

AMERICAN UNIVERSITY IN THE EMIRATES LIBRARY

GUIDE FOR ACCESSING ONLINE DATABASES & RESOURCES

The AUE Library provides access to a wide range of scholarly databases, e-journals, and eBooks through a Single Window Search powered by ProQuest Summon. This service allows users to search multiple subscribed resources simultaneously from one search box.

WAYS TO ACCESS AUE LIBRARY ONLINE RESOURCES

- Inside the AUE campus (using AUE Wi-Fi)
- Outside the AUE campus (using MyLoft - Web & Mobile App)

METHOD 1: INSIDE AUE CAMPUS

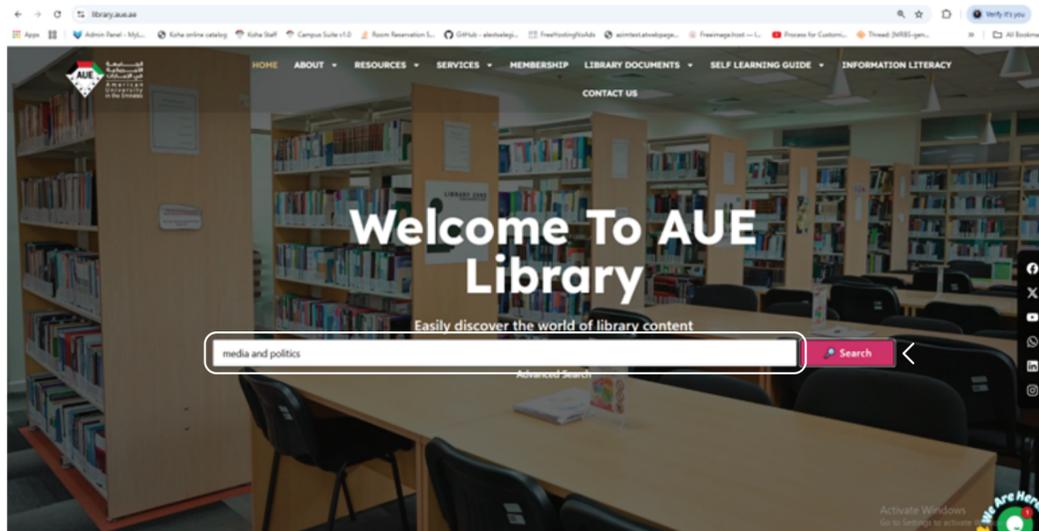
All subscribed databases are accessible without a username or password when you are connected to AUE Wi-Fi on campus.*

STEP 1: Open the AUE Library Website

<https://library.aue.ae/>

STEP 2: Single Window Search Box

Locate the Single Window Search box on the Library homepage.
Search using keywords, article title, author name, or subject.



(Figure. 1: Single Window Search Box with sample term highlighted)

After clicking Search, a new page will open displaying results from multiple databases in one place.

STEP 3: Apply Filters to Refine Results

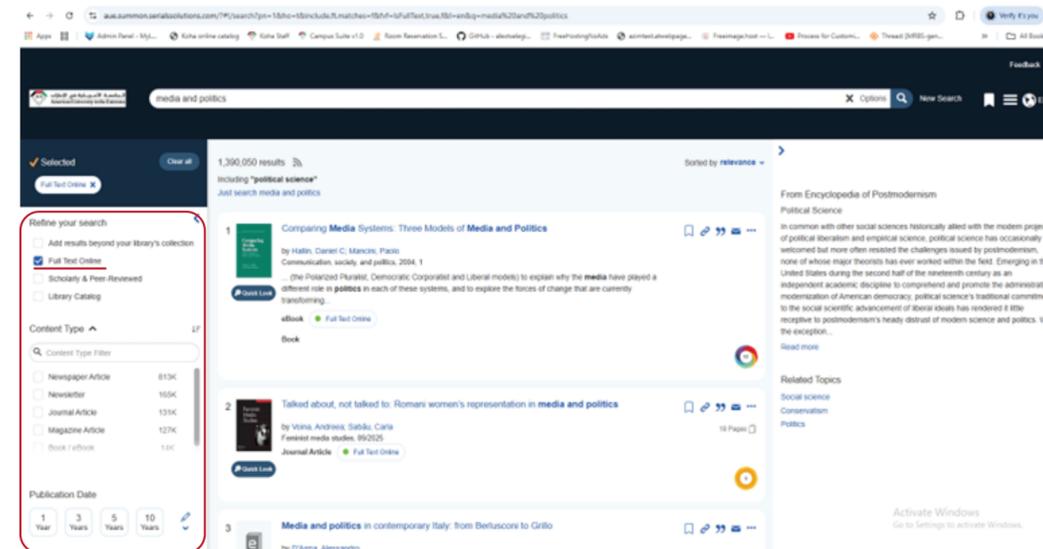
On the left-hand side menu, you can narrow your search results using various filters:

FULL TEXT ONLINE - Select this option to view only items with full-text access

CONTENT TYPE (Newspaper Articles, Newsletter, Journal Article, Book/ eBooks, Reviews, etc.)

