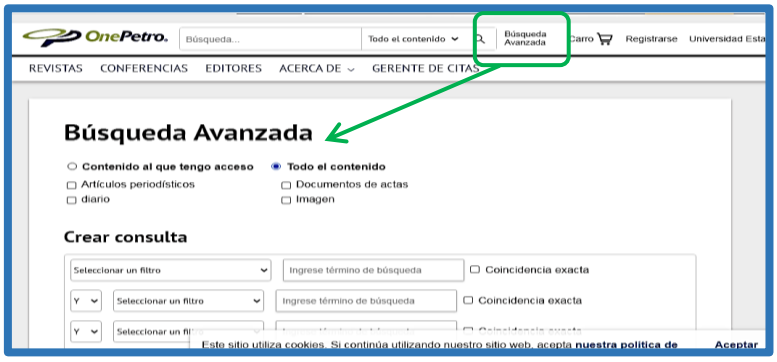
c.- **Advanced search:** retrieves information on specific topics or content. Within advanced search, there are the following options: Content I have access to, select a filter, date range, by citation, or DOI search.



d.- **Magazines:** view all available magazines in alphabetical order; in addition, this type of search includes options to browse by magazines and search by publisher.

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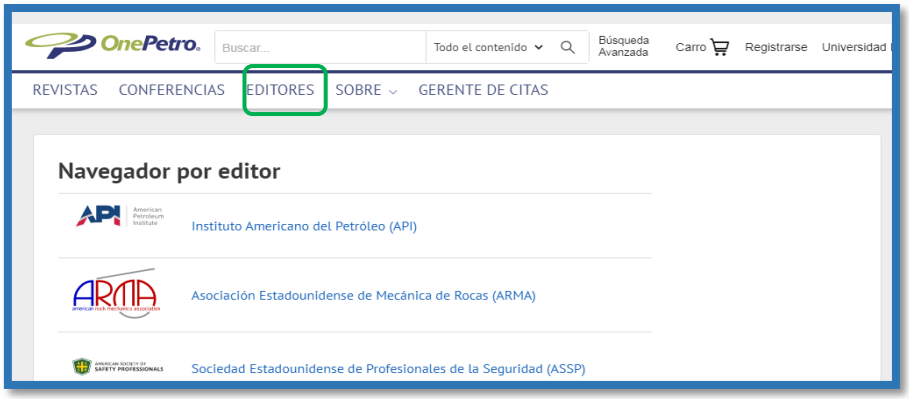
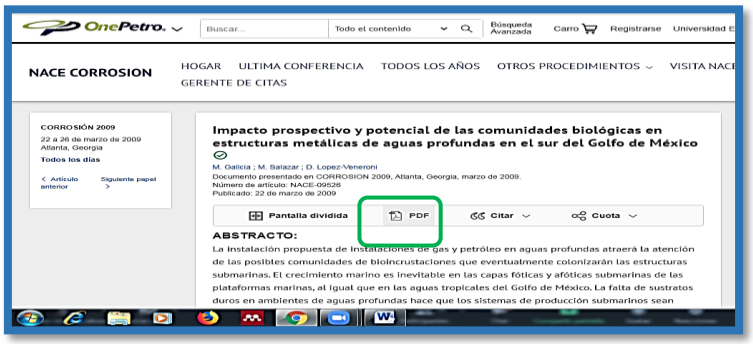
e. **Conferences:** This site offers a wide range of the most recent conferences, papers, or scientific articles; in addition, it has options for internal search, browsing by series, search by editors, and by year.

f.- **Editors:** Allows searching in more than 21 publishers registered in the database.

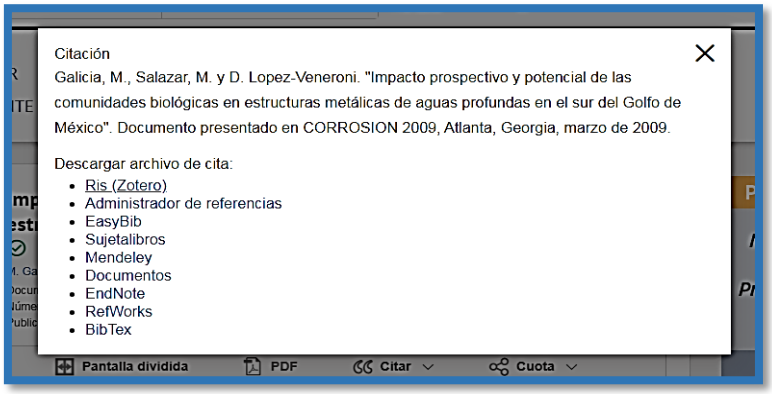


Tools.

