



Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David



# Navigating Your Digital Library

Olivia Edmonds  
Information Skills Librarian.



[www.uwtsd.ac.uk/library](http://www.uwtsd.ac.uk/library)



@UWTSdlib



[infoskills@uwtsd.ac.uk](mailto:infoskills@uwtsd.ac.uk)

# The aims of today's session

- ❖ Your Online Resource List
- ❖ How to open online resources.
- ❖ How to access the online Library
- ❖ How search the Library and narrow your search results
- ❖ Support available
- ❖ What's next?



# Library = Information



Information can be:

- Written
- Verbal
- Visual

It can also be:

- Immediate.
- From memory/experience.
- In a physical format
- In a digital format.

# Online Resource Lists (Moodle)

# Online Resource Lists

- Also known as Reading lists/Online Reading lists.
- Available for each module you study.
- Can be accessed via your Moodle page.
- Created by your lecturers – the best starting point for information for assignments/class work during L4T1.

Academic and Employability Skills (LCHS4001\_BIRM) Published LCHS4001\_BIR... List info

+ Add Manage sections Filter Search Expanded view

▼ Essential reading (?)

Material which is an essential part of the course and students are expected to draw on as a core part of their learning. Must be available from the library and should be available online.

- ☐  **The Study Skills Handbook.**  
Book | Cottrell, Stella., Stella Cottrell, 6th ed., London :, Bloomsbury Publishing Plc, 2024., Total pages 1 online r...  
Essential  
View online
- ☐  **The study skills handbook**  
E-book | Cottrell, Stella., Stella Cottrell author, Fifth edition., London : Red Globe Press, 2019., Total pages 1 onl...  
Essential  
View online Available at Swansea Campus Y Fforwm Library Main Collection: 378.170281 COT and more locations
- ☐  **The study skills book : your essential guide to university success**  
E-book | McMillan, Kathleen., Kathleen McMillan author, Fourth edition., Harlow, England :, Pearson, 2021., Total...  
Essential  
View online Available at Carmarthen Campus Library Main Collection: 378.170281 MCM and more locations
- ☐  **The reflective journal**  
E-book | Bassot, Barbara., Barbara Bassot author, Third edition., London :, Red Globe Press, 2020., Total pages ...  
Essential  
View online Available at Carmarthen Campus Library Main Collection: 650.1 BAS

# Opening resources from your Resource List

Academic and Employability Skills (LCHS4001\_BIRM) Published LCHS4001\_BIR... [List info](#)

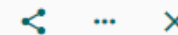
[+ Add](#) [Manage sections](#) [Filter](#) [Search](#) [Expanded view](#)

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Book | Cottrell, Stella., Stella Cottrell, 6th ed., London :, Bloomsbury Publishing Plc, 2024., Total pages 1 online r...  
[Essential](#)  
[View online](#) [Full details](#)
- ☐ **The study skills handbook**  
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[Essential](#)  
[View online](#) Available at Swansea Campus Y Fforwm Library Main Collection: 378.170281 COT and more locations
- ☐ **The study skills book : your essential guide to university success**  
E-book | McMillan, Kathleen., Kathleen McMillan author, Fourth edition., Harlow, England :, Pearson, 2021., Total...  
[Essential](#)  
[View online](#) Available at Carmarthen Campus Library Main Collection: 378.170281 MCM and more locations
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[View online](#) Available at Carmarthen Campus Library Main Collection: 650.1 BAS



infoskills@uwtsd.ac.uk



+ Add

Manage sections

Filter

Search

## ▼ Essential reading (9)

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**The Study Skills Handbook.**

Book | Cottrell, Stella., Stella Cottrell, 6th ed., London :

Essential

[View online](#)**The study skills handbook**

E-book | Cottrell, Stella., Stella Cottrell, 6th ed., Fifth

Essential

[View online](#) \* [Available at Swansea Campus](#)**The study skills book : your essential guide to u**

E-book | McMillan, Kathleen., Kathleen McMillan author,

Essential

[View online](#) \* [Available at Carmarthen Campus](#)**The reflective journal**

E-book | Bassot, Barbara., Barbara Bassot author, 1

Essential

[View online](#) \* [Available at Carmarthen Campus](#)**The Study Skills Handbook.**

Cottrell, Stella., Stella Cottrell, 6th ed., London :, Bloomsbury Publishing Plc, 2024., Total pages 1 online resource (458 pages)

