



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



Navigating Your Digital Library

Olivia Edmonds
Academic Liaison Librarian



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk

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?



A stylized illustration on a teal background showing the silhouettes of six people at the bottom. Each person's head is connected to a white circular node. These nodes are part of a larger network of white lines and nodes that branches out upwards. Various icons are placed along these lines and at the nodes, including: a smartphone, a tablet, a satellite dish, an envelope, a lightbulb, a laptop, a person in a suit, a play button, a magnifying glass, a pie chart, a bar chart, a pencil, a speech bubble, a globe, and a cloud. The overall theme is digital connectivity and collaborative work.

- Written
- Verbal
- Visual

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

hub

Send feedback

DASHBOARDS

Students

Help & Report

Staff

Engagement Monitoring

Welcome

Why UWTSD?

Daily Update

Important Correspondence

APPS

Digital ID

Live Chat

Teams

StudentsPERSONALISE

hubCAST

Mail

5Unread

My Timetable

Email failed to retrieve data

Thu 12

No events.

Fri 13

No events.

Sat 14

No events.

Teams

S&OP

OneDrive

0365 | Apps

Moodle

My Library Account

CROESO WELCOME

24/25

My Student Record | MyTSD

Help Desks & Report Issues

Academic Support



Financial Support



Student Life



Health & Wellbeing



Digital ID

My Balances

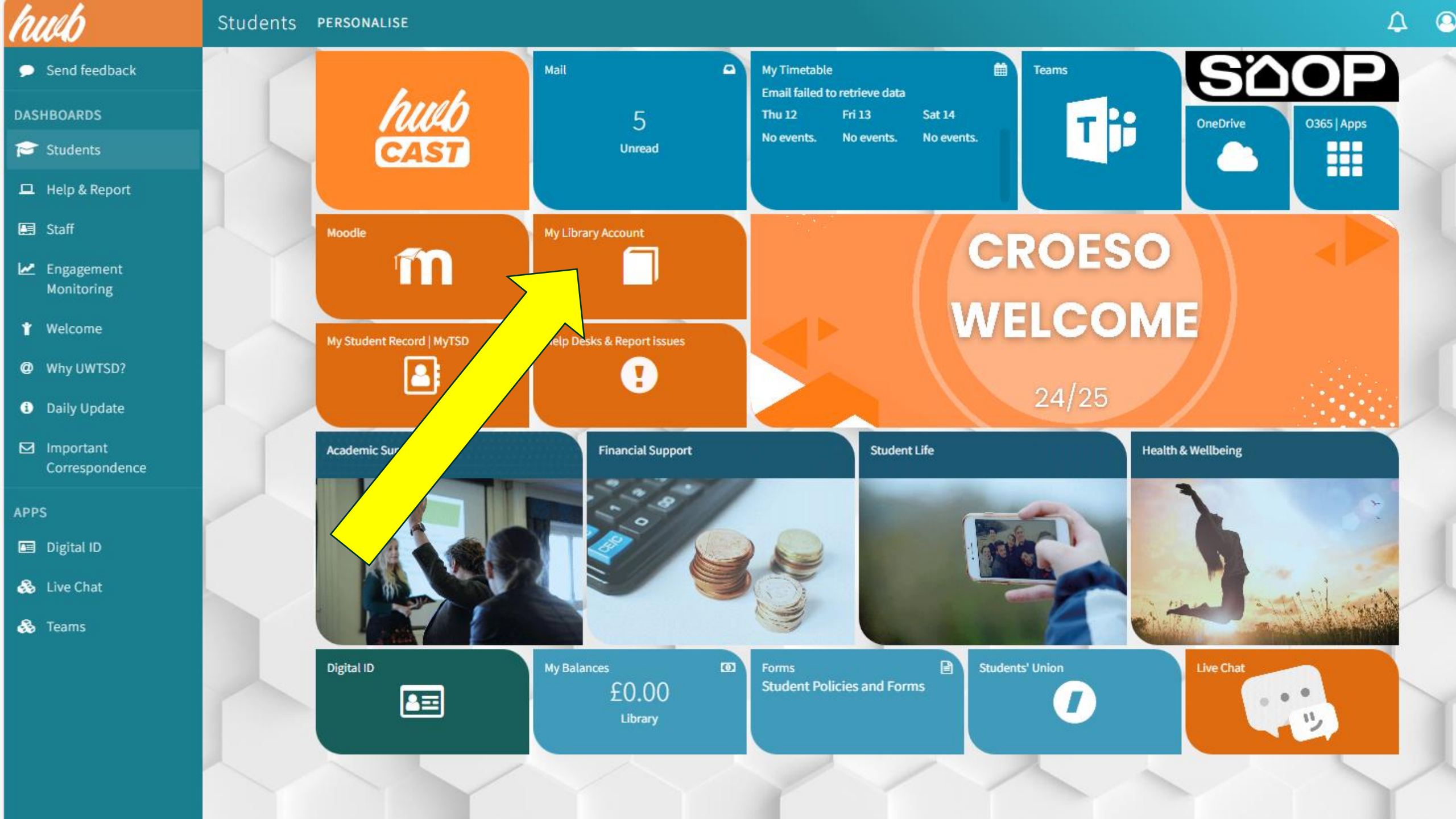
£0.00Library

Forms

Student Policies and Forms

Students' Union