PUBLICATION DATE: Limit the search results with Publication Date e.g. 1 Year, 3 Years, 5 Years, etc.

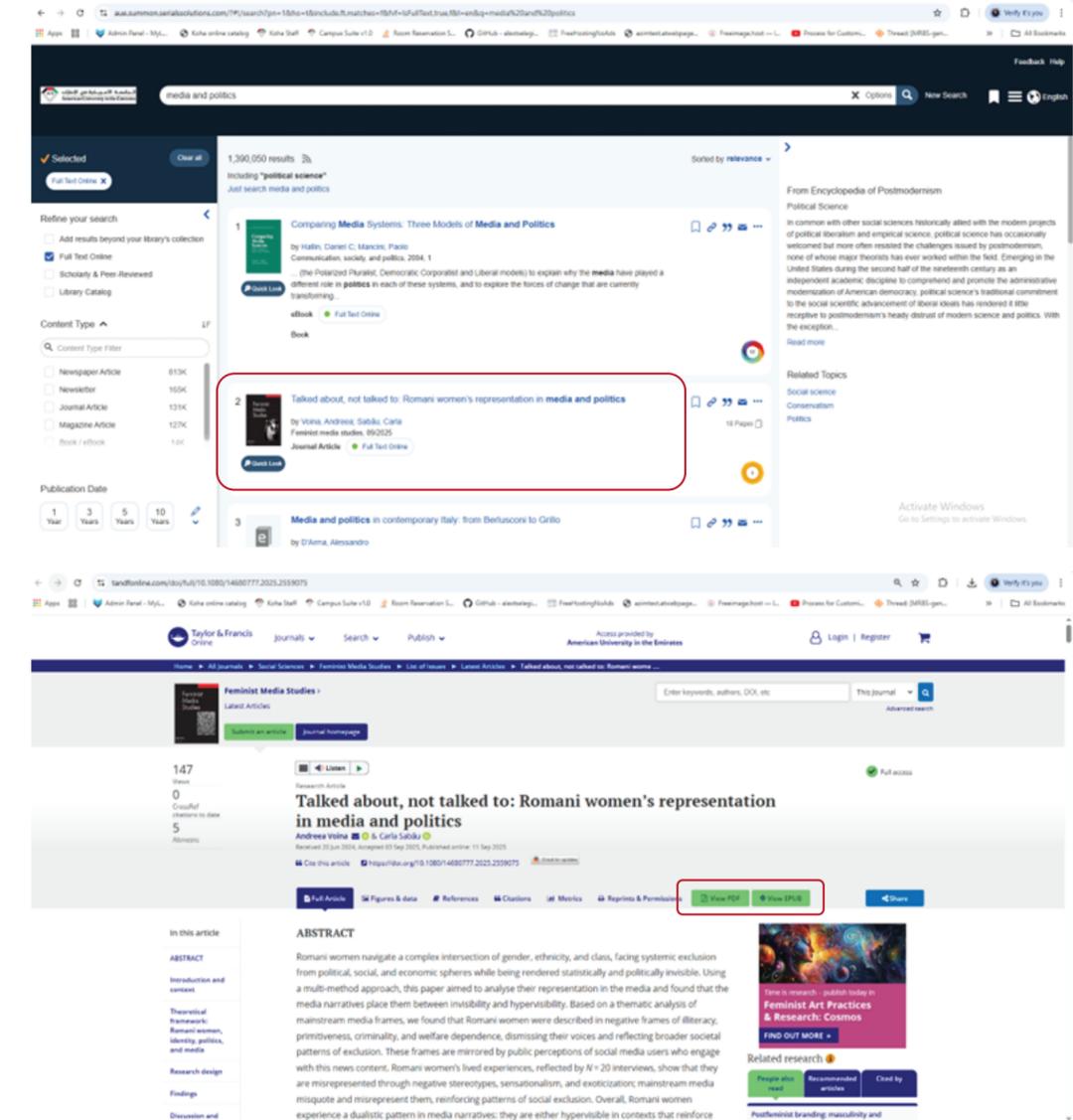
DISCIPLINE/SUBJECT: Limit your search results for a specific one or many subjects



(Figure. 2: Search Result Overview with Filter menu highlighted)

STEP 4: Access full text articles & ebooks

1. Click on any article or eBook title from the results list and then you will be redirected to the concerned database or journal page
2. Choose View PDF/ Full Text or Download (availability depends on the resource).
3. You can read online, download PDFs, or access full eBooks directly.