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## Physical item ▼

Where to find in other institutions

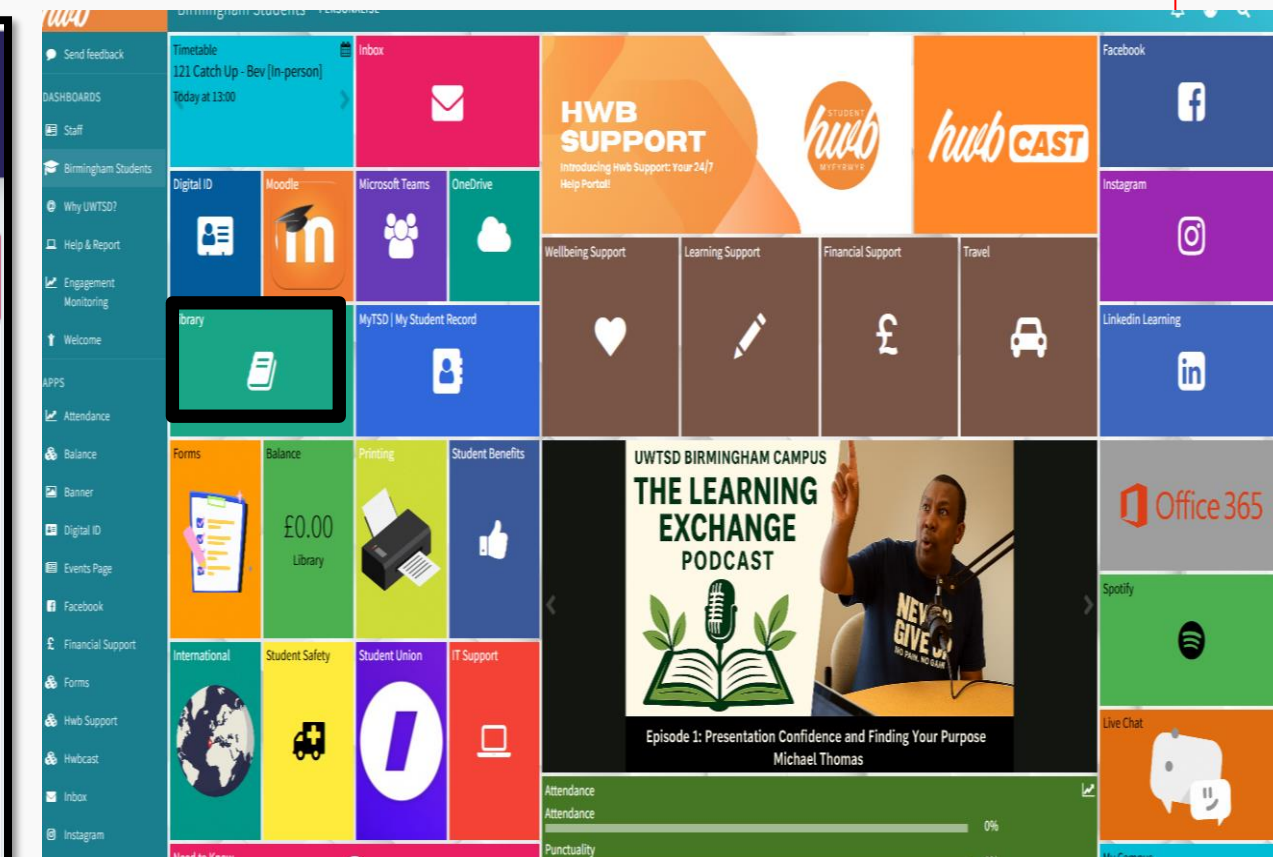
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# Where can I find library resources?

## Library catalogue via Moodle



## Library catalogue via Hwb



# How to find the Online Library.

<https://digitalservices.uwtsd.ac.uk/library/>

hwb

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Birmingham Students

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Engagement Monitoring

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APPS

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Digital ID

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Financial Support

Forms

Hwb Support

Hwbcast

Inbox

Instagram

International

Birmingham StudentsPERSONALISE

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Weekly Coffee Morning

Tomorrow at 09:00

Inbox

Digital ID

Moodle

Microsoft Teams

OneDrive

Library

MyTSD | My Student Record

Forms

Balance

£0.00

Library

Printing

Student Benefits

International

Student Safety

Student Union

IT Support

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Introducing Hwb Support: Your 24/7 Help Portal!

