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

LLYFRAU a RHAGOR
BOOKS & BEYOND

Navigating Your Digital Library

Olivia Edmonds
Academic Liaison Librarian

The aims of today's session

- How to access the catalogue
- How to narrow your search results
- What's available via the catalogue
- 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.

hub

Students PERSONALISE

Send feedback

DASHBOARDS

- Students
- Help & Report
- Staff
- Engagement Monitoring
- Welcome
- Why UWTSD?
- Daily Update
- Important Correspondence

APPS

- Digital ID
- Live Chat
- Teams

hub CAST

Mail
5
Unread

My Timetable
Email failed to retrieve data

Thu 12	Fri 13	Sat 14
No events.	No events.	No events.

Teams

SOOP

OneDrive

O365 | Apps

Moodle

My Library Account

My Student Record | MyTSD

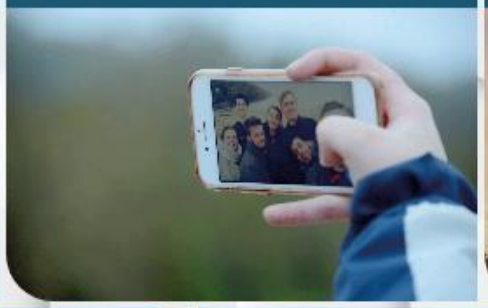
Help Desks & Report issues

CROESO
WELCOME
24/25

Academic Support

Financial Support

Student Life



Health & Wellbeing

Digital ID

My Balances
£0.00
Library

Forms
Student Policies and Forms

Students' Union

Live Chat

hwb

Students PERSONALISE

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Students

Library Website

Send feedback

DASHBOARDS

Students

Help & Report

Staff

Engagement Monitoring

Welcome

Why UWTSD?

Daily Update

Important Correspondence

APPS

Digital ID

Live Chat

Teams

No items...

Library and Learning Resources

Library and Learning Resources

Current Students

Essentials

Email →

Student Intranet →

Student Hwb →

Moodle →

MyTSD →

Office365 →

Intranet

Newsroom Search the Intranet

Information for Staff

- Academic Office
- Corporate Communications and Public Relations
- Procurement
- Digital Creativity and Learning
- Health and Safety
- IT Services
- Marketing
- Translation Unit
- Catering
- Finance
- Corporate Governance
- Estates and Facilities
- Human Resources (HR)
- Library and Learning Resources
- Sustainability
- Welsh Language Services Centre

Library and Learning Resources

Types of Information – Academic.

Book
Journal
Journal Article
Websites

Types of Information

Books

Published in physical or electronic form; they (usually) contain broad information on a particular subject area and allow a new learner to systematically build on their knowledge

Journal Article

Research output which is normally peer-reviewed; this means the work has been reviewed by experts in that field. They are an excellent source of research for your assignments.

Websites

A set of linked pages containing information, such as video, audio and text created by an individual or a company under a domain name. They are created for many different purposes and can be used to inform, educate, sell, or entertain us.

Journal

A collection of articles relating to a particular subject or professional activity, written specifically for the journal. They can be scholarly or non-scholarly and are published more frequently than books (e.g. monthly, quarterly, etc).

Library and Learning Resources

Email Us: library@uwtsd.ac.uk → Us: 01792 481200 →

Search Our Collections

Find books, articles and more...

Search

Advanced Search

Our Library Services

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New Search | Online Resource Lists | Browse eJournals | Database Search | Newspaper Search | Need More? | ...

Sign in | Menu

time management

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 1-10 of 2,981,127 Results Personalize

1 VIDEO
Time management
[produced by] CandidCareer.com ; [presented by Billy Gladnick]
2014; uConnect
Online access

2 BOOK
Time Management
edited by Todor Stoilov.
2012; IntechOpen
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

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

New Search | Online Resource Lists | Browse eJournals | Database Search | Newspaper Search | Need More? | •••

Edmonds, Oli...

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- Newspapers search

Library

Collection

0 selected PAGE 1 1-10 of 2,981,127 Results

Save query

Personalize

1

VIDEO

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2014; uConnect

Online access

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BOOK

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edited by Todor Stoilov.