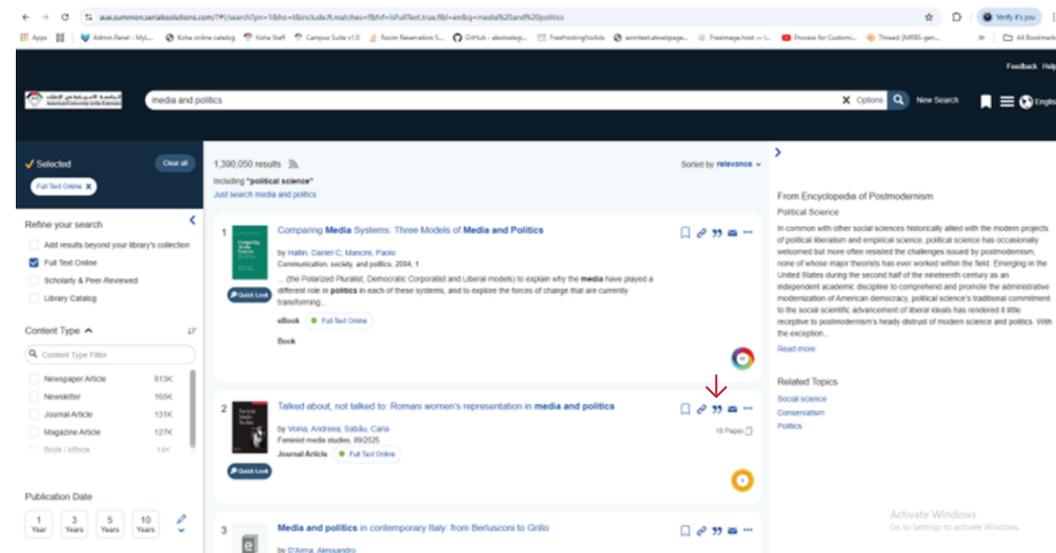
(Figure. 3 & 4: Article record showing PDF Full Text option)

USING THE CITATION & REFERENCE TOOL IN SINGLE WINDOW SEARCH (SUMMON)

The Summon discovery service provides a built-in Citation tool that allows users to generate references automatically in multiple academic citation styles.