Live Chat



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OneDrive



0365 | Apps



Moodle



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Teams



No items...

Library Website



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
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[Study](#)

[Open Days](#)

[International](#)

[Research](#)

[Alumni](#)

[About](#)

[Events](#)

Library and Learning Resources





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

Study

Open Days

International

Research

Alumni

Events

Library and Learning Resources



Current Students

Essentials

Email →

Student Intranet →

Student Hwb →

Moodle →

MyTSD →

Office365 →

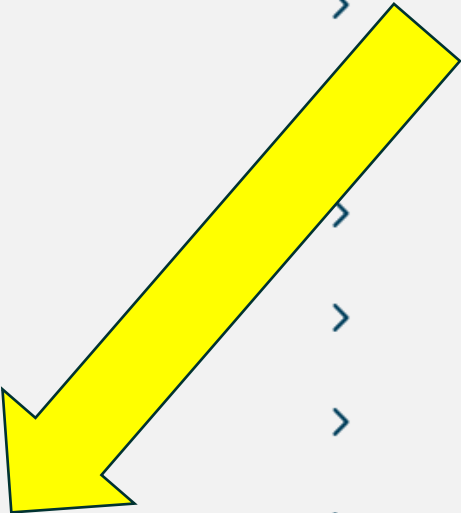
Intranet

[Newsroom](#)[Search the Intranet](#)

Information for Staff



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



Library and Learning Resources

LIBRARY & LEARNING RESOURCES

Students of IWT...
...stitute of
...can access
...from our
...e-journals, specialist databases,
...online newspapers and much more.

Need access to our
books & journals?

Use our online 24/7.
www.uwtsd.ac.uk/library



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

LIBRARY & LEARNING RESOURCES

Students of UWTSD can access a wide range of resources from our library, including e-books, e-journals, specialist databases, online newspapers and much more.

Need access to our books & journals?

Use our online resources 24/7.
www.uwtsd.ac.uk/library



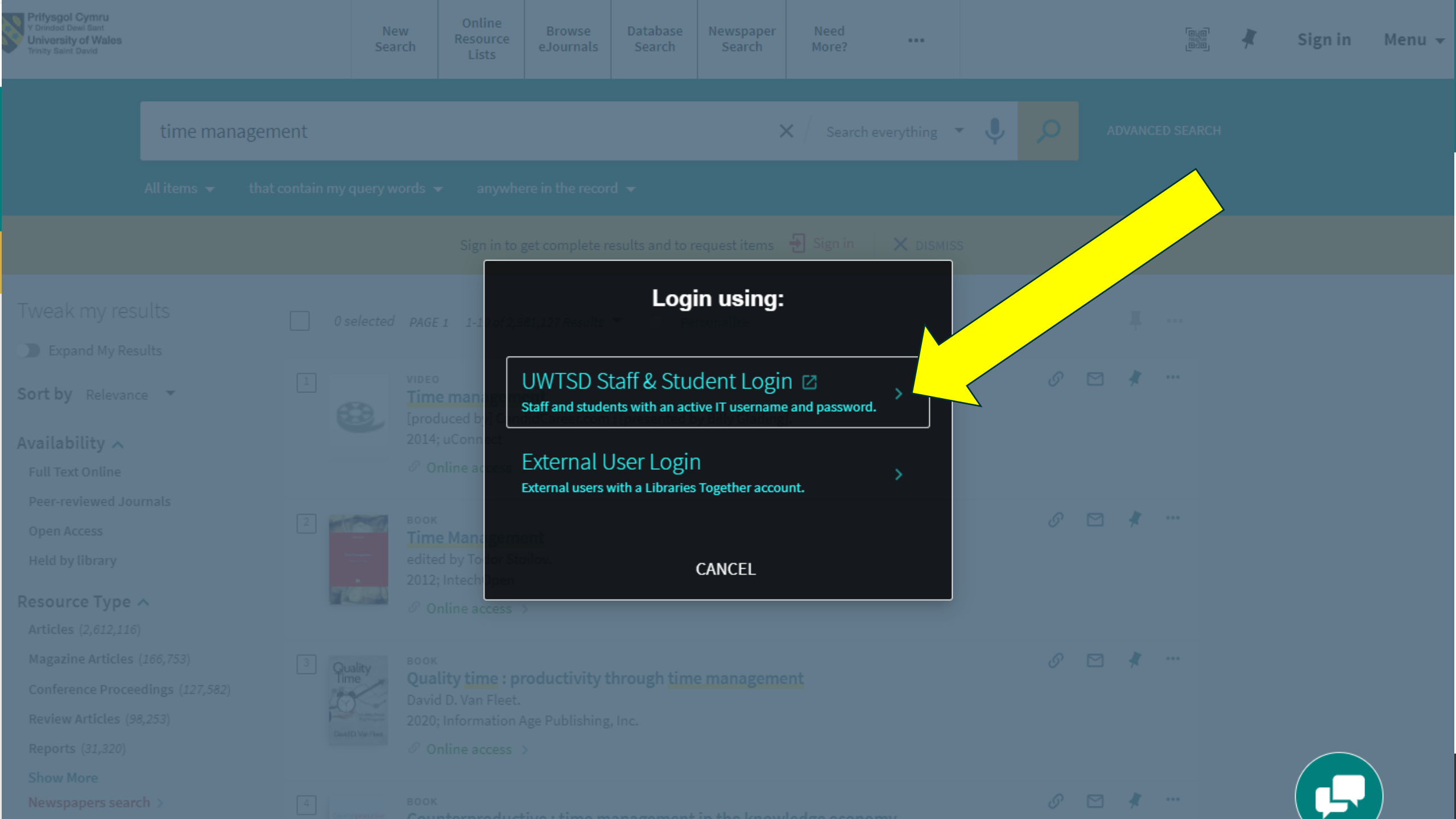
[Email Us: library@uwtsd.ac.uk](mailto:library@uwtsd.ac.uk) →[Us: 01792 481200](tel:01792481200) →

