

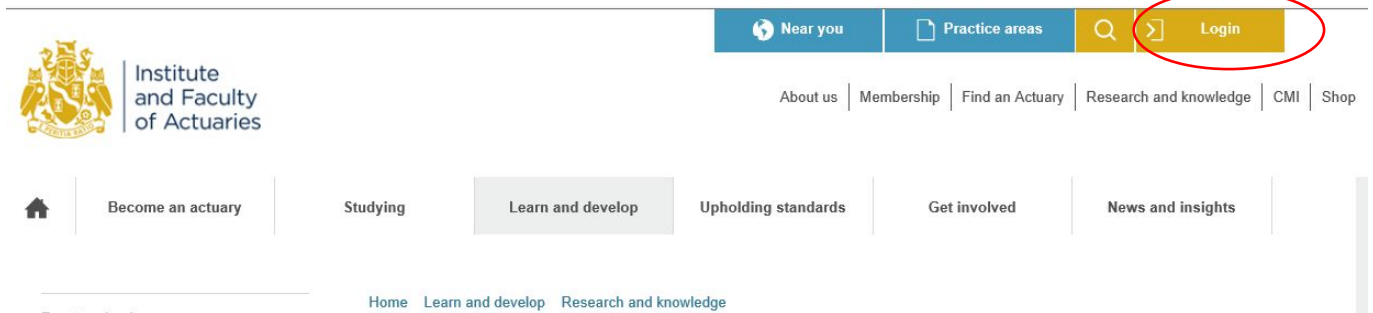
## IFoA LIBRARY SERVICES

### USING THE IFoA ACTUARIAL KNOWLEDGE HUB

#### Login to the IFoA Actuarial Knowledge Hub and IFoA eLibrary resources

There are different routes for IFoA members to access, search and view full ebooks and online resources that the IFoA Library subscribes to for IFoA members.

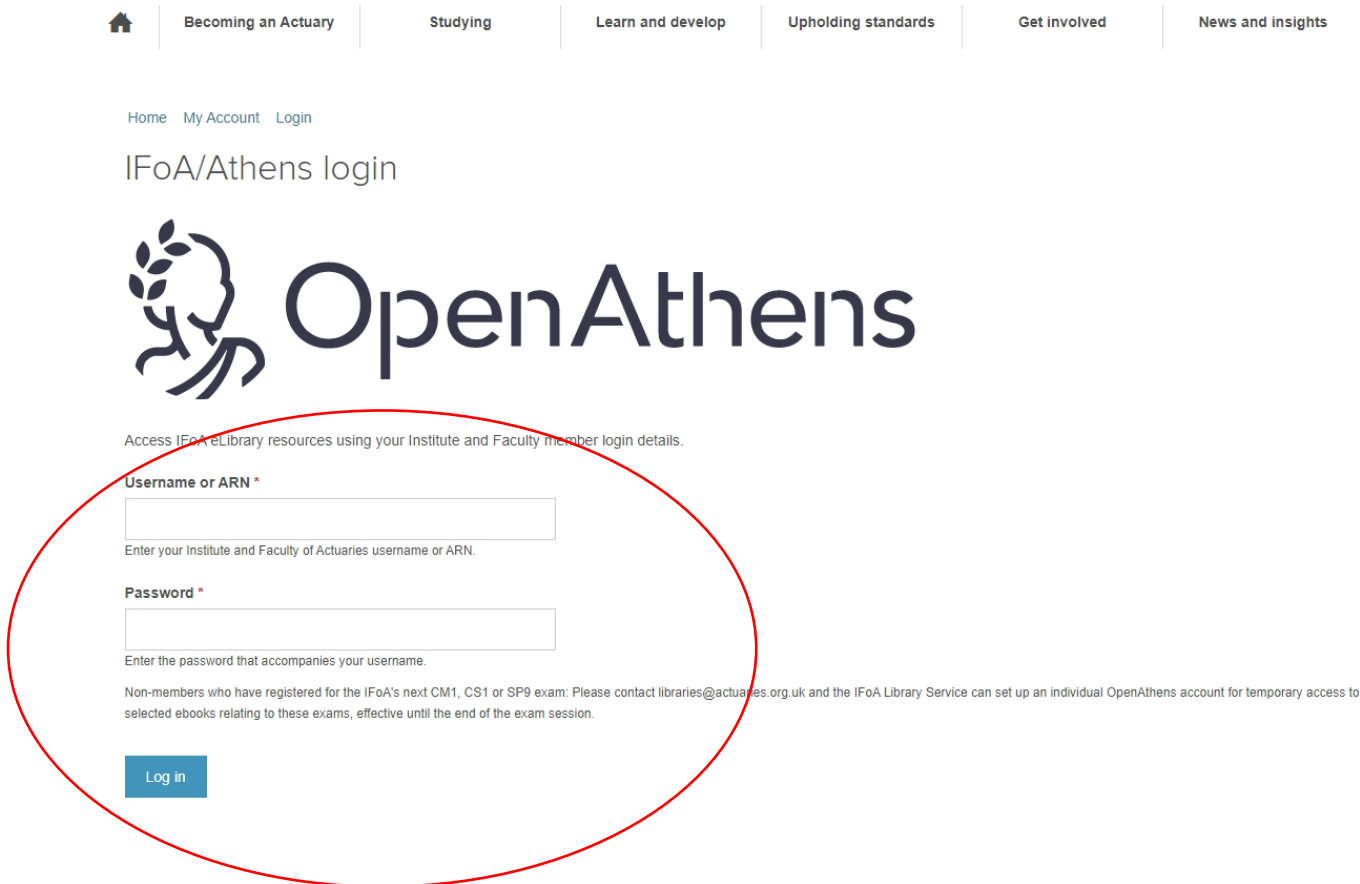
1. Login with your IFoA member credentials into the IFoA website at [www.actuaries.org.uk](http://www.actuaries.org.uk)