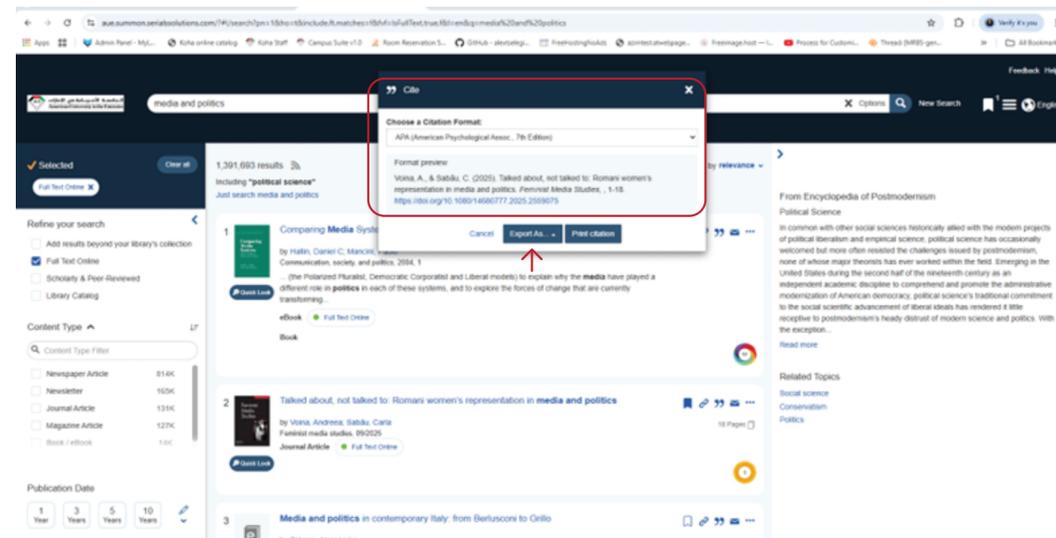
STEPS TO GENERATE A CITATION

1. From the search results list, click on the Citation icon located on the right-hand side of the record

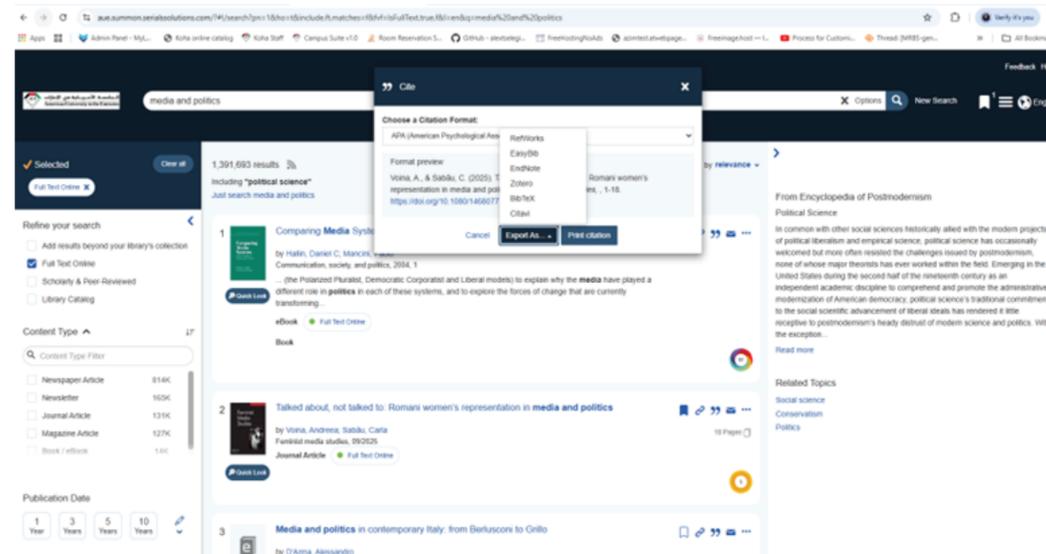


2. A citation window will open select your preferred citation style, such as:
 - APA
 - MLA
 - Chicago

The system will automatically generate the citation in the selected format.



3. **Copy and paste** the generated citation into the references section of your assignment or research paper.
4. You may also **export and save** the citation to reference management tools such as **Zotero, EndNote, or other citation software**, if available.



(Figure. 7: Article detailed record page)

IMPORTANT NOTE ON CITATIONS

- Citations generated by Summon are automatically created and should always be reviewed for accuracy.
- Users are advised to verify formatting, punctuation, and capitalization according to their course or journal requirements.

BENEFITS OF USING CITATION TOOLS IN SUMMON

- Saves time in creating references
- Reduces citation errors
- Supports academic integrity
- Helpful for assignments, projects, theses & research papers

TIPS FOR STUDENTS:

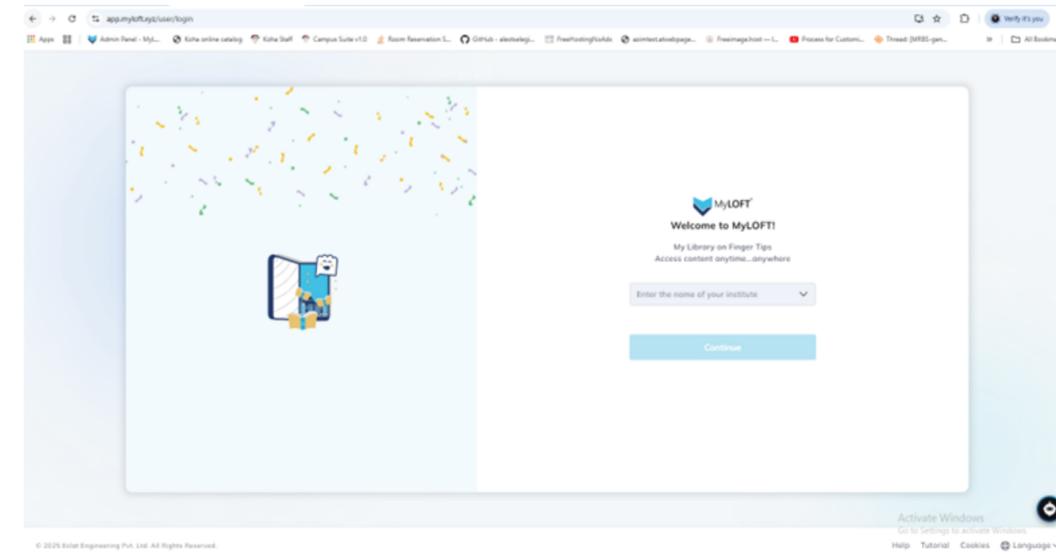
Always cross-check citations with your faculty-recommended citation guide or the APA/MLA manual, especially for final submissions.