2012; IntechOpen

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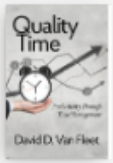
3



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

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 501 To 2025 Refine

Language

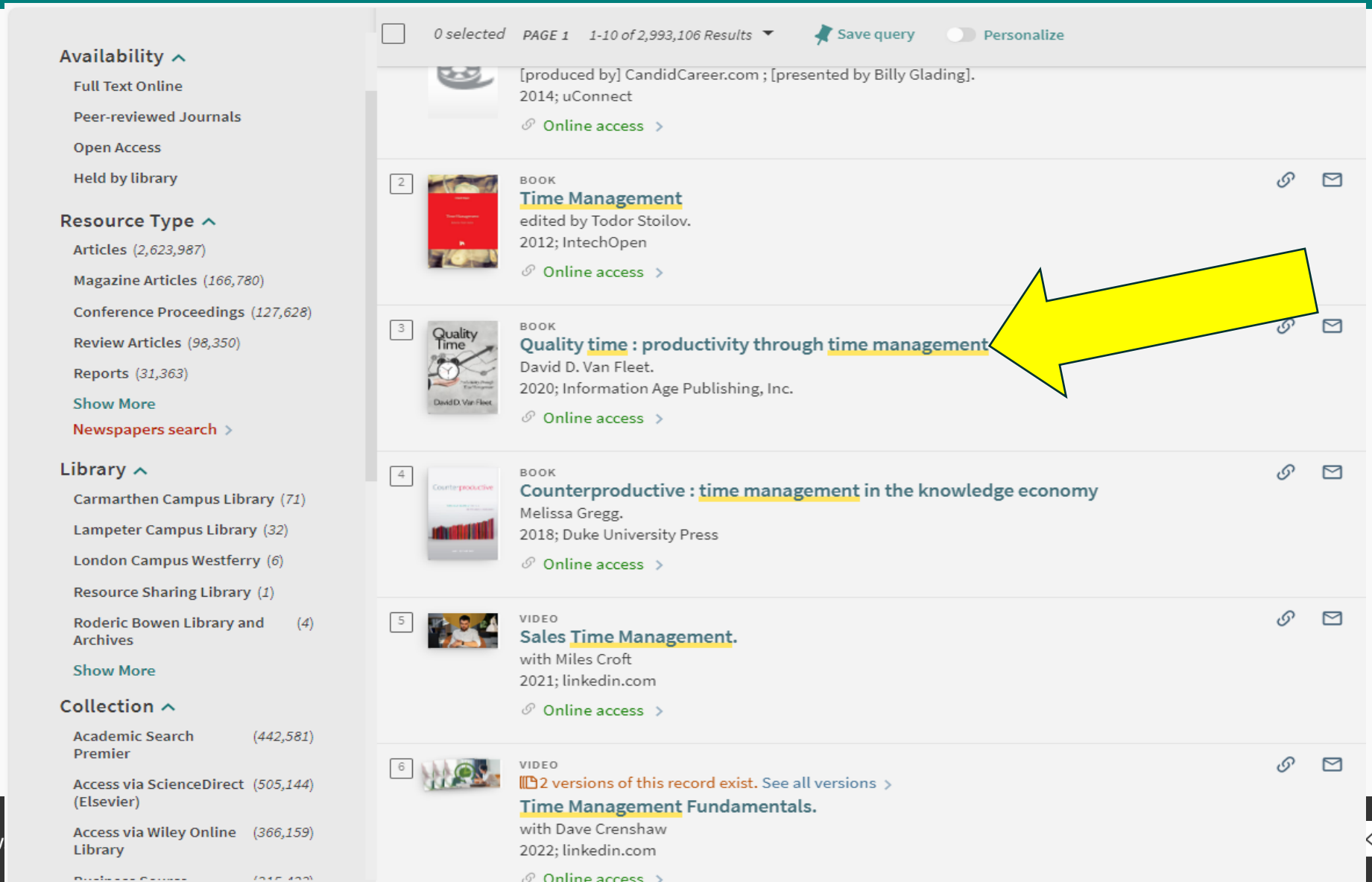
- English (2,968,157)
- Japanese (256,785)
- Portuguese (12,294)
- French (10,514)
- Spanish (7,253)
- Show More

New Records

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

Evaluating Information - GOOD vs BAD

Opening a resource.



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Author	David D Van Fleet author
Statement of Responsibility	David D. Van Fleet.

Related Persons

Van Fleet, David D.

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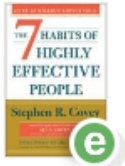
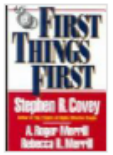
Recommended items that are related to the record



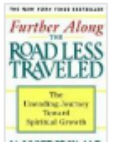
The 7 habits of highly effective people: powerful ...

Covey, Stephen R.
ISBN 9781982137274
suggested by



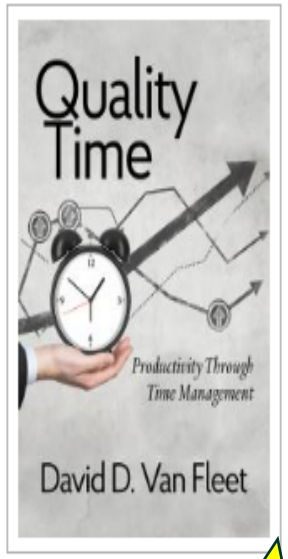
First things first : to live, to love, to learn, to leave a ...