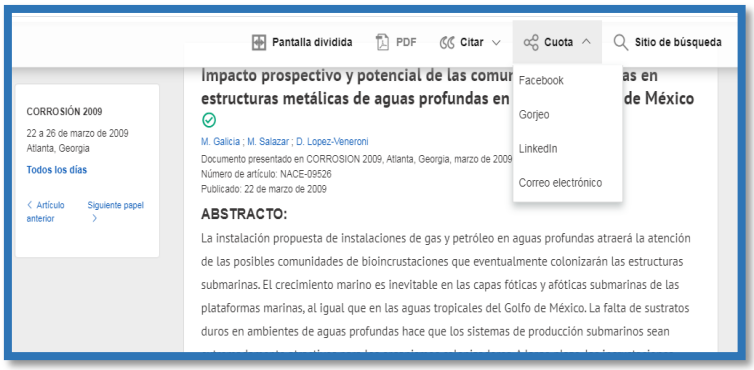
a.- The PDF option enables the download of the full-text scientific article.



b.- Bibliographic citation of the article.



c.- The platform allows users to share information on different digital media, such as Facebook, Twitter, LinkedIn, and email.



SCOPUS DATABASE

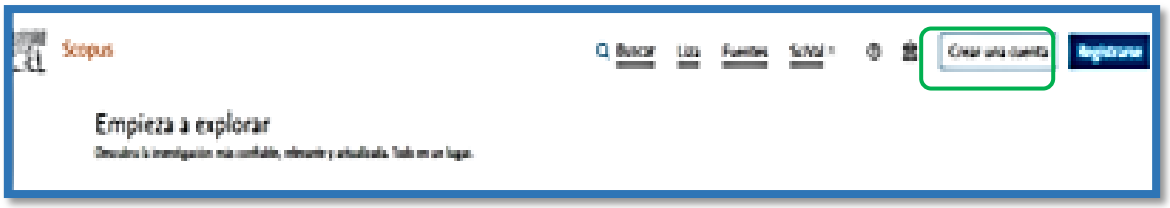
Scopus is a database of bibliographic references (only abstracts of scientific articles) and citations from the company Elsevier, featuring peer-reviewed literature and high-quality web content. It provides tools for tracking, analysis, and visualization of research, includes patents, and covers 40 languages.

To use this platform, you must create an account.

Account creation

a) To access this platform, whether on or off campus, you must do so through the Library page – Services – Database – Virtual Library. You can also access it through the Academic Management System (SGA).

b) Click on the 'Create an account' option, enter your institutional email, first and last names.



Generate a key that meets the specified conditions.