METHOD 2: OUTSIDE AUE CAMPUS

AUE Library provides off-campus access to subscribed databases, e-journals, and e-books through MyLoft. MyLoft allows students and faculty to access library resources anytime, anywhere using their AUE credentials.

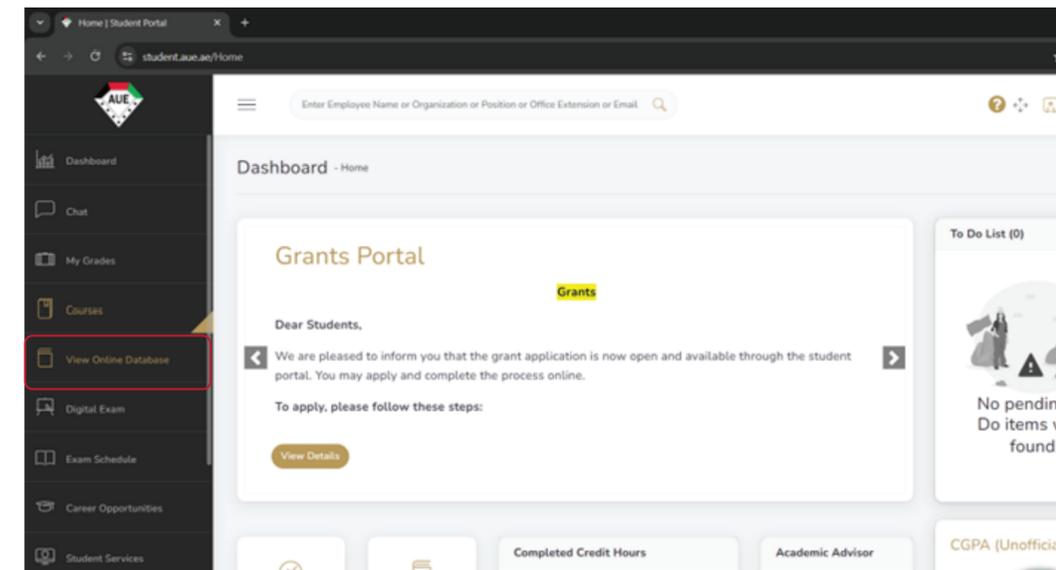
A: Accessing Resources via MyLoft (Web Version)

STEP 1: Open AUE Library website <https://library.aue.ae/> and click on 'Database Remote Access link under E-Resources tab or directly you can Go to the MyLoft login page using chrome browser: <https://app.myloft.xyz/user/login>



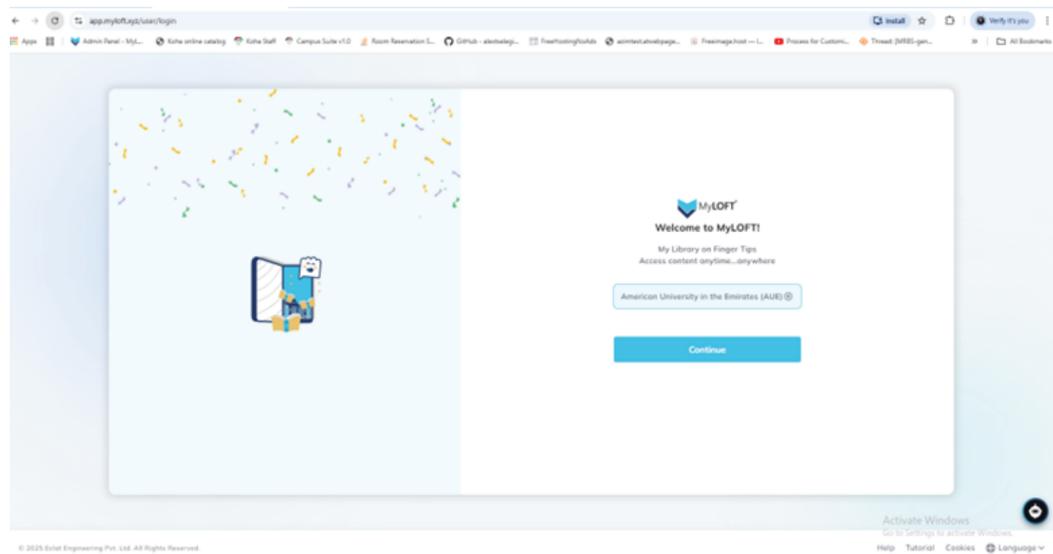
(Figure. 8: MyLoft login page)