From here you will then need to navigate through the IFoA website, following links for 'Research and Knowledge' → 'Library Services', where there is a link to the 'Actuarial Knowledge Hub'. Having logged in, you can then use the Hub's search and have access to full text of subscribed journal articles and ebooks found in search results.

2. Login to the 'OpenAthens' portal through the IFoA website at: <https://www.actuaries.org.uk/user/login/athens>

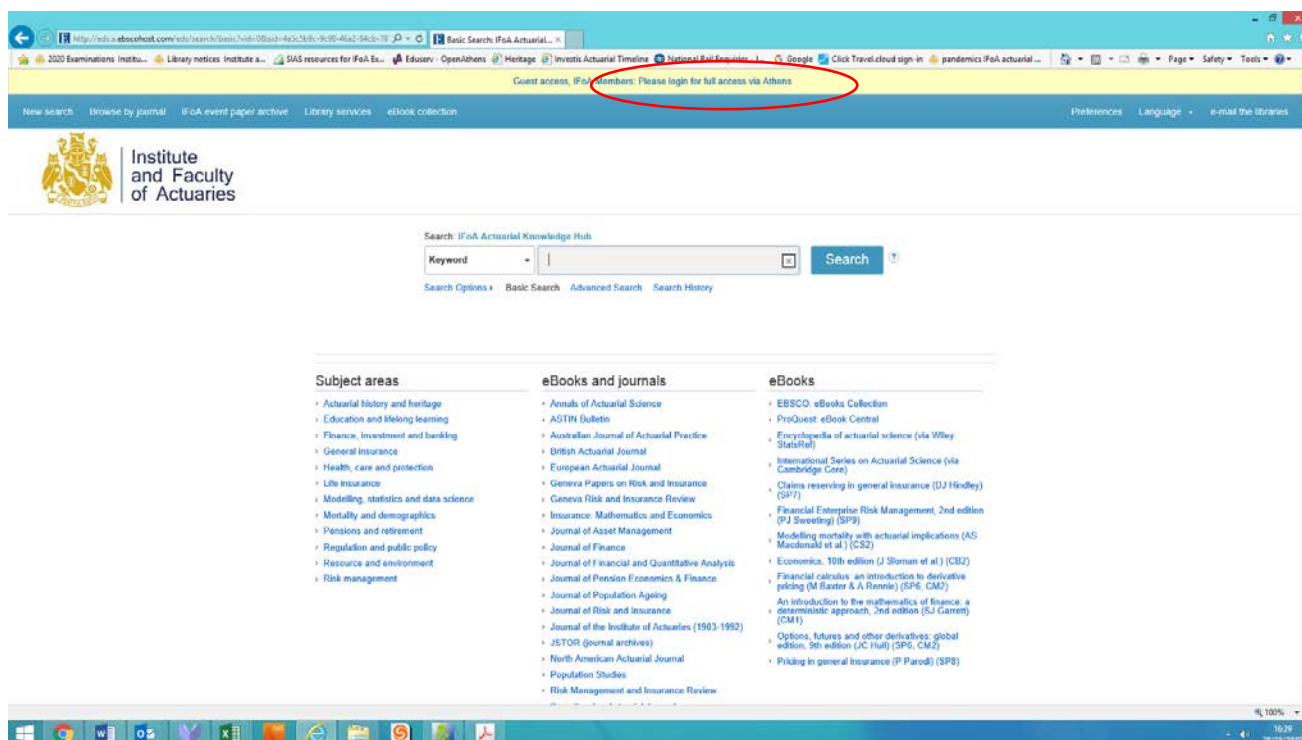
Again enter your IFoA member credentials (IFoA member number and password).



