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Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Navigating Your Digital Library

Olivia Edmonds
Academic Liaison Librarian



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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
- ❖ Primo AI Research Assistant
- ❖ 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
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- ☐ **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
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- ☐ **The reflective journal**
E-book | Bassot, Barbara., Barbara Bassot author, Third edition., London :, Red Globe Press, 2020., Total pages ...
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Opening resources from your Resource List

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▼ **Essential reading** (9)
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The Study Skills Handbook.
Book | Cottrell, Stella., Stella Cottrell, 6th ed., London :, Bloomsbury Publishing Plc, 2024., Total pages 1 online r...
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The study skills handbook
E-book | Cottrell, Stella., Stella Cottrell author, Fifth edition., London :, Red Globe Press, 2019., Total pages 1 onl...
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E-book | McMillan, Kathleen., Kathleen McMillan author, Fourth edition., Harlow, England :, Pearson, 2021., Total...
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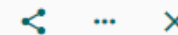
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E-book | Bassot, Barbara., Barbara Bassot author, Third edition., London :, Red Globe Press, 2020., Total pages ...
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▼ Essential reading (9)

Material which is an essential part of the course and students are expected to have access to. This material should be available online.

**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,

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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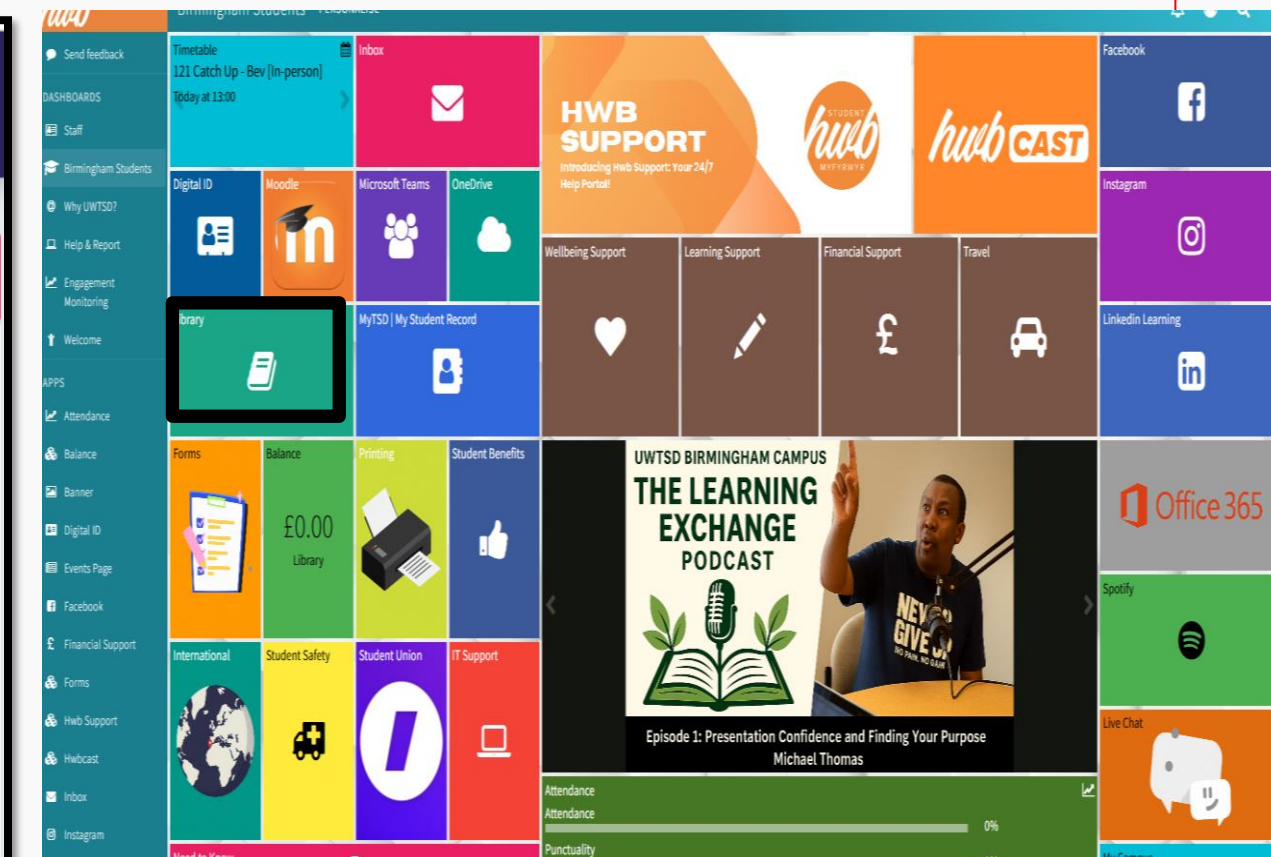
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Library catalogue via Moodle



Library catalogue via Hwb



How to find the Online Library.