Students can also access MyLoft through their student portal. Click on "View Online Database"



STEP 2: Search for AUE

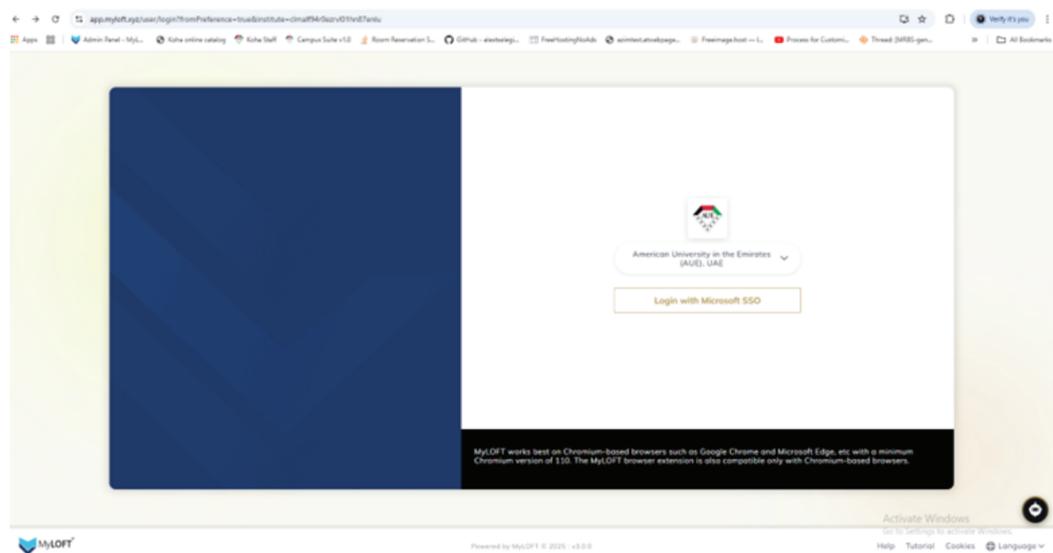
1. In the search box, type **American University in the Emirates**
2. Select American University in the Emirates from the list and click on continue



(Figure. 9: Institution search with AUE highlighted)

STEP 3: Login Using AUE Credentials

1. Log in using your Microsoft SSO Account (AUE email User ID and Password)
2. Follow the on-screen authentication steps.



(Figure. 10: AUE Login screen)

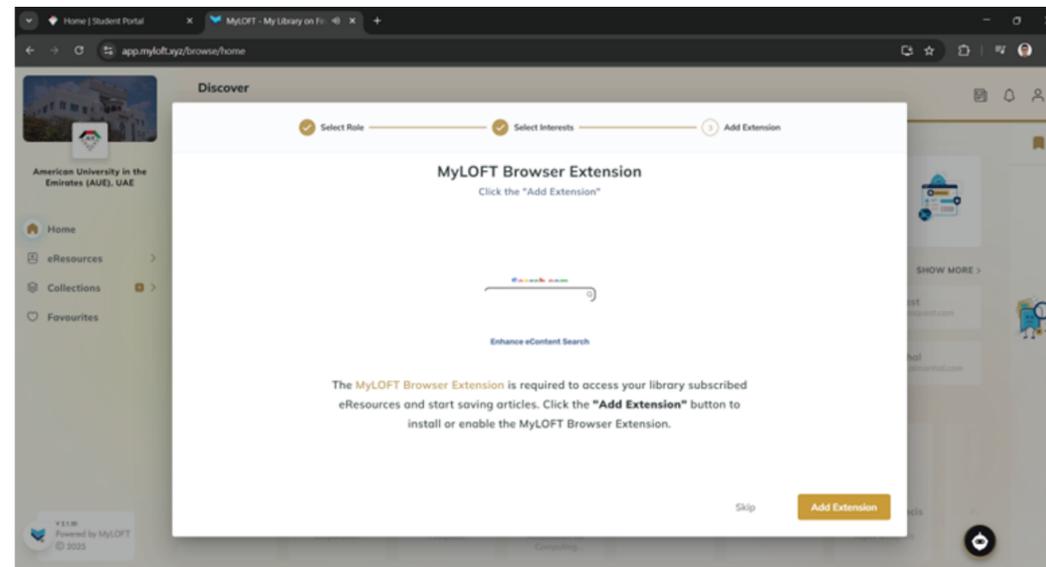
STEP 4: Install MyLoft Chrome Extension (Mandatory)

To access full-text content, users must install the MyLoft Chrome Extension.