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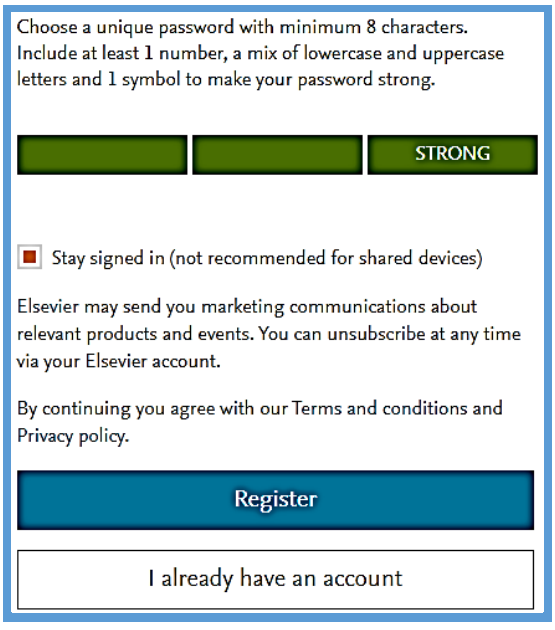
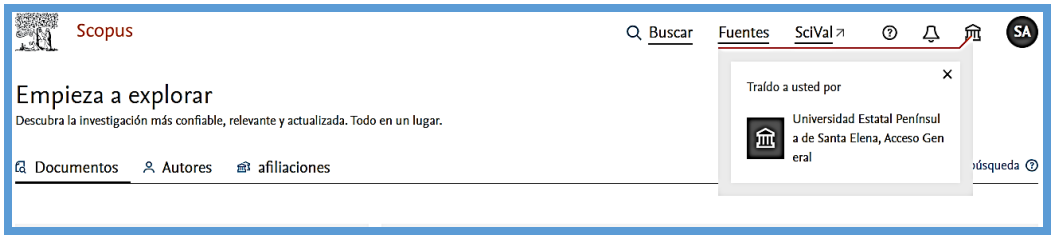
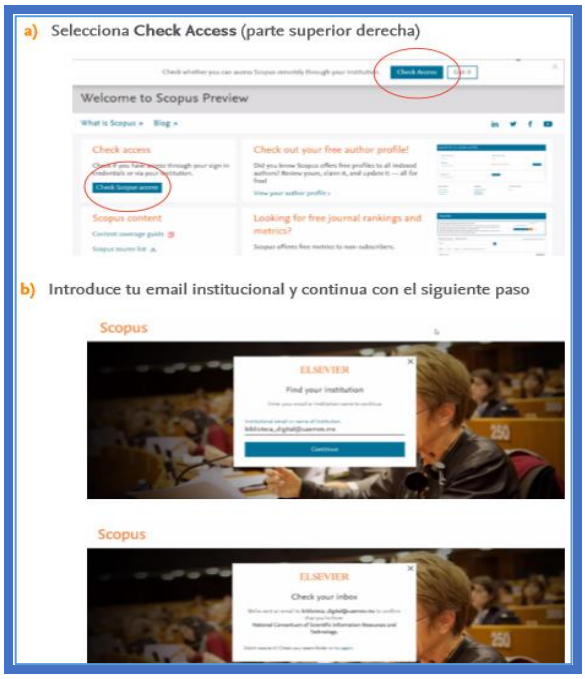
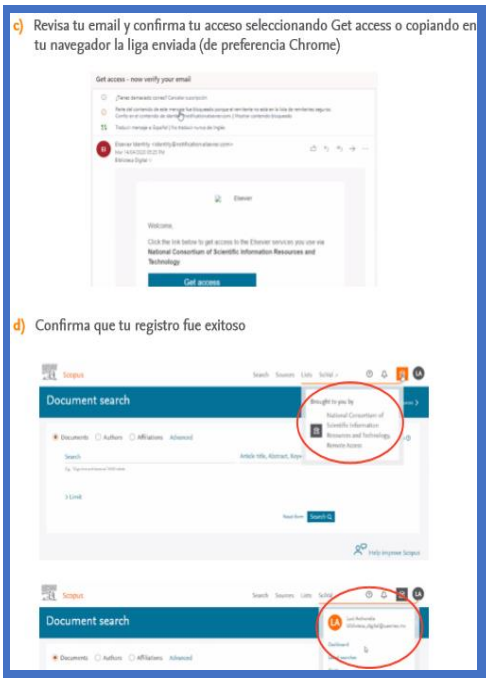


d.- Once your credentials are set, your username will be your institutional email and the password you created. You can confirm that you have logged in correctly by checking that your initials appear in the top right corner, and by clicking on the attached icon, your UPSE name will appear.



e.- If you are outside the campus, you must verify your account using the “Check access' option. You will immediately receive an email at your registered institutional email address. You need to activate the link to validate the created account.



