

Using the library and other resources for research

Help

Subject Librarian:

You may contact your subject librarian by email or phone with any query, or make an appointment.

Emily Underwood: e.underwood@londonmet.ac.uk

Tel: 020 7133 5060

The Library home page:

<http://www.londonmet.ac.uk/library>

This is your starting point. All information on using Library resources is linked to the Library home page and it is updated regularly. Learn how to navigate it as soon as possible. PDF guides to many aspects of Library services can be printed off.

The Library catalogue:

<http://catalogue.londonmet.ac.uk/>

- The catalogue is your starting point for checking reading lists.
- All items *in stock* at all five site libraries are listed on the catalogue.
- Reservations, renewals and inter-library loans can all be done using the catalogue.
- You can also check your borrower record to see what you have on loan, see any outstanding fines, as well as items you have reserved.
- Search for items on a topic using *keyword* search. Join your keywords with **and**: e.g. *internet and law*
- All online journals and online databases to which the library subscribes may be accessed via the catalogue. (Search by title in the *Online Resources* collection for databases, and in the *Journals* collection for online journals.)
- The catalogue lists journal titles *but not* articles inside journals! To search for journal articles on a particular topic, use the online databases.

Online Databases

All online databases to which the library subscribes are linked to the library catalogue and **subject guides** on the library web pages.

The online databases you access from the library home page are delivered via the web but they are not freely available on the web. They are academic resources, published electronically, that the university subscribes to.

They can be accessed from any computer within the university network. Many are also accessible from computers outside the university. You need to use your university computer network username and password to access your catalogue account and the electronic journals and databases.

Full text databases include:

- Online newspapers: *The Guardian, Independent, Times*
- Online journals (individual titles)
- Online journal providers such as EBSCOhost electronic journals service, and Swetswise
- Emerald Full Text Plus
- Business Source Premier
- Nexis UK
- Oxford English Dictionary
- Times Literary Supplement
- Archived journals: JSTOR

Abstracting and indexing databases:

Use abstracting and indexing databases to search for books and journal articles on a topic or by an author. They will give you a list of specific references, which you then have to look for on the catalogue. Some databases do provide links to full text articles from journals to which the library subscribes. Databases are constantly being upgraded so they do change more frequently than printed information.

Choosing a relevant database:

- Think about the subject coverage of the database, the years it covers and the sources, such as journal titles, that are referenced.
- Select the keywords you use in your search carefully in order to retrieve a *manageable* amount of *relevant* information.
- Be aware of different spellings: *globalization/globalisation*, and different terms used in different countries: *primary school/elementary school*.

Indexing and abstracting databases include:

Information management: *LISTA (Library, Information Science and Technology Abstracts)*

Multidisciplinary: *Web of Knowledge*

Social sciences: *ASSIA (Applied Social Sciences Indexes and Abstracts); Sociological Abstracts*

Article Finder Plus:

Available from the library web pages and catalogue, this is a search tool that allows you to search multiple online databases simultaneously, using a single search query. It currently covers, and provides an overview of, a selection of the most frequently used resources.

Tips for searching (Boolean searching)

The rules for searching differ slightly on different databases, so always check the *search tips* or *help* facility on a particular database.

The most common ways to join your keywords are:

Searching for a phrase:

knowledge management This will usually be treated as a phrase (because it is more than one word). Only references with the phrase *knowledge management* will be found. On some databases phrase searching has to be entered in quotes: "*knowledge management*".

and *management and change*

Finds references containing both words. This narrows the search down. Other databases might use + or &.

or *third world or developing world*

Finds references containing either phrase. This widens the search. Other databases might use: (,) as in *third world,developing world*.

not *information management not business*

Finds references containing the phrase *information retrieval* but not *online*. This narrows the search to items that exclude a specific aspect of a topic. On some databases you have to use **and not**: *information retrieval and not online*.

Truncation:

A symbol, (*), replaces letters. *manage** will retrieve words with different endings: *manage, manager, management, managerial*

Wildcards:

A symbol, (?), is used to replace letters. *globali?ation*
This will retrieve both spellings of the word, *globalisation* and *globalization*

Names of authors:

Common rules for searching for authors of articles or books are: *smith,j* or *smith_j* or *smith j*

Most databases have *basic* or *easy* search options and *advanced* search options for when you want to be more specific.

You can also usually limit your search to references in English; to works published in specific year ranges; to journal articles rather than book references; or to specific journal titles.

Research using the web

There is a lot of useful information available for free on the web. Many academics publish articles and papers on web pages. Academic institutions, government departments and non-profit organisations make digitised information available to the public via the web. Anyone can create a web site and there aren't the same quality controls that you find in print publishing, so information found on the web must be carefully assessed in slightly different ways.

The Virtual Training Suite provides online tutorials that have been funded by government and that offer advice on how to evaluate information found on web sites: <http://www.vts.intute.ac.uk/>

Citing online sources

Web sites used in your work must be cited in your bibliography. Check with academic staff on the style required. The dissertation module booklets often have referencing guidelines and guides to citing electronic sources at the back.

Using other libraries

The **Sconul Access** scheme allows you to use libraries at other universities within the scheme. The catalogues are all on the web so you can search for relevant material before visiting them. Cards are available from the Enquiry Desk.

You may visit the **British Library** and apply for a reader's pass but make sure you have exhausted all other resources first. The British Library catalogue is also on the web.

The **M25 Consortium of Academic Libraries** is made up of university libraries in and around London. Their web page enables you to search catalogues across institutions. Not all institutions allow access so check before you go. Some charge a fee.

Sconul Access scheme: <http://www.access.sconul.ac.uk/>

M25 Consortium of Academic Libraries: <http://www.inform25.ac.uk/Link/>

British Library catalogue: <http://www.bl.uk/>

Megan Redmond 06 June 2006

m.Redmond@londonme.ac.uk

updated by Emily Underwood July 2009

e.underwood@londonmet.ac.uk