After this login, you pass directly through to IFoA Actuarial Knowledge Hub, and will have access to full text eLibrary resources that you find by using the Hub's search.

Please note: Login here will not allow you to access your IFoA member account on the IFoA website.

3. Login following link '*IFoA Members: Please login for full access via Athens*' from the Actuarial Knowledge Hub at: <http://discovery.actuaries.org.uk>



You will pass to the IFoA website's OpenAthens page shown in route 2 above, to login. and return to the Actuarial Knowledge Hub with member access to all IFoA subscribed eLibrary resources.

Note: After login, EBSCO presents a page to 'Select Resource': '**EBSCO Discovery Service**' (for the Actuarial Knowledge Hub search' OR '**New Publication Finder UI**' (an A-Z route to titles of journal and ebook resources).

### The IFoA Actuarial Knowledge Hub: orientation

The Hub search is free for all to use in a 'Guest access' mode; then IFoA members can login via the top link.

The Hub's first page presents a **basic search** box, '**Subject areas**' listing links that run prepared searches for library catalogue and online resources on broad actuarial subjects, and '**eBooks and journals**' of the main actuarial, insurance, pensions and risk journal titles that the IFoA Library subscribes to for members. Also among these are some eBook titles that form core reading for some IFoA exam subjects.

From the top bar, there are links to:

'**New search**': Clear existing any existing search entered, to enter new search terms.

'**Browse by Journal**': See links to the actuarial journals shown along with routes to find other journals on other subjects included in the IFoA eLibrary's subscription packages. Member login is needed to view full text of articles.

'**IFoA event paper archive**': Move to the IFoA website page listing conference papers by year then event title, although the Hub search can also find many individual conference papers on the Library catalogue.

'**eBook collection**': Browse the collection of eBook titles provided by Ebsco, the supplier that hosts the Hub. The IFoA eLibrary also offers '**eBook Central**' from ProQuest and more ebooks from Cambridge Core. Search of the Hub finds eBook titles and results will link for members to view the eBook online or download it for time-limited use on your device. eBooks operate on licences allowing one or sometimes unlimited member users at one time.

'**Preferences**': Set the style how you prefer to see search results first presented, as well as the language and report formats, and your email contact address if you wish to share selected references to search results.