1. Click on the prompt to install the MyLoft extension
2. Add the extension to Google Chrome
3. Once installed, refresh the page

Important Note:

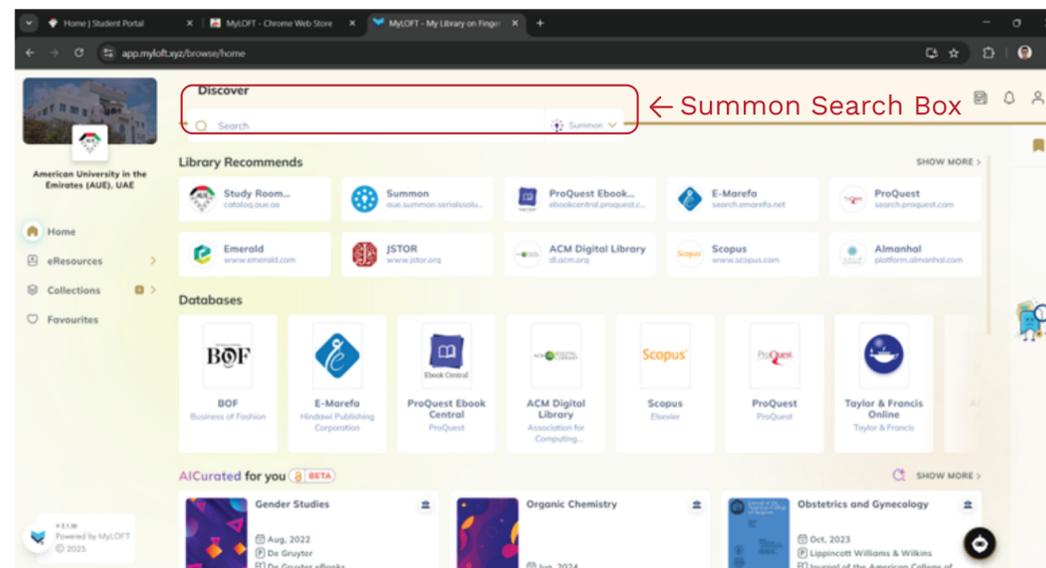
- We strongly recommend using Google Chrome
- Safari browser is not recommended for MyLoft access



(Figure. 11: Chrome extension installation prompt)

STEP 5: Access Databases and Search Content

- After successful login:
- The complete list of AUE subscribed databases will be displayed.
- Users can:
 - Use the Summon Single Window Search to search across all databases
 - OR select and search individual databases one by one



(Figure. 12: Database list and Summon search box highlighted)

STEP 6: Access & Download Content

- Click on any article, journal, or e-book
- Download PDF full text or access content online
- Access remains active while logged in through MyLoft



(Figure. 12: Full-text articles access)

B: Accessing Resources via MyLoft Mobile App

(Android & iOS)

STEP 1: Download MyLoft App

Android (Google Play Store)

<https://play.google.com/store/search?q=myloft&c=apps&hl=en>

iOS (Apple App Store)

Search for MyLoft in the App Store



(Figure. 13: MyLoft in iOS App Listing)

STEP 2: Open App and Search for AUE

Open the MyLoft App

Search for: American University in the Emirates

Select the institution from the list



(Figure. 14: Institution search in mobile app)

