

Using Library Search for your assignment Session Transcript

Ute: So this session is very much on how to use library search to find particular items to start with-- for example, a particular ebook, a particular journal, or a particular journal article. But also, how to search items on a particular topic, which will be quite relevant when it comes to assignments. And then I will let you know how you can find further help, if you need to.

OK, so, this is the library search box. When you first go onto our main library website, this is what you're seeing. You see the big search box against the blue background. And I guess some of you have already used it. It's a search tool that searches across the vast majority of the resources in the online library.

And it searches, really, a range of things. So you can find articles. You can find reports. Databases you can retrieve, like this journal and journal articles of many, many more. So really, it's a good starting point to see what is out there on a topic, but also to find something specifically.

So I'm just going to bring up a poll. So I'm using a few more polls. It's more fun, and it also gives me an idea of where you are with things. So I'm just putting that down a bit. Have you used library search before? And most of you seem to have used it before. Oh, it's actually 50/50 now. OK, so some of you haven't used it before at all. And others have used it presumably, to some extent, but not necessarily for everything you want it to do. OK. Yep, that's fine. OK, so, it's 50/50 almost, but most of you hadn't used it before. OK, thanks for answering the questions. That's good.

In that case, I will definitely start library search from scratch and just show you what I'm going to search for now. So here on this slide, I have got different resources types-- a journal, a very well-known journal called Nature, and an ebook, Cybercrime Security and Digital Intelligence, and a couple of articles of which I'm just using one.

And this is quite typical of what you might actually encounter in your module materials. Often, your lecturer will just say, go to that journal, or try and find this ebook, or try and find this particular article.

And if you want to do this, this is where you actually would use library search. So I'm going to share my screen with you now. And I'm hearing some background noise. Alan, is that you? Is there anything you want to ask? Otherwise, can you mute your microphone? Because I'm getting quite a lot of interference. I'm still getting interference, actually. OK, it's gone now. Brilliant.

OK, so I'm just going to share the screen now. So we have a book, going to that one. And I will basically now show you how library search works if I'm searching for a particular journal, for example. OK, so I'm typing in Nature, as in the journal. Don't worry about capitalization



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here, because it will find it either way. So I'm just typing in the title of the journal. And then check the first few results.

At this point, I also want to sign into the session. So I'm clicking into this sign in bar. And this ensures that basically, I'm going to see everything, all the results. And I can also save the results later on.

Can you all see this? I'm just seeing there's lots going on in chat. OK. You can see it all? Excellent. That's good. Brilliant. I'm just minimising the chat screen again, then. Right.

The main thing is that you actually check whether the resource that is coming up is actually the journal, Nature, you want. If I'm now scrolling down the results screen, you will see that different types of items like print book, ebook, reference entry, and the top one, that's the one which is this journal. And that's the one you want. So you want to check that it's the resource type you are actually looking for.

And if I now click into full text available, I should be able to access this journal, and then either search within it, or browse it, or go to maybe a particular year I want to look at, and there I am. So this is the journal, Nature. And here, where it's a search, I could search for a particular topic in the journal as well. So that's fine.

And I'm just going to go back now to library search, and also search for the ebook which I've mentioned earlier on. So the ebook title-- I'm just reading it out again-- is Cybercrime, Security, and Digital Intelligence. But again, I'm just typing in the title because it works quite well finding titles. So the keyset is not ideal here. Right.

I can use the author's surname as well, if it was a title which, for example, was very vague, such as-- I don't know-- Diabetes Management. Then I would probably put the author's surname at the end as well to distinguish it from all the other resources which might have the same title.

Now with this one, that's fairly specific. And I can actually see here right at the top, the ebook is coming up by Mark Johnson. And if I want to click into it, I would just click again into full text available. And I would get into this ebook. And I can now see it online if I want to. I can even download the book, or I can download a specific chapter. So that's fairly easy to locate and access as well.