Search Our Collections

[Search](#)[Advanced Search](#)

Our Library Services





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

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

- VIDEO Time management [produced by ... 2014; uConn ... Online access
- BOOK Time Management edited by Tol ... 2012; Intech ... Online access
- BOOK Quality time : productivity through time management David D. Van Fleet. 2020; Information Age Publishing, Inc. Online access
- BOOK Counterproductive : time management in the knowledge economy

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



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

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

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



Evaluating Information - GOOD vs BAD



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 ^

- 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 ^

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- Access via ScienceDirect (Elsevier) (505,144)
- Access via Wiley Online Library (366,159)
- Business Source (315,423)

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

2 **Time Management**
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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 **Time Management Fundamentals.**
with Dave Crenshaw
2022; linkedin.com
[Online access >](#)

2 versions of this record exist. See all versions >



BOOK

Quality time : productivity through time management

David D. Van Fleet.

2020; Information Age Publishing, Inc.

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REFWORKS



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CITATION



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Links

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Details

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

Related Persons



Van Fleet, David D.

[Show more](#) [v](#)

Related reading

Recommended items that are related to the record



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

Covey, Stephen R.
ISBN 9781982137274

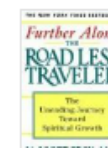
suggested by [👤](#)



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

Covey, Stephen R.
ISBN 9780671712839

suggested by [👤](#)



Further along the road less traveled : ...

Peck, M. Scott
ISBN 9780671712839

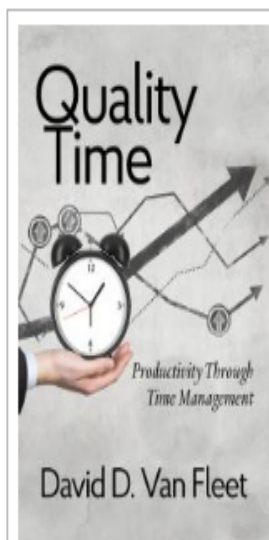


Keyword, Author, ISBN, and more



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

pages remaining for PDF print/chapter download (of 3)



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Cite Book

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

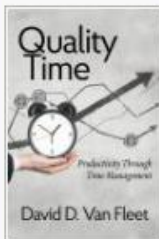
PRINT PUB DATE

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...](#)

Search within book



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



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.



[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.