Covey, Stephen R.
ISBN 9780671712839
suggested by



Further alo less traveled : ...

Peck, M. Sc
ISBN 9780671



Quality Time : Productivity Through Time Management

David D. Van Fleet

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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

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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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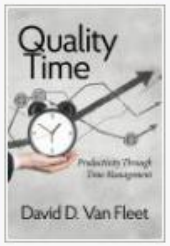
Page Intro of 97

Quality Time : Productivity Through Time Management



by David D. Van Fleet

PUBLISHER
Information Age Publishing, Incorporated

DATE
2021-02-01

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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

Quality Time

Cite Them Right

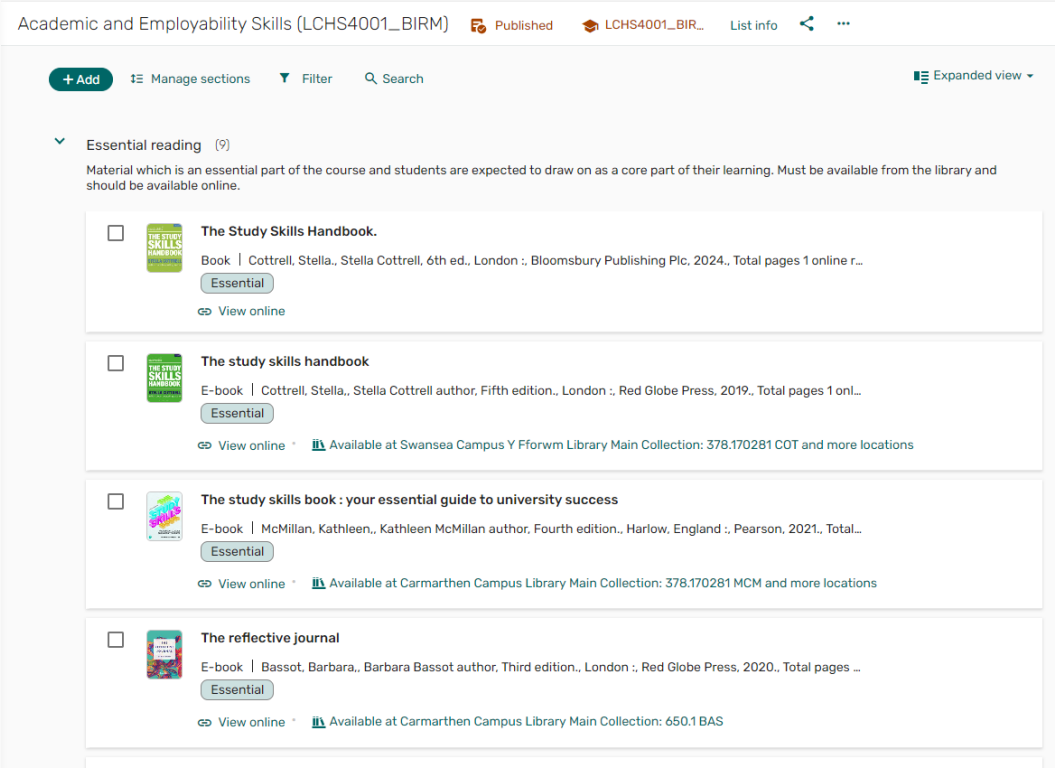
- Available via Library catalogue (Search Cite Them Right and then choose the database version)
- ESSENTIAL for Referencing!
- Gives examples, templates for you to use and is updated regularly.

BLOOMSBURY citethemright

Cite Them Right - Home

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.

Opening resources from your Resource List

Academic and Employability Skills (LCHS4001_BIRM) Published LCHS4001_BIR... List info

+ Add | Manage sections | Filter | Search | Expanded view

Essential reading (9)

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. Full details

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

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Academic and Employability Skills (LCHS4001_BIRM)

+ Add | Manage sections | Filter | Search

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should be available online.

The Study Skills Handbook.