STUDENT hwb MYFYRWYR

hwb CAST

Wellbeing Support

Learning Support

Financial Support

Travel

UWTSD BIRMINGHAM CAMPUS

THE LEARNING EXCHANGE PODCAST

Episode 1: Presentation Confidence and Finding Your Purpose

Michael Thomas

Attendance

Attendance

Punctuality

0%

0%

0%

hwb

Send feedback

DASHBOARDS

Staff

Birmingham Students

Why UWTSD?

Help & Report

Engagement Monitoring

Welcome

APPS

Attendance

Balance

Banner

Digital ID

Ever

Financial Support

Forms

Hwb Support

Hwbcast

Inbox

Instagram

International

Birmingham StudentsPERSONALISE

Timetable

Weekly Coffee Morning

Tomorrow at 09:00

Inbox

Digital ID

Moodle

Microsoft Teams

OneDrive

Library

MyTSD | My Student Record

Balance

£0.00

Library

Printing

Student Benefits

International

Student Safety

Student Union

IT Support

Need to Know

HWB SUPPORT

Introducing Hwb Support: Your 24/7 Help Portal!

STUDENT hwb MYFYRWYR

hwb CAST

Wellbeing Support

Learning Support

Financial Support

£

Travel

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Attendance

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# Library & Learning Resources

## Search our collections



### Advanced Search

Your University Library offers digital and print collections, Online Resource Lists, InfoSkills and Digital Skills training, learning spaces, and online and face-to-face support from our knowledgeable and friendly staff. Choose an option below to find out more.

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# How to search the Online Library.



[Using our Libraries](#) ▾ [Academic & InfoSkills](#) ▾ [Getting Started Guides](#) [Strategies & Policies](#) ▾ [Open Access & Research](#) ▾ [Need More?](#)



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## Library & Learning Resources

### Search our collections

Find books, articles and more...



### Advanced Search

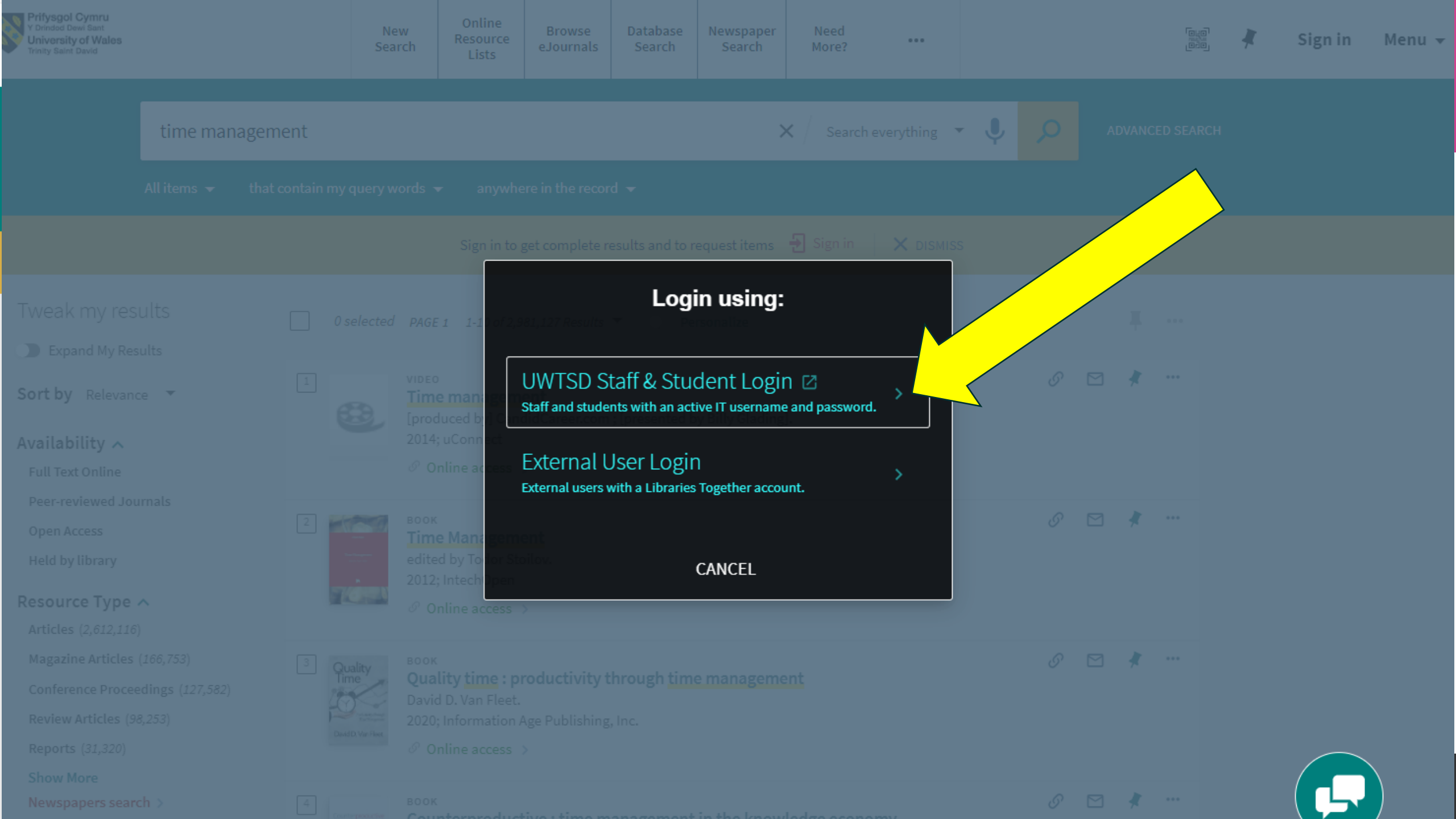
Your University Library offers digital and print collections, Online Resource Lists, InfoSkills and Digital Skills training, learning spaces, and online and face-to-face support from our knowledgeable and friendly staff. Choose an option below to find out more.