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

hwb

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hwb CAST

Wellbeing Support

Learning Support

Financial Support

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Travel

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THE LEARNING EXCHANGE PODCAST

Episode 1: Presentation Confidence and Finding Your Purpose

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Attendance

Punctuality

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DASHBOARDS

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Help & Report

Engagement Monitoring

Welcome

APPS

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Hwb Support

Hwbcast

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International

Birmingham StudentsPERSONALISE

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OneDrive

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Student Safety

Student Union

IT Support

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Wellbeing Support

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Financial Support

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Travel

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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).



How to search the Online Library.



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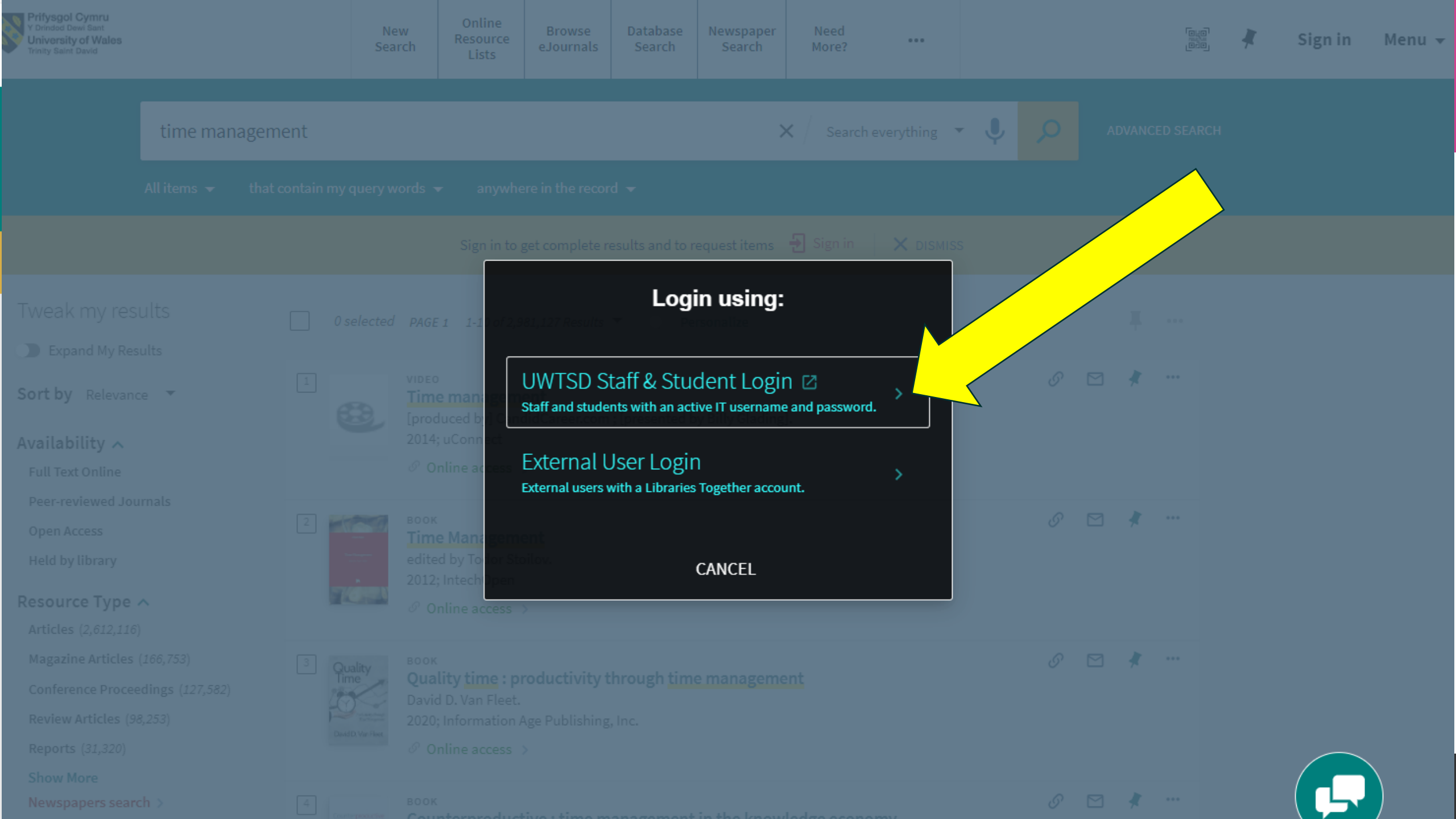
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- Articles (2,612,116)
- Magazine Articles (166,753)
- Conference Proceedings (127,582)
- Review Articles (98,253)
- Reports (31,320)
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- Newspapers search

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BOOK

Time Management

edited by Tol ...

2012; Intech ...

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

Login using:

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External User Login

External users with a Libraries Together account.

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time management



Search everything



ADVANCED SEARCH

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Every words

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Tweak my results



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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

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)

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

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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)

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Subject ^

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

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Creation Date ^

From To Refine
501 2025

Language ^

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

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New Records ^

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



Hints and tips for searching..

- **Sign in** to make the most of extra features
- Think carefully about your **keywords** and try alternatives
- **Use the information you find** to search for additional items
- **Filter** your results using the column on the left, eg. limit to **full-text** or **peer reviewed** articles



Primo AI Research Asssitant.