Book | Cottrell, Stella., Stella Cottrell, 6th ed., Lond

Essential

View online

The study skills handbook

E-book | Cottrell, Stella,, Stella C , Fifth

Essential

View online · t Swansea Campus

The study skills book : your essential guide to u

E-book | McMillan, Kathleen,, Kathleen McMillan au

Essential

View online · Available at Carmarthen Camp

The reflective journal

E-book | Bassot, Barbara,, Barbara Bassot author, T

Essential

View online · Available at Carmarthen Camp

The Study Skills Handbook.
Cottrell, Stella., Stella Cottrell, 6th ed., London :, Bloomsbury Publishing Plc, 2024., Total pages 1 online resource (458 pages)
Book · Complete

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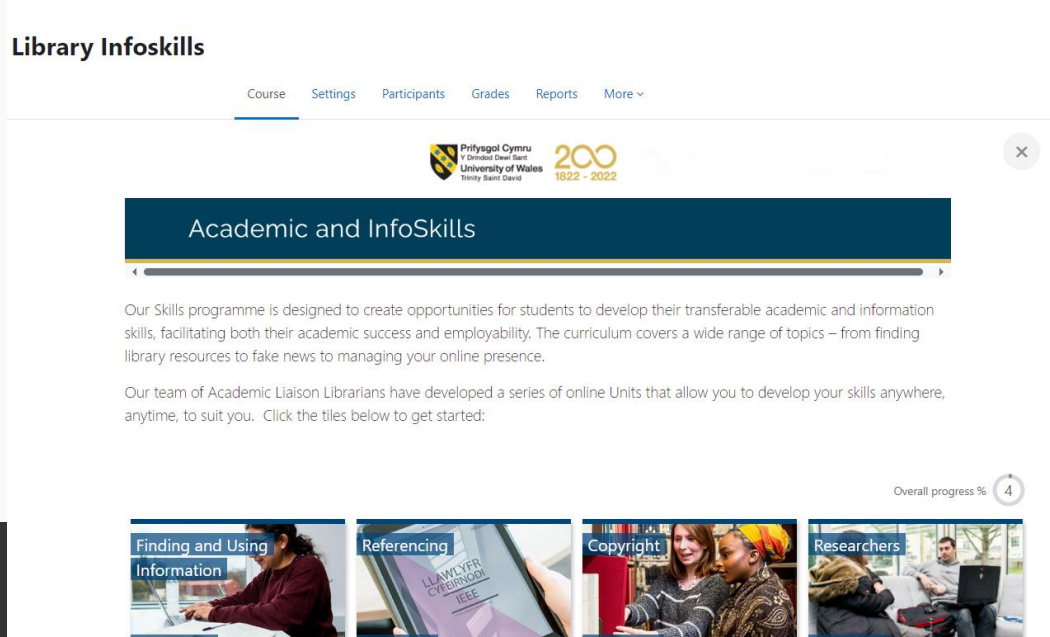
Physical item

Hide

Where to find in other institutions

Online InfoSkills Programme

- Available to all students and staff at UWTSD via Moodle (Search Library InfoSkills, then click Enrol Me.)
- Online and free to access.
- Support in developing key academic skills which will help you in lectures and with assignments



[UWTSD Moodle]

Pause and Reflect.

Use the QR code or link provided to access a padlet and add your response to the question …

When conducting your own research, which functions found via the library catalogue would you find useful?

Please discuss and think about:

- Which functions are most popular.
- Which function are most surprising.
- Which functions you will use.

https://padlet.com/oedmonds3/when-conducting-your-own-research-which-functions-found-via--kelnjx7vcdic21up

How much can you remember?

1. Information can take three forms – written, visual and what?

Verbal.

2. What is the best starting point to access the Library catalogue?

The Student Hwb.

3. What must you always do on the Library catalogue once you've started a search?

Sign in.

4. Why do we use filters?

To narrow down our searches.

5. When we evaluate an information source, what does it mean?

Whether the information is good quality and credible, or if it is questionable and poor quality.

6. What is the name of the database you should use to check all your referencing?

Cite Them Right.

7. Where can you find your Online Reading Lists?

Your Moodle page for each module.

8. Can you name at least 2 Online Infoskills modules?

9. What are the names of my two fellow team members who can also offer you support?

Doreen and Taran.

10. What is the best way to contact me if you need any support?

birminghamlibrary@uwtsd.ac.uk

Academic Liaison Librarians

- Doreen McLeary
- Olivia Edmonds

Email:
birminghamlibrary@uwtsd.ac.uk

More support available!

Academic Skills Tutors

- I don't understand the assignment brief?
- I need help writing introductions & conclusions?
- How do I paraphrase/summarise?
- Can you check my assignment?
- I need help with academic writing

Digital Skills Advisor

- I need help using PowerPoint?
- How do I put my portfolio together as one document?
- How do I create a mindmap?
- How do I use Office 365 - Word, PowerPoint, Excel?
- How do I copy & paste?

ACADEMIC SKILLS AND ENGLISH LANGUAGE SUPPORT

- Talk to your lecturers who can give you details.

DIGITAL SKILLS

Tarandeep Johal

t.johal@uwtsd.ac.uk

Any
Questions

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LLYFRAU a RHAGOR
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STUDENTS
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STAFF
Let us know how we did.

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