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time management X Search everything ADVANCED SEARCH

All items that contain my query words anywhere in the record

Sign in to get complete results and to request items Sign in DISMISS

**Login using:**

[UWTSD Staff & Student Login](#)   
Staff and students with an active IT username and password.

[External User Login](#)   
External users with a Libraries Together account.

CANCEL

Tweak my results

Expand My Results

Sort by Relevance

Availability

- Full Text Online
- Peer-reviewed Journals
- Open Access
- Held by library

Resource Type

- Articles (2,612,116)
- Magazine Articles (166,753)
- Conference Proceedings (127,582)
- Review Articles (98,253)
- Reports (31,320)
- Show More
- Newspapers search

0 selected PAGE 1 1-1 of 2,981,127 Results

1



**VIDEO**  
**Time management**  
[produced by ...]  
2014; uConn ...  
Online access

2



**BOOK**  
**Time Management**  
edited by Todor Stalov.  
2012; Intech open  
Online access

3



**BOOK**  
**Quality time : productivity through time management**  
David D. Van Fleet.  
2020; Information Age Publishing, Inc.  
Online access

4



**BOOK**  
**Counterproductive : time management in the knowledge economy**



time management



Search everything



ADVANCED SEARCH

All items

every words

anywhere in the record

Tweak my results



0 selected

PAGE 1

1-10 of 2,981,127 Results



Save query



Personalize



Expand My Results

Sort by Relevance

Availability

Full Text Online

Peer-reviewed Journals

Open Access

Held by library

Resource Type

Articles (2,612,116)

Magazine Articles (166,753)

Conference Proceedings (127,582)

Review Articles (98,253)

Reports (31,320)

Show More

Newspapers search

Library

Collection

1



VIDEO

**Time management**

[produced by] CandidCareer.com ; [presented by Billy Glading].

2014; uConnect

Online access



2



BOOK

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2020; Information Age Publishing, Inc.

Online access



4



BOOK

**Counterproductive : time management in the knowledge economy**

Melissa Gregg.