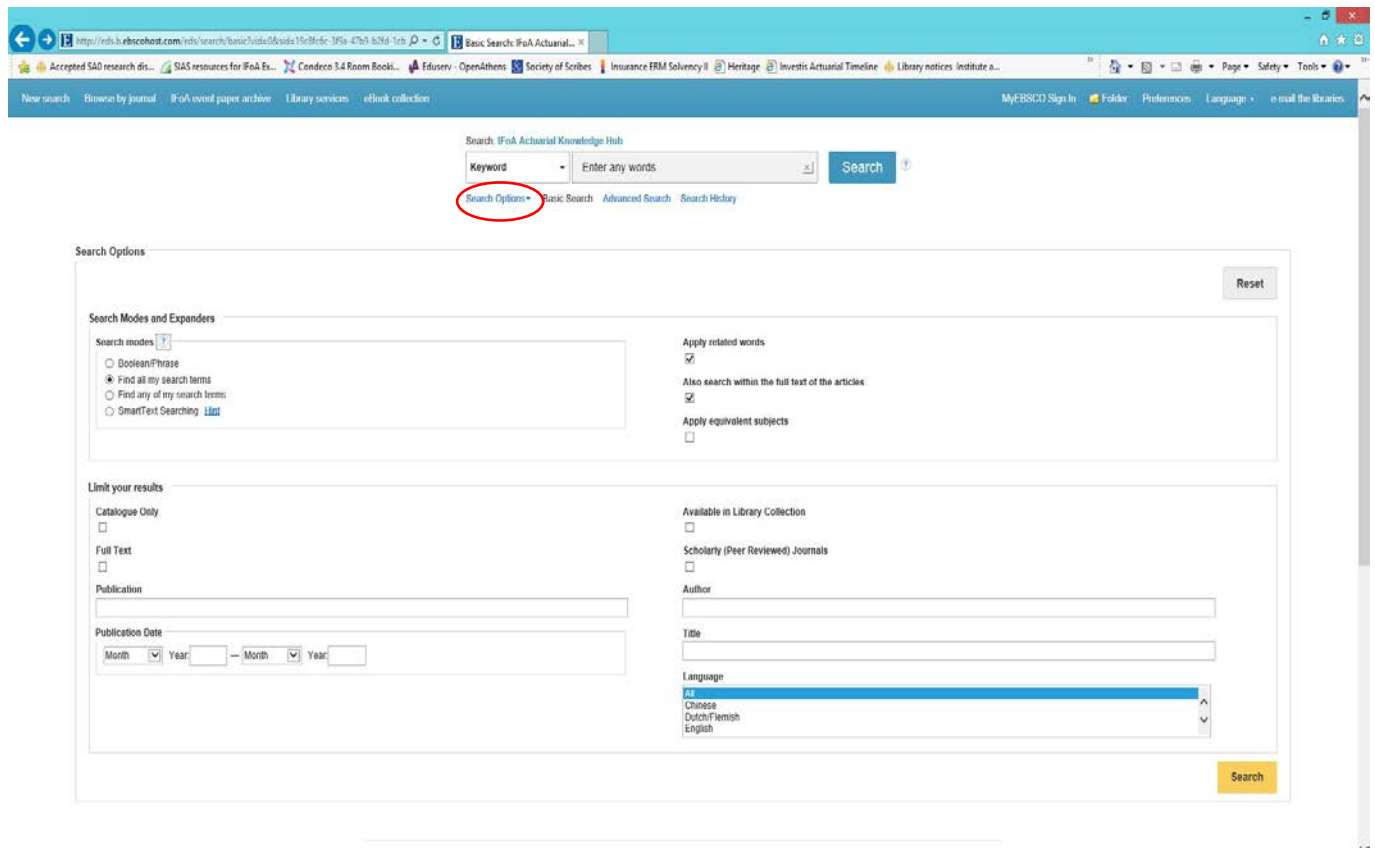
'**Email the libraries**': Complete an enquiry form to send to [libraries@actuaries.org.uk](mailto:libraries@actuaries.org.uk) and the IFoA Library Service will receive this and respond.

## Search the IFoA Actuarial Knowledge Hub

The Hub's first page presents a **Basic Search** box in which to enter search terms, initially set to search for any 'Keyword' (author name, title or subject keyword). Enter word(s) and click 'Search'. The search will find and display results as *titles* of books, articles and other online resources that best fulfil the combination of all or most of the search terms entered. Enter a "word phrase" in quotation marks, or first results listed will be those that most match the words in the order. You can then apply the Hub tools to refine results to be more precise to your needs.

At Basic Search level you can adjust the search for 'Author' name or 'Title' only instead of the default 'Keyword' for more precision. A search for Title words will more likely find fewer references of greater relevance as the resulting titles are those that describe the main focus of an article or book resource.

Below the search box, click to pull down 'Search options' to add further specifications to results you seek:



These are some 'filters' that can help you refine your search in combination with keywords:

**Search Modes and Expanders:** Here you can click buttons to your preference for finding a phrase ('Boolean/Phrase'), and all search words you entered. Again search phrase words in the **'Title'** field for results more closely matched on a subject. 'Find any of my search terms' is useful for finding words that have variant spellings. Click on [?](#) for help that explains how these search modes improve or broaden search results.