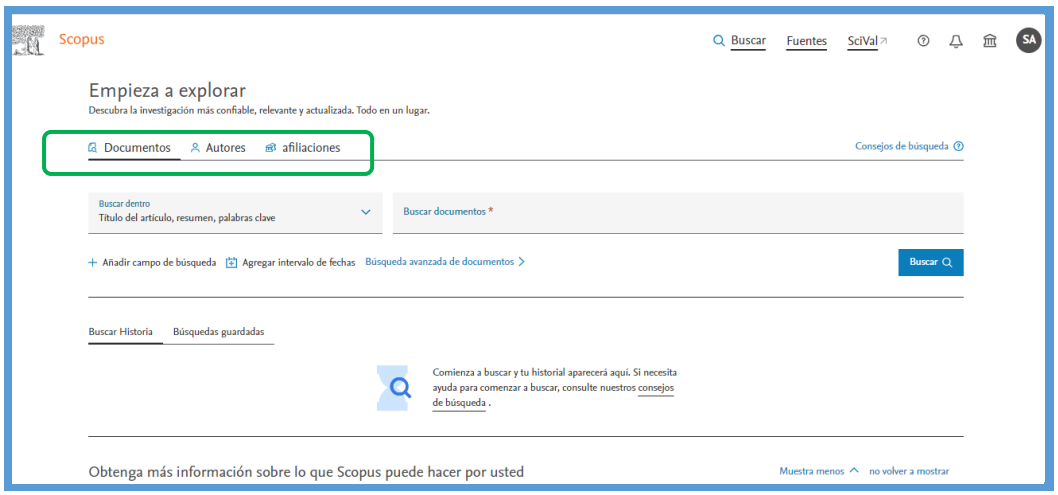


Characteristics:

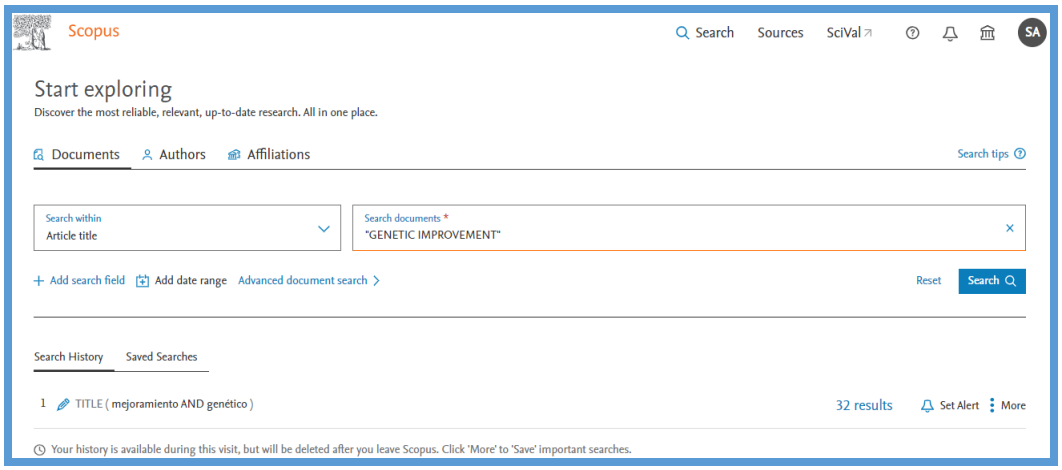
The Scopus database allows:

- The platform has three search options:
  - By documents: recommended for most users.
  - By authors: recommended for finding information about specific authors, their articles, and citations.

- By affiliations: recommended for reviewing the research history of an institution.



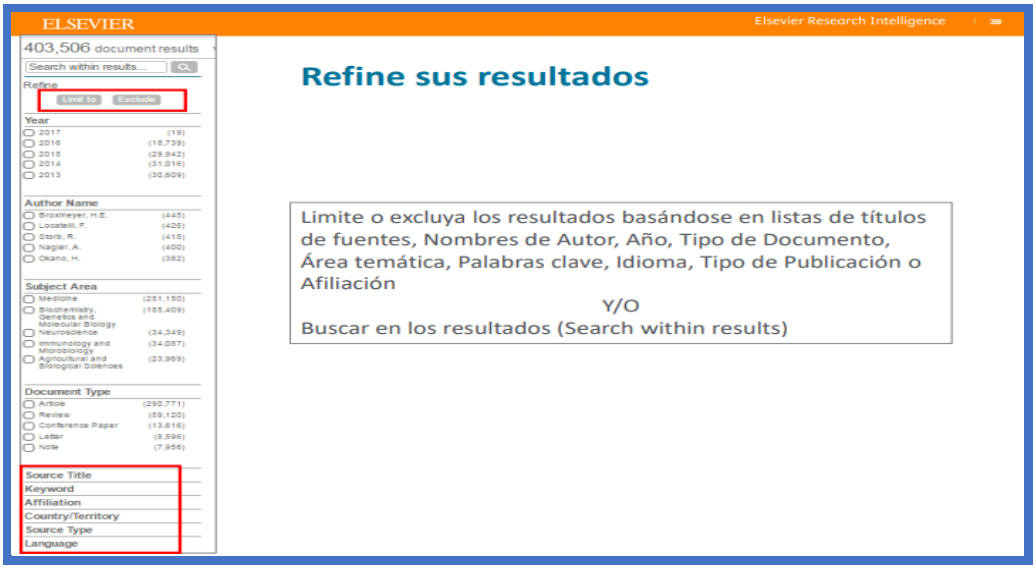
➢ To get better search results, it is recommended to use the terms in quotes and in English.