2018; Duke University Press

Online access



# Filters

## To narrow down what you are searching for.

### Availability ^

- Full Text Online
- Peer-reviewed Journals
- Open Access
- Held by library

### Resource Type ^

- Articles (2,623,987)
- Magazine Articles (166,780)
- Conference Proceedings (127,628)
- Review Articles (98,350)
- Reports (31,363)

[Show More](#)

[Newspapers search >](#)

### Library ^

- Carmarthen Campus Library (71)
- Lampeter Campus Library (32)
- London Campus Westferry (6)
- Resource Sharing Library (1)
- Roderic Bowen Library and Archives (4)

[Show More](#)

### Collection ^

- Academic Search Premier (442,581)
- Access via ScienceDirect (Elsevier) (505,144)
- Access via Wiley Online Library (366,159)

Business Source Complete (315,423)

DOAJ Directory of Open Access Journals (633,908)

[Show More](#)

### Subject ^

- Human Beings (578,554)
- Technology (518,574)
- Physical Sciences (381,963)
- Female (341,275)
- Male (339,270)

[Show More](#)

### Creation Date ^

From To Refine  
501 2025

### Language ^

- English (2,968,157)
- Japanese (256,785)
- Portuguese (12,294)
- French (10,514)
- Spanish (7,253)

[Show More](#)

### New Records ^

- New From Last Month
- New From Last Week
- New From Last 3 Month



# How to open a resource (on the Library Catalogue)

# Opening a resource.

0 selected PAGE 1 1-10 of 2,993,106 Results Save query Personalize

**Availability** ^

- Full Text Online
- Peer-reviewed Journals
- Open Access
- Held by library

**Resource Type** ^

- Articles (2,623,987)
- Magazine Articles (166,780)
- Conference Proceedings (127,628)
- Review Articles (98,350)
- Reports (31,363)
- Show More
- Newspapers search >

**Library** ^

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- London Campus Westferry (6)
- Resource Sharing Library (1)
- Roderic Bowen Library and Archives (4)
- Show More

**Collection** ^

- Academic Search Premier (442,581)
- Access via ScienceDirect (Elsevier) (505,144)
- Access via Wiley Online Library (366,159)
- Business Source (315,433)

1 [produced by] CandidCareer.com ; [presented by Billy Glading]. 2014; uConnect  
Online access >

2 **Time Management**  
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2020; Information Age Publishing, Inc.  
Online access >

4 **Counterproductive : time management in the knowledge economy**  
Melissa Gregg.  
2018; Duke University Press  
Online access >

5 **Sales Time Management.**  
with Miles Croft  
2021; linkedin.com  
Online access >

6 2 versions of this record exist. See all versions >  
**Time Management Fundamentals.**  
with Dave Crenshaw  
2022; linkedin.com  
Online access >



BOOK

## Quality time : productivity through time management

David D. Van Fleet.

2020; Information Age Publishing, Inc.

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### Links

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### Details

Title Quality time : productivity through time management  
Author David D Van Fleet author [View more](#)  
Statement of Responsibility David D. Van Fleet.

### Related Persons



Van Fleet, David D.

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### Related reading

Recommended items that are related to the record



**The 7 habits of highly effective people: powerful ...**

Covey, Stephen R.  
ISBN 9781982137274

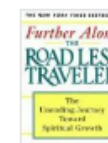
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Covey, Stephen R.  
ISBN 9780671712839

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**Further along the road less traveled : ...**

Peck, M. Scott  
ISBN 9780671712839

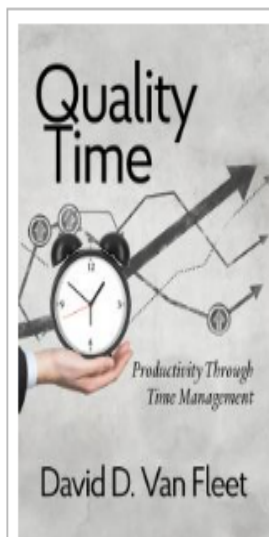


Keyword, Author, ISBN, and more



Advanced Search

Browse Subjects



## Quality Time : Productivity Through Time Management

David D. Van Fleet

### Availability

Your institution has access to multiple copies of this book.



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3

pages remaining for copy (of 3)



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3

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### Description

Managers who focus on time usually concentrate on the wrong things. Quality Time presents a new approach to achieving productivity through time management. Time itself is not what matters but rather how that time is used to achieve individual and organizational goals. Managers who get upset over employees coming to work late or socializing on the job often care more about them "putting in time" than putting their time to good use.