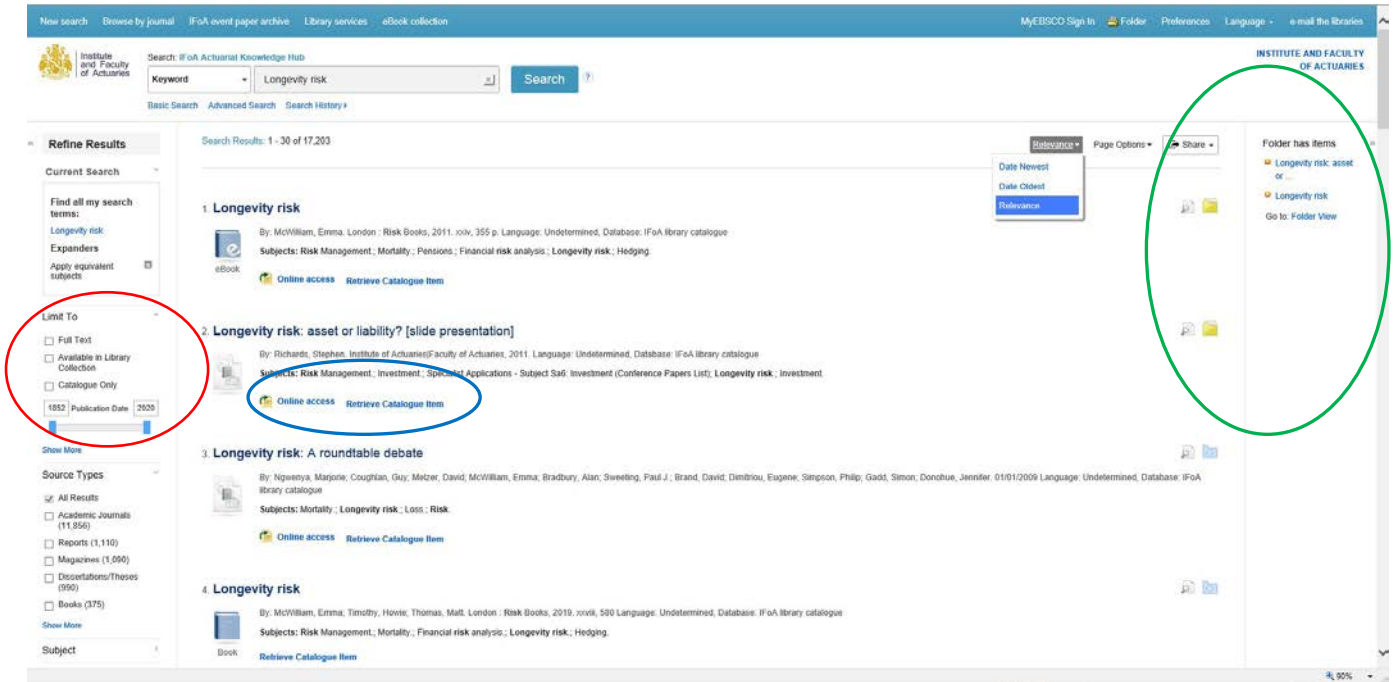
**Limit your results:** Click boxes shown to find references from the IFoA Library **'Catalogue only'**, **'Full text'** (limits to where IFoA member can access full articles and ebooks after member login) and/or enter a **'Publication Date'** range from January selected of one year to December of a later more recent year. You can limit results by **Language** from a pull-down menu of languages, using <Ctrl> key with your mouse click to select more than one. Search limiting to **'Scholarly (Peer Reviewed) Journals'** will find articles from academic sources, omitting pre-journal research papers.

**'Apply search within full text of the article'** will find results in which the search term or phrase appears with the abstract of indexed subject keywords – useful to try if a first search on Title does not yield many initial results.

Click boxes to refine your search then click on **Search**. There will be further opportunities to filter your results...

## Understanding and improving Hub search results

A search may retrieve a large number of results listed in order of 'relevance'.



Check boxes to apply one or more of the filters from the left side menu (circled in red above) to refine search results:

<input checked="" type="checkbox"/>	<b>Full text</b>	Amends results to those that IFoA members can view full text of articles and ebooks of journals that the IFoA Library subscribes to.
<input checked="" type="checkbox"/>	<b>Available in Library collection</b>	Includes results to those printed publications and resources indexed on the IFoA Library catalogue, and where you can request to the Library Service to borrow items. 'Catalogue only' limits only to Library catalogue items you can request to borrow.
<input type="text" value="1852-2020"/>	<b>Publication date</b>	Enter start and end year of a publication date range or use scroll bar to narrow results to a more recently published set of references.