➢ Document Search

To work with the results

- Refine your results
- Results analysis
- Add to my list
- Export options: Export, Print, Send by email
- Create a bibliography
- Download
- Review the references and citations



- The “Citation Overview' functionality allows the calculation of citations for a selection of articles, all articles by a specific author, or all articles published by a particular journal each year.
- Affiliation or author profile. Analyzes the research performance of an institution or an author.
- **Journal Analyzer.** Evaluates the performance of a scientific journal.

Impact Metrics:

- **SJR (Scimago Journal Rank):** This is a metric that weighs a journal's prestige. It equally distributes a journal's prestige across its total number of citations and normalizes differences in citation behavior across different subject areas.
- **SNIP (Source Normalized Impact per Paper):** Measures the impact of a citation based on the characteristics of the research field. On one hand, it levels the citation differences between various subject areas, and on the other, it levels differences in coverage, providing a normalized metric that allows for comparison of journals across different categories.
- **CiteScore:** Calculates the average number of citations received by all documents published three years before the metric. It is updated annually, and in addition to the indicator, the percentiles of the indicator are also presented.

- **H-index:** An impact indicator of a specific author's production. This indicator shows a balance between the number of citations a researcher receives and the number of publications they have made throughout their career.

DATABASE: WEB OF SCIENCE WOS.

WOS is a bibliographic database where we will find the most influential scientific journals in the world.

Clarivate
Web of Science™

Account Creation:

- Log in from the library website's database option or from the SGA virtual library option, select Web of Science.
- Click on the registration option.
- Enter the data, and keep in mind that the email to use will be the institutional one.
- To validate the account, click on the link that should arrive in your email.
- You can confirm that you completed this process correctly by verifying that your name appears in the top right corner and ensuring that the two search options (documents and researchers) are activated.

Search:

There are 2 search options, by:

DOCUMENTS: it is the most used for the search of scientific information.

RESEARCHERS, ideal for searching author profiles.

All the information in the main WOS collection is in English, so it is recommended that you use English search terms to obtain better results.

WOS includes access to other collections such as SCIELO, which contains Spanish and other languages' content.

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EAGORA SCIENCE DATABASE

This database aims to provide communication channels for high-quality academic reflection and a plural, open dialogue, making rigor and diversity compatible. It allows the creation of online knowledge networks, where members exchange innovative ideas and best practices.

Academic publications: indexed journals and books, with high visibility and international impact.

- Online knowledge networks, whose members exchange innovative ideas and best practices.
- Annual international conferences in English, Spanish, and Portuguese in the world's most important cities.

Provides communication channels for high-quality academic reflection and a plural, open dialogue, where the main goal is to develop and expand networks of knowledge worldwide through cutting-edge digital media, with a commitment to creating peer review processes that are more accessible, open, and reliable.

The communities are linked to the following areas of knowledge.

- International Community of Education and Learning.
- International Community of Technologies in Education.
- International Community of Technology, Science, and Society.
- International Community of Social Sciences.
- International Community of Human Sciences.
- International Community of Visual Culture.
- International Community of Arts and Cultures.