Show more

### Book Details

TITLE

Quality Time

SUBTITLE

Productivity Through Time Management

EDITION

1

AUTHOR

David D. Van Fleet

PUBLISHER

Information Age Publishing, Incorporated

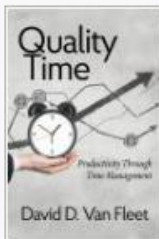
PRINT PUB DATE

2021-02-01

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## Quality Time : Productivity Through Time Management



by David D. Van Fleet

PUBLISHER  
Information Age Publishing,  
Incorporated

DATE  
2021-02-01

[More...](#)



### TABLE OF CONTENTS

- Cover
- Quality Time
- Library of Congress Cataloging-in-Publication Data
- Dedication
- Contents
- Preface
- Acknowledgments
- Chapter 1: Quality Time
- Chapter 2: V-REEL
- Chapter 3: Applying the New Way
- Chapter 4: Management and Managers
- Chapter 5: Your Time



# Essential tool - Cite Them Right

- Available via Library catalogue (Search Cite Them Right and then choose the database version)
- ESSENTIAL for Referencing!
- Gives examples, templates for you to use and is updated regularly.

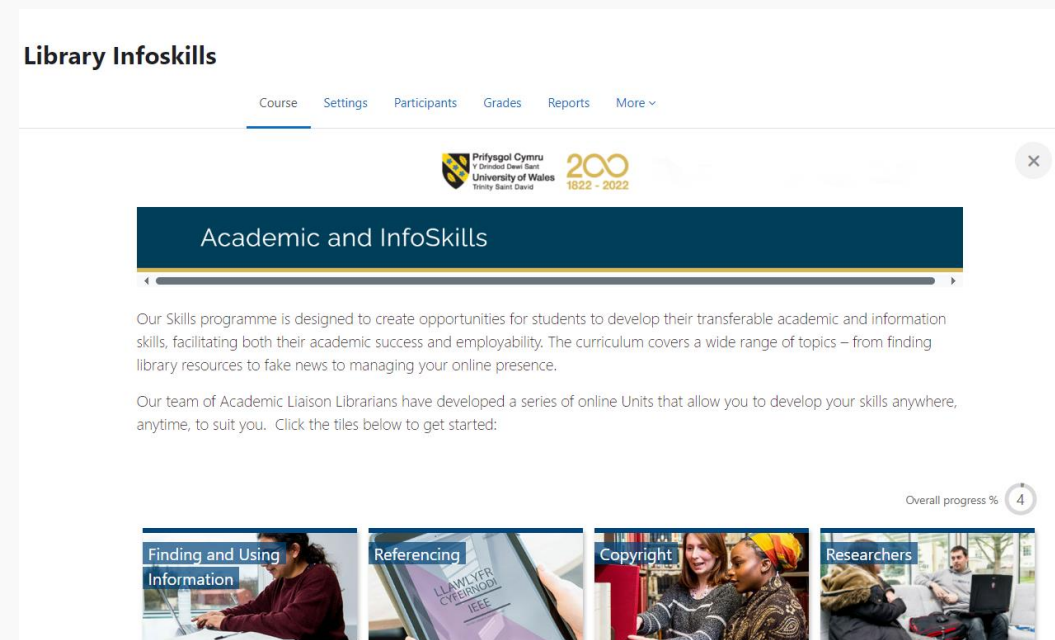


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# Online InfoSkills Programme

- Available to all students at UWTSD via Moodle (Search Library InfoSkills, then click Enrol Me.) *\*\*Your lecturers will show you how to do this if they haven't already!*
- Online and free to access.
- Support in developing key academic skills which will help you in lectures and with assignments

[UWTSD Moodle](#)



# Online InfoSkills Programme – RECOMMENDED.

- Using the Online Library (Searching for Information) -  
[moodle.uwtsd.ac.uk/mod/scorm/player.php?a=7560&currentorg=articulate\\_rise&scoId=16492&sesskey=pD9QewDzCl&display=popup&mode=normal](https://moodle.uwtsd.ac.uk/mod/scorm/player.php?a=7560&currentorg=articulate_rise&scoId=16492&sesskey=pD9QewDzCl&display=popup&mode=normal)
- Online Resource Lists -  
[moodle.uwtsd.ac.uk/mod/scorm/player.php?a=6952&currentorg=articulate\\_rise&scoId=15118&sesskey=fiSHR9WZNM&display=popup&mode=normal](https://moodle.uwtsd.ac.uk/mod/scorm/player.php?a=6952&currentorg=articulate_rise&scoId=15118&sesskey=fiSHR9WZNM&display=popup&mode=normal)
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“

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