From the results, the title shown links to a full Hub reference to the item. Below the reference (circled in blue above) you may see 'Online access' which will link to the online resource. You may also see 'PDF Full Text' or 'Full Download' for some eBooks available in the Ebsco eBook collection or 'JSTOR Full Text' for articles in journals to which the IFoA Library has subscription to a collection. Access will be subject to IFoA member login outlined above.

'Retrieve catalogue item' will transfer to the record in the [IFoA Library catalogue](http://library.actuaries.org.uk) (<http://library.actuaries.org.uk>). It is from the IFoA Library catalogue that you can request the book from the IFoA Library Service.

## Selecting and exporting Hub search results

Members who are logged will see and can click on the folder '+' icon next to each reference (circled in green above) to add items of interest into your personal folder of references from this search session.

Once you have clicked search result references, a 'Folder view' panel appears, listing items selected. Click on 'Go to: Folder view' for a new page allowing confirmation of your selections to **Print**, **Email** (to an email contact you specify), **Save** (as a file) or **Export** a file in a chosen format. There are options to write the details of selected items in a specified reference style (not illustrated above).

## EBSCO: 'New Publication Finder UI' for IFoA resources

After member login, EBSCO, the host for the IFoA Actuarial Knowledge Hub, presents a page to 'Select Resource'. Click to select 'EBSCO Discovery Service' for the Hub search described above, or select 'New Publication Finder UI' (user interface) for another route to access IFoA subscribed resources

The image shows two screenshots. The left screenshot is the 'Select Resource' page, which has a header 'EBSCO' and a sub-header 'Select Resource'. Below this, it lists two options: 'EBSCO Discovery Service' and 'New Publication Finder UI'. A blue arrow points from the 'New Publication Finder UI' option to the right screenshot. The right screenshot is the search interface for the 'New Publication Finder UI'. It features a dark blue header with the Institute and Faculty of Actuaries logo and the text 'Searching: Publication Finder for INSTITUTE AND FACULTY OF ACTUARIES powered by EBSCO'. Below the header are navigation tabs for 'Publications', 'Browse Databases', and 'Browse Subjects'. A search bar is present with a 'Search Title' placeholder and a magnifying glass icon. Below the search bar are filter buttons for 'All', 'Journals Only', and 'Books Only'. A large alphabetical index (A-Z) is displayed below the filters. At the bottom of the search interface, there is a 'Get Started' section with a laptop icon and the text 'Find resources available from the library's collection.' A footer contains links for 'Help', 'Disclaimer', 'Privacy Policy', and 'Terms of Use', along with the copyright notice '© 2021 EBSCO Industries, Inc. All rights reserved.'

Here you can select the filter buttons for 'All', 'Journals only' or 'Books only' and then click on A to Z letters to retrieve titles of resources whose titles begin with this letter (or first two letters below the A-Z), or you can search for key words appearing in the titles of resources. Click on the magnifying search symbol to run the search. Results report resource titles, with links to the home record for journals.

The publication finder gives an idea of the range of journals and ebooks from which the Actuarial Knowledge Hub retrieves results of your search terms entered.

Please note that there may only be access to the back issues of some journals for some years before the current year through the JSTOR archive resource, as the IFoA Library does not subscribe to the journal's new issues.

## Troubleshooting

The Actuarial Knowledge Hub is a 'discovery' tool that finds research and publication resources in the Institute and Faculty of Actuaries Library catalogue, and more articles from online journals in the IFoA Library subscriptions. It can also find references from relevant database sources *beyond* Library holdings.

The following may address queries that can arise in use of the Actuarial Knowledge Hub:

### ***I cannot access the full text of an item listed in my search results***

Please check you have logged in to use the Hub as an IFoA member. If the Hub page invites '*IFoA members: Please login for full access*' at the top, please follow this login link via the IFoA website's OpenAthens page.

Sometimes, the publisher's site hosting a journal that the IFoA Library subscribes to may not have recognised the user as having logged in to enjoy access to full text of an article you find. If it is an article from one of the journals listed on the Hub's first page, please note details and follow the link to that journal and navigate to the journal volume part and access to the article may be more successful.