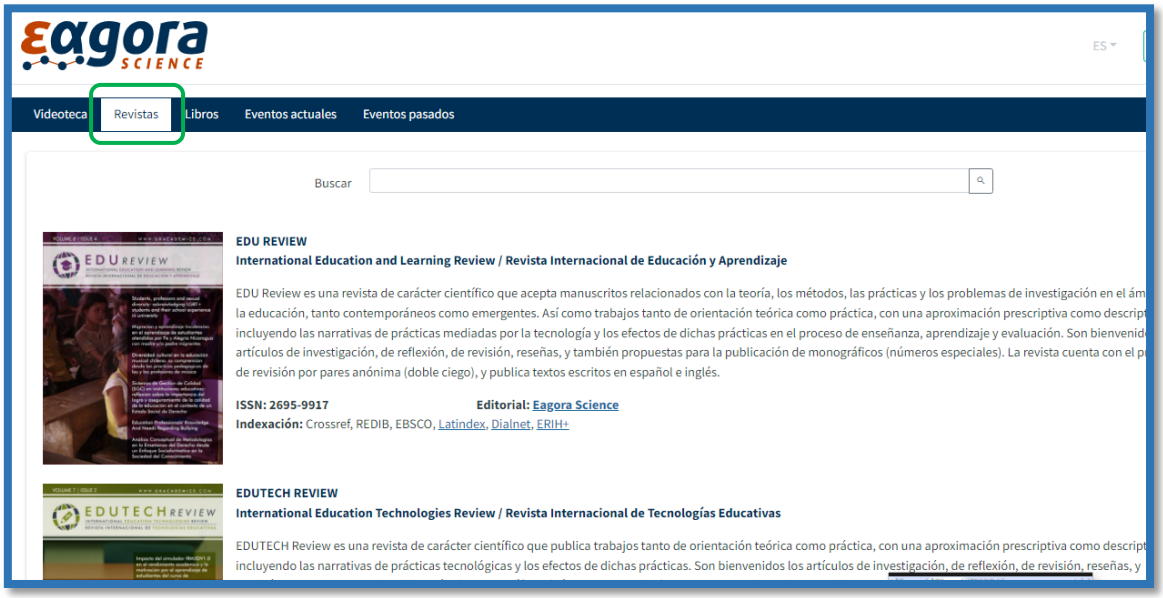
The platform allows access to virtual conferences on topics of global relevance in different parts of the world.

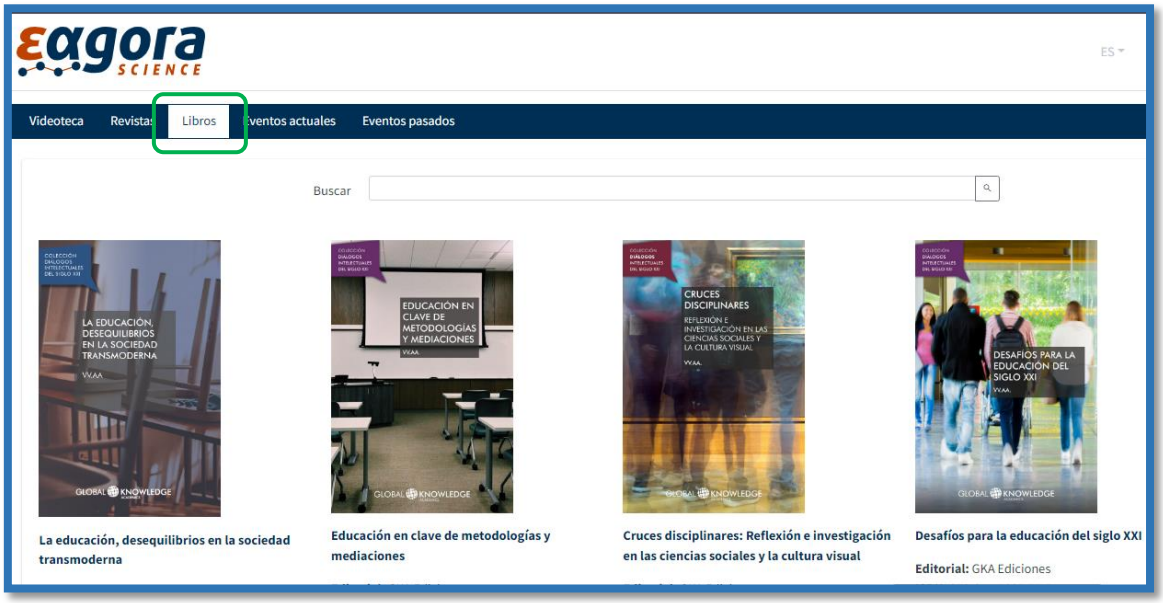
Access

The UPSE university community must log in through the proxy using their institutional email credentials.

Books and journals.

Eagora has a catalog of books and magazines in various fields of knowledge.





Online reading and download.

You must select the collection, which can be journals or books, and open the PDF of each chapter or article.

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MARCOS NORMATIVOS DE EDUCACIÓN NO PRESENCIAL EN UNIVERSIDADES DE MÉXICO
Un análisis conceptual

Non Face-to-face education in mexican universities
A conceptual analysis

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ABSTRACT
Coronavirus pandemic worldwide has risen exigences about higher education, converted in transformations about learning-teaching processes, to satisfy educational coverage and quality. A strategy involves incorporating technologies different to non-face-to-face modalities in