And I'm just showing you the same thing for articles, but I'm choosing the second article in the list, or ebooks available as a print book. Hossam you are on it. That's good. And the second article is German economy.

And the title is Upward Trend-- that was published a couple of years ago-- Continues Despite Brexit vote, a Dampening Effect. So this is the full article title. I'm now typing this in and trying to locate the article. And what you don't see in the first few results is the article. You can see, it comes up with lots of other things, but not with what I'm looking for.



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And if my article isn't in the first few 5 or 10 results, then I want to actually do something different. I can add the author to it for example, maybe it just didn't pick it up. That is a possibility. The author is Fichtner. And now, it says no, it can't find it at all. No records found.

So I'm showing you this because this can actually happen, even if we have got an article. Because there are some articles that library search doesn't pick up because of the metadata, for example. What I'm doing in that case, is I will try and find this article via the journal it has been published in.

And the publication or journal it is in is the DIW Economic Bulletin. So I will now search for this journal, Economic Bulletin, and it's here instead. And here, the journal comes up. If I'm clicking on its title, it will tell me what the coverage dates are. So for example, here, we've got from 2011 to 2017, we can access articles for this particular journal. This means that we should actually be able to get our article because it's from 2016.

If I click into the hyperlink, I should be getting into the journal. And here now, either search within this publication for my title, or I'm going down to the year-- that's the alternative to the year the article was published in-- the volume number, which is 6, and the issue number, which is 36, you need the full reference this, of course-- I should now find my article here in this issue.

And you see it here now, German economy PDF full text.

So to recap, if you don't find the article, even though you've typed in the article title into library research, try and add the author's name. Or if that doesn't help, try and search via the journal it has been published in. And very often, you find we still have the article-- not always, but just to double check if it's just a metadata problem.

So any questions which Hossam haven't already answered? I'm not coming back to the slides, actually. Let me just come back here. You'll see the slides again in a second. Right, Ok.

Has that all made sense so far. This is something you might be asked in one of your modules quite soon, to locate a specific resource. Excellent. Yeah, it is relatively simple. But it is quite quick as well.

So it's very much, you go to the library website. You search for the title of ebook article journal database. Make sure you've signed in at the top of the screen. Check the first few results. And if it's not what you want to read, and it's an article, check via its journal.

And you can also use limiters, if you feel you've got so many results, and they all have the same title, limiters might help as well. Well you can get most normally you get the results if you don't sign in. But it's just making absolutely sure, and especially if you want to save the search results, which I'm going to show you in a little while. So it's always better to sign in.



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What you can do now yourself is try to actually search for any of these resources on that slide. So the first few are some books. And the next few are the journal articles. So if you have library search open and you want to spend a couple of minutes just trying to locate one of these resources, see how you get on with it.

And let me know if you struggle. You really only need to put in the title. And if you can't find it immediately, yah use the author's surname, if it's being given, and so on. OK, have a quick go.

Are you all OK finding library search? Also, thank you, Hossam. I was just going to type it in, because that's always very helpful in case they haven't got it open.

OK, how are you getting on? Are you finding what you've set out to search? Yes, excellent. Yeah, you should be. Find a book and open it, yes. Yeah, the books are usually quite easy to handle and quite easy to browse as well. Brilliant. So some of you have used books and you seem to have found it. OK, you can still type in whether you've found it, or I'll just move onto the next slide. Yeah, you seem to be OK.

What I want to do next is a topic search. And we are assuming now you've been given a topic for your assignment, for example. And I know it says here, mark on the slide. But I have decided we are not marking it on the slide because our tool functionality doesn't work terribly well. So, I want you to pick one of these topics. You can type it into the chat box, which you want me to demonstrate the search of-- cybercrime, prisons and reform. And whatever gets the most votes, I'm going to demo. DNA and ethics. That sounds interesting as well. OK, women in engineering. Wow, you're all choosing different ones. So far it's tech in the classroom, and DNA and ethics. A few more. food and ancient Rome. OK, wow. OK, I think it's tech in the classroom and DNA and ethics so far. Let's see-- OK, I think DNA sequencing and ethics might have just made it. So I'm going to demo this now. Yeah, I realised you haven't all quite had your vote. So I'm waiting a bit more. More DNA sequencing.