How to find it.

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“

Always Check

your assignment brief, and with your lecturer to confirm if use of AI is permitted.

If permitted, demonstrate good academic practice by...

- Using AI tools **effectively, critically, ethically** and within permitted guidelines.
- **Being aware of limitations**, e.g. accountability, inaccuracy, bias, unintentional plagiarism, over reliance.
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- **Acknowledging** all AI content.
- **Completing** the AI sections in the [library infoskills units](#).

What is Primo Research Assistant?

Imagine you have a super smart helper that can find information for you quickly. That's what the **Primo Research Assistant** is like. It's a tool that helps students and researchers find answers to their questions by searching through lots of academic articles and books.

Ask a question: You type in your question using everyday language.

Search: Primo Research Assistant looks through a huge collection of academic content to find the best answers.

Get results: It shows you the top articles or books that have the information you need, along with a summary of the key points.

Important: It does not search everything. You will still need to perform your own search!

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 ^

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- Peer-reviewed Journals
- Open Access
- Held by library

Resource Type ^

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1 [produced by] CandidCareer.com ; [presented by Billy Glading]. 2014; uConnect
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2 **Time Management**
edited by Todor Stoilov.
2012; IntechOpen
Online access >

3 **Quality time : productivity through time management**
David D. Van Fleet.
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
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David D Van Fleet author [>](#)

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David D. Van Fleet.

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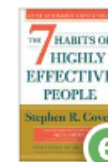


Van Fleet, David D.

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Recommended items that are related to the record



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ISBN 9781982137274

suggested by



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

Covey, Stephen R.
ISBN 9780671712839

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Further along the road less traveled : ...

Peck, M. Scott
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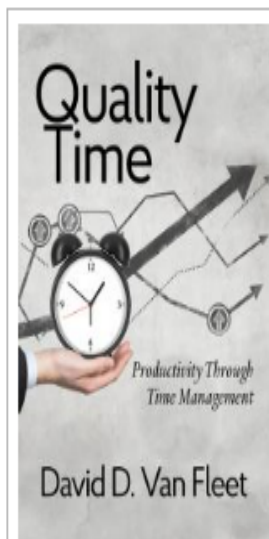


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Quality Time : Productivity Through Time Management

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 use.

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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

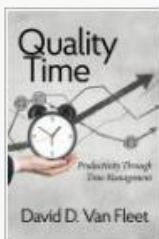
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by David D. Van Fleet

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[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](#)

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Essential tool - Cite Them Right

- Available via Library catalogue (Search Cite Them Right and then choose the database version)
- ESSENTIAL for Referencing!
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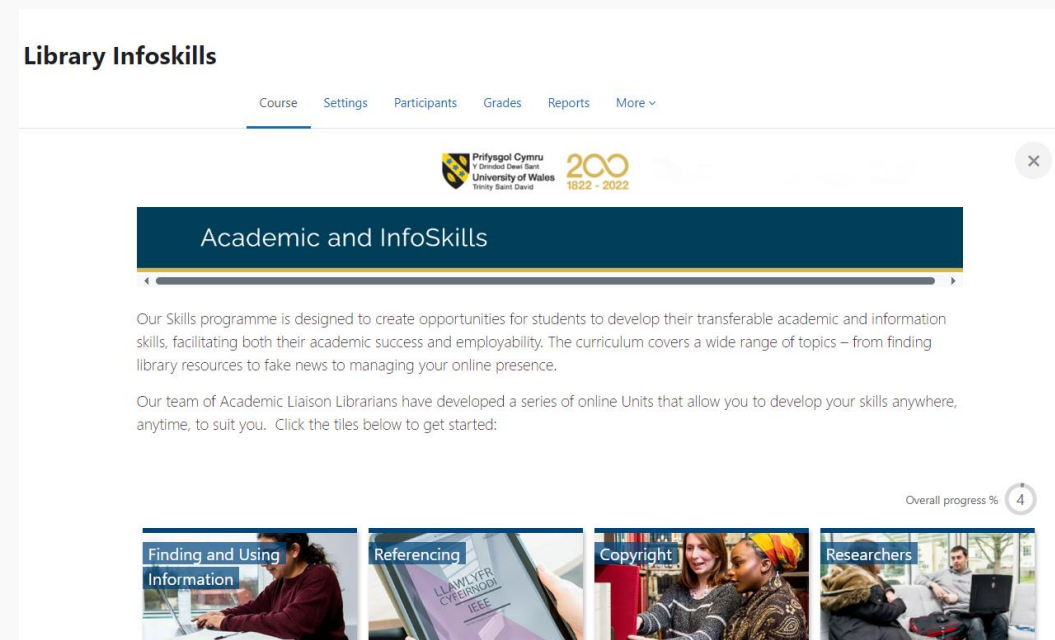


[Cite Them Right - Home](#)

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](#)



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- Olivia Edmonds

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- 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?

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DIGITAL SKILLS

Tarandeep Johal

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