The search result may be a pre-print version of a research paper and the result is reported as a reference from a database gateway to research. Please try to follow source URL or DOI links for the reference, and there may be a route to the full text.

It may be the search result is an article from a journal that the IFoA Library does not subscribe to. Please contact [libraries@actuaries.org.uk](mailto:libraries@actuaries.org.uk) or follow the 'Email the libraries' link to report the reference you wish to read. The IFoA Library may be able to obtain it from the British Library On Demand document supply, subject to reasonable limit.

### ***I cannot access an eBook found by the search***

Again access to all ebooks only follows member login to use Actuarial Knowledge Hub resources.

The IFoA Library acquires access to eBooks for members through a number of providers. EBSCO hosts the IFoA's Actuarial Knowledge Hub and offers a number of titles in its '**eBook collection**'. In search results, these show with a 'PDF Full Text' or '**Full Text Download**' link to follow. There may be limits to the amount of an ebook that can be downloaded, owing to copyright and publisher restrictions, but there can still be online viewing only of the whole ebook without download options.

eBooks from other providers, such as ProQuest ('**eBook Central**') and Cambridge Core, will feature in search results as 'ebook' – please follow the 'Online access' link to open the provider's landing page for the ebook and contents.

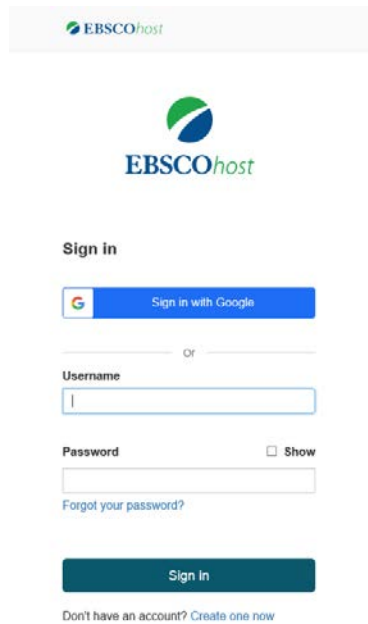
'**Retrieve catalogue item**' also transfers to the IFoA Library catalogue where there also be a link to 'Read me' (Click to online ebook). IFoA Library printed books can only be requested through the IFoA Library catalogue.

The IFoA Library buys a licence for one or a number of concurrent users to view ebooks. For popular titles, several users can access an ebook online, but in times of high demand, access may be denied until a current reader exits from the ebook. Please try to access the ebook at regular intervals.

Occasionally, the publisher of an ebook may not have recognised the member's Open Athens login to access the ebook. In this case, follow link for 'Get Access' and look for institutional login as 'OpenAthens federation' and then selecting 'Institute and Faculty of Actuaries'.

For any queries, please contact [libraries@actuaries.org.uk](mailto:libraries@actuaries.org.uk) and the IFoA Library Service will be pleased to advise.

***I see these EBSCO invitations to login but do not gain access using my IFoA member credentials***



**A System Problem has Occurred**  
To begin a new session, please [login again](#).



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These messages can occur because your Hub user search session may have ‘timed out’ or become disconnected from your search history, possibly when clicking <Back> after a period of search inactivity. With apologies, you will need to login again following routes 1, 2 or 3 outlined in this guide, not through the Ebsco sign-in shown.

***I see this OpenAthens invitation to login but do not gain access using my IFoA member credentials***

**Sign in with an OpenAthens account**

Username

Password

[Problems signing in?](#)

**Find your institution**

Search

Outside the IFoA website, this is a separate login page especially for **non-members** such as students registered to sit the next IFoA CM1, CS1 and SP9 examination sessions and associated examiners and markers to access examined textbooks as ebooks. The IFoA Library creates ‘Athens accounts’ for these users and their access to *selected* resources will be through a different interface login with a pre-set username. Any non-member can still use the Actuarial Knowledge Hub search in guest mode, but access to full text resources only becomes available for IFoA members after login.

Following the routes 1, 2 or 3 outlined in this guide, IFoA members can benefit from ‘single sign-on’ to the full range of IFoA eLibrary resources.

For any queries, please contact [libraries@actuaries.org.uk](mailto:libraries@actuaries.org.uk) and the IFoA Library Service will be pleased to advise.

All links in this guide here may change as IFoA Library Services adapts the Hub page to member user demand.