OK, let's use DNA sequencing and ethics then. So I'm going to give you a live demo of that as well. I'm just going to share my screen again. One second. Nearly there. So these are our results from earlier on. This is where we stopped. And I'm just going to clear the search boxes. There's a clear button. And I can now-- in fact, I could actually go here, which is better. So this is where I actually searched for the bulletin earlier on. I've cleared that search box.

And now, I'm going to search for DNA sequencing and ethics. And what I'm doing now is I'm typing DNA sequencing in quotation marks, because that keeps the two words together as the phrase. Because I want to actually search for these two words as a set term. I don't want them to be torn apart, basically. And I don't, strictly speaking, need to type in and, because if I don't type anything in, it will automatically combine my search terms with and, and make sure that all my search terms are in the same results, that are all in my results.



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And now, I'm basically just clicking on Enter. And I have 16,584 results, which is an awful lot. And as you can see, they are all kinds of different results. I'm just seeing they quite a few-- oh, no, not quite few. Actually, you can see the screen. Brilliant. I can just see when I have minimised the chat box, that a few red icons popping up. And that means usually, that someone has chatted. But you're OK, that's fine. Right,

OK, so you can see the different types of resources. We've got ebooks here. We've got articles here as well. And in order to manage these, you want to actually set filters. I would say, set filters pretty much straight away. Because what you have here, also make sure you're signed in.

You have filters for just searching for articles, for example. So this will not give you ebooks now. I'm just trying to limit the number of results I'm getting. I'm also clicking on peer reviewed articles now.

Peer reviewed it's quite a nice limiter, because it gives you some quality control. And it means that a panel of experts have decided that this is high quality research, and therefore published it.

And the creation date, or the publication date you can say, is also very useful, especially if you want to have up-to-date research. It depends on your topic and whether your research is timely that often, for example, in health, partly in business as well, you want to kind of have the latest articles quite often. So I set it to the last 5 or 10 years.

You can also set a subject limiter. We could, for example, set here, sciences. If we wanted to, we could be a little bit more specific and actually just type on DNA sequencing, which is also one of our search terms.

You can filter by author or journal title, which I don't do very often, however.

Language is useful. There are mainly English language articles, but every now and again, you get something in Chinese or Russian. And you can only view the abstract in English. And it's a shame if you are not able to read it full text then, because of the language. So I just filter to English.

And at the end, you still have to click on Apply filters. And this now will give you fewer results. And you see we are down to 1,403. That's a huge reduction in the number of results to earlier on.

And you would probably want to filter a little bit more. You might also want to actually tailor to search more and maybe put in more search terms that will bring down the number of results as well.

However, if you feel like, OK, you have a number which is manageable-- usually not quite now. Maybe if you had 50, 60, that might be quite manageable. You can start looking at



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them and see, you know, whether they are actually relevant. So let's say, we have now 50 results or so.

We looked through them and said oh, yeah, this one is quite a useful article. I could then click on the drawing pen item. And this would allow me to keep this item on library research. And basically, I'm saving it on library search.

Here as well, that's also next generation sequencing. That sounds quite useful. So I always click on the drawing pen next to that particular resource I want to actually keep.

And then, at the very top, I've got the drawing pen symbol as well. And this is for now viewing my favourites. So I'm clicking into it. And what I've just saved should now come up. And it does.

So this is something like an online bookshelf, you can say, where I'm keeping my books or journal articles, or whatever it is, handy. So if you have an assignment and you want to use a particular resource, this is where you can go and keep them, and just look them up again.