The screenshot shows a web interface for a library resource list. At the top, the title 'Academic and Employability Skills (LCHS4001_BIRM)' is displayed alongside 'Published' and 'LCHS4001_BIR...' status indicators, and a 'List info' link. Below the title is a navigation bar with '+ Add', 'Manage sections', 'Filter', and 'Search' options, along with an 'Expanded view' toggle. The main content area is titled 'Essential reading (9)' and includes a descriptive paragraph: '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.' Below this, four resource entries are listed, each with a checkbox, a book icon, the title, author, edition, publisher, year, and total pages. Each entry also features an 'Essential' badge and a 'View online' link. The first entry is 'The Study Skills Handbook' by Cottrell, Stella, 6th ed., London: Bloomsbury Publishing Plc, 2024. The second is 'The study skills handbook' by Cottrell, Stella, Fifth edition, London: Red Globe Press, 2019. The third is 'The study skills book : your essential guide to university success' by McMillan, Kathleen, Fourth edition, Harlow, England: Pearson, 2021. The fourth is 'The reflective journal' by Bassot, Barbara, Third edition, London: Red Globe Press, 2020.

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.
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
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](#)

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

▼ 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)

Book - Complete

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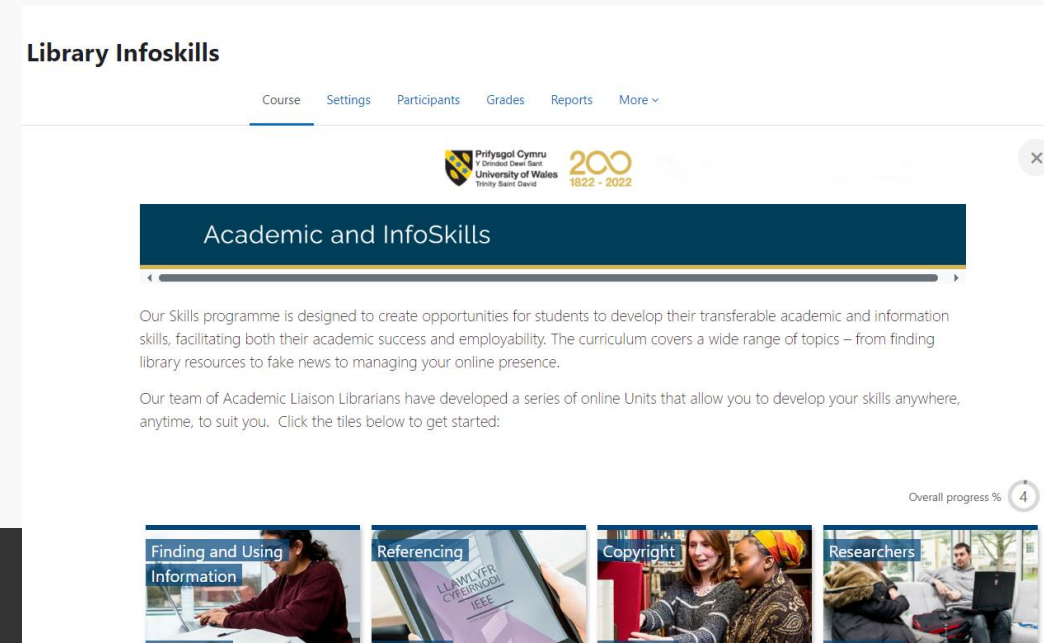
Physical item ▼

[Where to find in other institutions](#)[Hide](#)

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](https://www.uwtsd.ac.uk/library)



The screenshot shows the 'Library Infoskills' Moodle page. At the top, there is a navigation bar with links for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below this is a banner for 'Academic and InfoSkills' with the University of Wales logo and '200 1822 - 2022' anniversary text. The main content area describes the programme's purpose: to create opportunities for students to develop transferable academic and information skills. It mentions that the curriculum covers topics from finding library resources to managing online presence. Below this, it states that the team of Academic Liaison Librarians has developed a series of online Units. At the bottom, there are four tiles representing different units: 'Finding and Using Information', 'Referencing', 'Copyright', and 'Researchers'. An 'Overall progress %' indicator shows 4 units completed out of 4.

Library Infoskills

Course Settings Participants Grades Reports More

Prifysgol Cymru
Y Ddeddf Ddeddf
University of Wales
1822 - 2022

Academic and InfoSkills

Our Skills programme is designed to create opportunities for students to develop their transferable academic and information skills, facilitating both their academic success and employability. The curriculum covers a wide range of topics – from finding library resources to fake news to managing your online presence.

Our team of Academic Liaison Librarians have developed a series of online Units that allow you to develop your skills anywhere, anytime, to suit you. Click the tiles below to get started:

Overall progress % 4

Finding and Using Information Referencing Copyright Researchers



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



STUDENTS

Let us know how we did.

Please scan the QR code and fill out our feedback form – your comments are greatly appreciated.





STAFF

Let us know how we did.

Please scan the QR code and fill out our feedback form – your comments are greatly appreciated.