STEP 3: Login Using Microsoft SSO

1. Click on Login with Microsoft SSO
2. Enter your AUE email ID
3. Enter your AUE password
4. Complete the login process

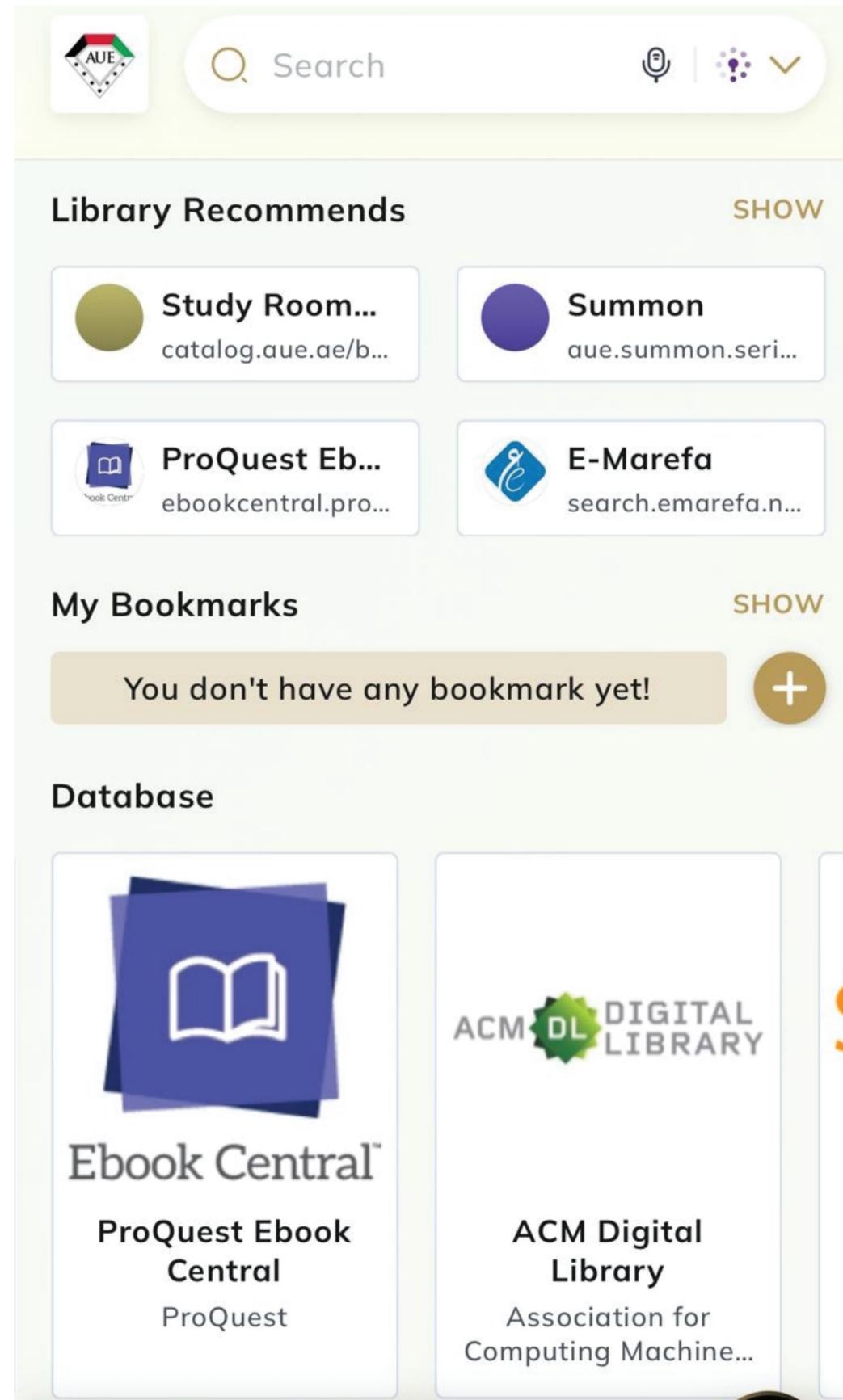


(Figure. 15: Institution search in mobile app)

STEP 4: Search and Access Resources

After login:

- Browse the database list
- Use Summon search to search across all resources
- Download articles and eBooks directly on your device.



(Figure. 14: Database list in mobile app)

KEY FEATURES OF MYLOFT ACCESS

- 24/7 off-campus access
- Works on Web & Mobile devices
- Supports Single Window (Summon) search
- Allows PDF downloads and reading
- Secure login using AUE credentials

IMPORTANT NOTES

- Always use Google Chrome for MyLoft web access
- Chrome extension installation is mandatory
- Mobile app login requires Microsoft SSO
- Access depends on AUE Library Subscription

Need Help?

For assistance, please contact:

Ground Floor, 7th Block,
American University in the Emirates,
Dubai Intl. Academic City,
P.O. Box: 503000, Dubai, UAE

T: + 971 4 4499 060 | + 971 4 4499 061

F: + 971 4 4291 205

E: library@ae.ae

Toll free 800AUE (283)