So there we are. Here are my two articles. It says 22 items, by the way, because I've previously put other articles and ebooks on there.

You can also save your search. If we want to actually return to my search, I'm just returning to it, that is the same search option, which I can click on. And now it tells me the search clearly was saved to your favourites. And if I go back to the little drawing pen symbol, I can now go to saved searches, and it should be at a top. And it is-- DNA sequencing ethics. So if I'm not giving it another name, it just uses my search terms as the name of the search, which kind of makes sense as well. So if you want to go back to your search on another day, re-run it, you can always do so. But it's quite nice.

Just make sure you are actually signed into this. Ok, I'm just going to stop sharing my screen and check whether it all still makes sense for you, and go back to one of the slides as well.

Right. Are you all still with it? So if you put in more search terms, yeah, OK. Hossam has already answered this, exactly. So if you kind of just put in your search terms, it will automatically combine with and. And we are not going into Boolean operators here properly.

But if you wanted to use alternative terms, for example, to get more results, then you would use or. And that's a Boolean operator you would have to put in. But on library search, you don't actually use them that often, because you get a lot of results anyway.

Excellent. That's great. So I'm just going to recap quickly. If you remember to sign into library search, you can start your search, set the date filters or any other filters like subject filters, I've used. I've used resource filters like articles and peer reviewed as well. And you can also add in more search terms, if there's still too many results.



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If you get very few results, however, for a very, very specific topic, then it would be possibly better if you use a slightly broader term or more general term. That's great.

I mean, we have a few more minutes where I kind of just let you try-- I would say, probably about four or five minutes, rather than six. But if you've got, still, library search open, just try a very quick search and see how you get on any topic. You can do the same as I have done, DNA sequencing and ethics. Or, you can do something which is really relevant for the module you're starting to do, or just anything that interests you, and see how you can philtre that. Have a quick play with it. And yes, you can also spend a lot longer, of course, at some point afterwards. But if you want to try it quickly, and you have specific questions, please ask. You've got to go now, Emma, yeah. That's OK. I know sometimes, people have to go a couple of minutes before. You're very welcome. Oh, sorry, Samantha. You've asked something earlier. I'm just going back to see what it was.

Can you set all searches into your specific subject? What do you mean by set all searches in your specific subject? Do you mean whether you can use the subject limiter as well? So you can use the specific terms for searching a topic. But you can also use the subject limiter which makes it more relevant to your particular field. Does that answer the question? OK, hang on. Yes, Samantha. Hello?

SAMANTHA: Sorry, didn't press the microphone.

UTE: OK, that's fine.

SAMANTHA: Can you set it so that the whole library that you use is on just your subjects?

UTE: Ah, I see. You want to tweak it like this. Not really from the start. I mean, you can tweak it in so far if you are limiting it by the subject limiters. But you can't really set the library search or configure it so it's just searching your subject areas in the first place. So, unfortunately not. You will have to do it via the Philtres and your keywords, if that helps.

SAMANTHA: Thank you.

UTE: Yeah, no problem. OK, as for the others, I know you've had a few minutes to make a start on doing a quick topic search. How are you getting on? OK, bye Jay. No problem. I know it's just 1 o'clock. I only need another two or three minutes, but it's fine if you have to go, ok. Yeah, OK, so you're managing fine. Excellent. That's good. Bye, Robin, that's OK. In that case, I would say, you can always expand on it a little bit later. At least you had a quick play.

I just want to point out a couple more things, in case you need more help. And that would be if at any point during your studies you need more support, every one of our pages, our library pages, have got a Help and Support link in them. And you can go and have a web chat with us. You can contact us by email and by phone. So you can always access that service. And I'm just recapping what we've covered, which was how to use library search to find particular



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ebooks, journal articles, and databases, how to use library search to look for information on a topic. And we've also done how to refine the number of results you get, and even how to save it on library search, and where you can go for help. Oh, that's good. Thanks.



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