THE ONLINE LIBRARY

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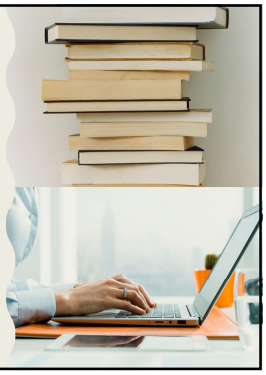
This session will show you how to navigate the library website.

When you have to find information for an assignment, it is important that you know where to look and how to know that the information you are finding is the accurate scholarly content that your lecturers expect you to reference in your assignments.

This session will show you how to find the best sources for your assignments and show you how to quickly find what you need for an assignment.



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atu.ie/library	Search + Find	Wealth of Information
Everything you need to know about the library, opening hours, booking rooms, tutorials, LibGuides and more.	Search for books, ebooks, journal articles, dvds, theses, exam papers and more.	Find good quality academic information in print and online for your assignments.

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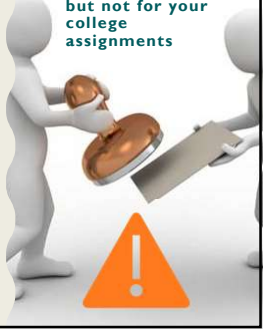
Why should you use Search + Find instead of Google?

- It delivers credible, relevance ranked results from the library's online and print collections in a single search
- It provides material collected for educational use
- The information is protected by copyright
- Libraries pay to have access to this information
- It is more focused on scholarly books and articles, and provide more of them, than the open web
- It is more credible because publishers have checked the contents for accuracy and reliability.

Google is Great … but not for your college assignments



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Search + Find is the discovery system that searches the resources that ATU Libraries Galway-Mayo own.

Search + Find lets you search for books, journals, articles, dvds, news and more both online and in print.

Use **Search + Find** to identify material on your topic

If you know the title or author of the source you need, do a title or author search. If you do not know exact titles, do a keyword search.

A search using **Search + Find** will:

Describe what the library owns and tell you if the resource is online or in print – if it's in print you will see a 'Shelf No.' if it's online you will see a 'Full Text' button – simply click it to read online

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Search + find will give you results covering different subjects and resource types

There are four main types of online sources:

- **eBooks** - are like traditional books but available online
- **eJournals** - are like a magazine but available online
- **Articles** - each issue of a journal contains several articles
- **Databases** - a database in the library context means a collection of eJournals, eBooks, articles, newspapers, reports and more which are organized and can be searched at the same time

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Before you start searching the library for journal or news articles, make sure you understand the topic and what you are being asked to do.

Background Reading is important for gaining an overview of the research topic and an understanding of relevant concepts identifying potential search terms. Your background reading may also point to further sources of relevant information.

Definitions - Check an encyclopedia, dictionary or relevant textbook for definitions of terms.

What are you being asked to do?
Be clear about the actions required for you assignment. If you are unsure of exactly what is required, ask your lecturer or tutor, or go the help zone in the library.

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HOW DO I KNOW WHAT TO LOOK FOR?

Use a Search Strategy Checklist

1. Define your topic and break it down into component concepts.
2. Choose keywords.
3. Combine keywords - using Boolean operators to structure the search.
4. Use truncation.
5. Use advanced techniques such as field searching and controlled vocabulary.
6. Refine search results.

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Phrase Searching

Useful for refining and increasing the relevance of a search, phrase searching offers the ability to look for words together in a phrase.

"Social Media"

"Human Resource Management"

Boolean Operators

Insert AND, OR, and NOT into your search to broaden or narrow it.

PTSD **OR** Post Traumatic Stress Disorder **AND** soldiers **NOT** Navy.

Refine your results

Filters + Limiters allow you to narrow a search by year, content type, etc.

- News (36)
- Books (5)
- Academic Journals (3)

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Evaluating information is an important part of the research process.

Not all information is **reliable** or **true**, nor will all information be suitable for your assignments or projects.

Print and Internet sources vary widely in their **authority, accuracy, objectivity, currency, and coverage**.

You must be able to **critically evaluate** the appropriateness of all types of information sources prior to relying on the information.

Authority Who

Objectivity Why

Coverage What

Accuracy Where

Currency When

Don't forget HOW...

Why can't I just Google? Library La Trobe University

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In a Nutshell...

Search + Find is the library's search engine that provides fast, relevancy-ranked results through a single search box.

1	2	3	4
Enter the search terms into the search box on the library homepage	Refine results by criteria such as date, subject, academic journals and other options	View results, and link directly to the full text when it's online	Easily cite or save an article, book or other source of information

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Use the 'Advanced Search' ... and other options

when you are looking for specifics

There is no single search box that will connect you to everything the library has to offer, Search + Find pulls together resources from several sources so is a great place to start…

But you should know when to use the other search options

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PERSONAL FOLDER

- When you use Search + Find you have your own personal area (folder) to collect and store information across sessions. Once you sign in all the items you save to your personal folder remain in your folder until you remove them.

CAUTION!

- If you DO NOT Sign in to your account items will be placed in a folder for temporary storage.
- ONLY items saved while logged into your account will be available to view at a later stage.

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