



Library and Learning Resources



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



MBA Term 3

Info Skills

Info Skills Support:

LondonLibrary@uwtsd.ac.uk

Megan and Ivana

Mon-Sun 9am-5pm

Digital Skills Support:

m.rodgers@uwtsd.ac.uk **Michael**



www.uwtsd.ac.uk/library



@UWTSdlib



library@uwtsd.ac.uk

Covered in this session:

- The Research Process:
 - Info vs Writing Skills
 - Identifying and Searching for information:
 - Online Resource List
 - Library catalogue
 - E-books / journal articles / Databases / Browsing eJournals
 - Google Scholar
 - Referencing with RefWorks
 - Further Info Skills for Postgraduates
- Library Info Skills module!
- Digital and Info Skills links (e.g. SCONUL)

The Research Process: InfoSkills vs Writing Skills

1. **Identify** information needs and key terms from assignment.
2. **Search:**
 - Online Resource List
 - Library catalogue (eBooks, journal articles, videos)
 - Google Scholar
 - Search the web
3. **Evaluate** results to use as evidence.
4. **Process Evidence:**
 - Note source (author, title, URL...)
 - Paraphrase/summarise/quote
5. **Organise** the points and write them in requested format (report, essay, presentation....)
6. **Format** the sources (evidence) as in-text citations and List of References according to assigned style (Harvard or IEEE)

Activity

1. Online Resource List:
how many titles in each
section? What types of
resources are on the list?

2. Library catalogue
search: how to search for
eBooks? Limit the results
to the last 7 years.

3. Library catalogue
search: how to search for
journal articles? Select
peer reviewed ones.

4. Library catalogue: find
database MarketLine.
Browse by company.

5. Library catalogue
search: Browse eJournals
for the relevant titles.

6. Google Scholar: is it
linked to the catalogue?
Search for articles from
the last 5 years.



Activity

- Discuss:
 - Do you have a research question? Identify the key words.
 - What type of resources can you use? (where can you look up this information?)

Searching for relevant information

What can each type of resources bring you?

- Online Resource List
- Library catalogue (broad net)
- Google Scholar (linked to the UWTSD catalogue – best for journal articles)
- Databases (more precise search)
- Browse eJournals

For identifying information, see module
Library Info Skills: Searching for information

How to build a search strategy

- In order to find high-quality and relevant resources, take a few moments to think about your search strategy beforehand:
 - Have a clear idea of your **topic**.
 - Choose your **keywords** carefully.
 - Set **limits** on your search by using the Advanced Search or the filters.
 - Use relevant articles to find additional resources.
 - Keep a **record** of the resources you use and consult: it will be easier to retrieve them and compile the reference list/bibliography.
 - **Review** your progress: if you have found too much or too little, try using alternative keywords, combining them differently, or setting filters

Library Info Skills module - [Further InfoSkills for Postgraduates](#)



Searching techniques

- Searching vs Browsing

- Database Search
- MarketLine Advantage
- Browse eJournals

- Library catalogue vs specialised database?

Finding books and articles

Scoping exercise

More precise search, good indexes

- Databases Help and Tutorials

- E.g. Business Source Complete database video on advanced searching
<https://www.youtube.com/watch?v=OsD0ZH1hx4o>



The Research Process: Databases

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

Database Search Enter a search term

Databases by category

- > All databases
- > Audio visual
- > Data
- > Dissertations & theses
- > eBooks
- > eJournals
- > Images
- > Institute of Education and Humanities
- > Institute of Management and Health
 - Accounting and finance
 - Business and management**
 - Human resource management
 - Law and criminal justice
 - Nursing, health and social care
 - Policing
 - Public services
 - Sport, health and outdoor Education

Search for databases

To search for databases you can do the following:

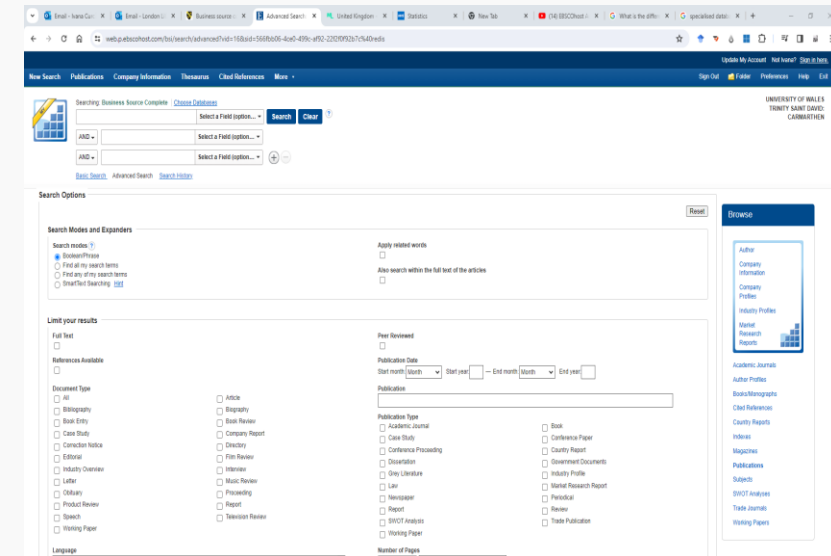
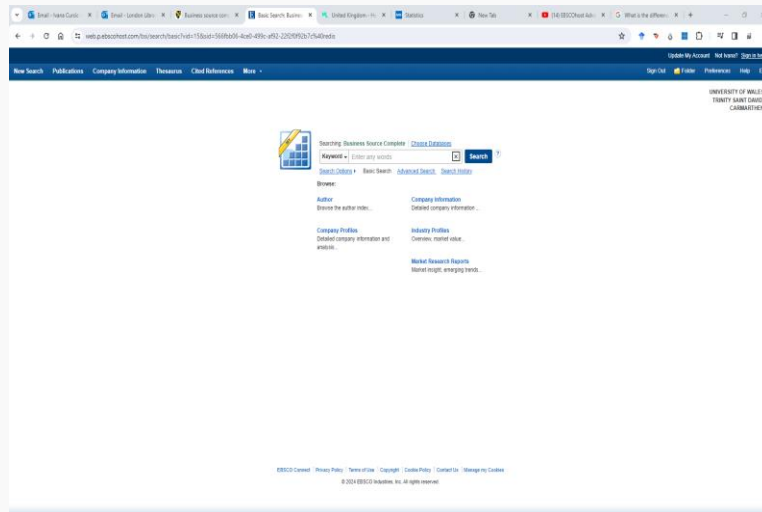
Enter keywords in the search box.
Browse databases by category. If you need help with searching or finding relevant material using any of our resources, please contact your Academic Liaison Librarian.

Searching techniques: Catalogue

Simple vs Advanced Search

Look for dropdown menu ▼

- Lots of search options and filters (limitations)



How to link Google Scholar to the library catalogue

Go to **Google Scholar** <https://scholar.google.com/>

Click on **Settings**.

(E.g. In Google Chrome web browser, it is in the upper left corner, where there are three horizontal lines)

Select **Library Links**: In the search box type exactly **UW Trinity Saint David** (not UWTSD, not University of Wales...)

Click **Save**

Now, when you search Google Scholar, there will be links for those articles/books that are available in the UWTSD library. Among the books, however, you will still need to distinguish the electronic ones from the print ones (which cannot be read online).



SCONUL & British Library

- SCONUL ACCESS <https://www.sconul.ac.uk/sconul-access>
 - Under **W** – University of **W**ales
- BRITISH LIBRARY <https://www.bl.uk/research/>
 - How to Register for a Reader Pass
- World Catalogue <https://search.worldcat.org/>
 - To find the physical item the closest to us.



Digital & Info Skills links (Intranet? Yes, no, depends...)

- [Moodle](#) – Online Resource Lists, Digicentre, and Library Info Skills
- [Harvard Referencing Handbooks](#) and/or Cite Them Right (database)
- [RefWorks](#)
- [Getting Started Guides: Business and Management](#)
- [Access to databases](#) (from Advanced Search)
- [Digicentre](#)
- Exam Prep through [Virtual Study Spaces](#) and [Exam Preparation Guide](#)

Questions? Comments? Suggestions?

Thank you!

LondonLibrary@uwtsd.ac.uk Megan and Ivana

Digital Skills Support: m.rodgers@uwtsd.ac.uk Michael

