



- ⌘ You will need to log on to a computer using your **UTAS Login Username** and **Password** – if you have trouble, ask a member of staff.
- ⌘ Open the internet and find the Library homepage: <http://www.library.utas.edu.au/>

If you are at home: open the internet and find the UTAS website: <http://www2.utas.edu.au/>
If you see a *Security Certificate Window* accept the UTAS site as a trusted site and follow the prompts to continue to the UTAS website.

Tools 1 & 2 Subject Guides & Online Reference Resources

Subject Guides assist you to research a specific subject area

Online Reference resources help you understand terms and guide your background reading.

You have to research a topic on “Culture Shock”.

From the choices below, which discipline would fit closest to *culture shock*?

- a) Sociology
- b) Human Movement
- c) Zoology

1. **Go to:** UTAS Library homepage [If you are at the UTAS website >click on the **Library** link].
2. Have a look at the menu on the right side of the page, the first heading is “My Account”, the second heading down is “**Subject Guides**”, click on it.
3. Click on the **Sociology** subject guide (under **Arts**, left column).
4. Click on the tab **Starting your research: Reference resources**.
5. Click on the link **CREDOreference**, in the centre box titled **Recommended online sources**.
6. Type “culture shock” into the **CREDOreference** search box.
7. Have a quick browse and scan read some of the results. **CREDOreference** contains both dictionaries and encyclopedias. **Look for a definition of culture shock**.

Which publication in **CREDOreference** did you use to find your definition? Make a note of the details.

Tool 3 Library Search

This tool will allow you to search for what we hold in the Library.

Finding a book where you know the title:

1. **Back to:** Library home page.
2. Under the heading - Books & eBooks.
3. Click on **Title**, this will take you to the Library Catalogue.

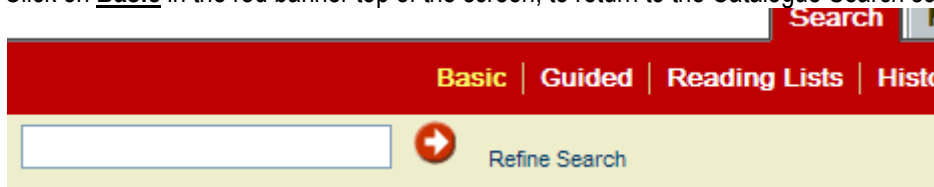
Find the following book:

Adams, P, Openshaw, R & Trembath, V (eds) 2006, *Score more: essential academic skills for tertiary*, Dunmore Press, South Melbourne.

- a. Click in the Search box and type in the title of the book i.e. *Score more: essential academic skills for tertiary*.
- b. Click the white arrow on the red dot to conduct the search.
- c. Click on the title.
- d. How many UTAS libraries hold a copy of this book? _____

Finding books by a particular Author:

4. Click on **Basic** in the red banner top of the screen, to return to the Catalogue Search screen



Find books by Catherine Dawson (an author on your Unit Reading List) that are held by the Library

- a. Select '**Author Alphabetical**' from the drop down menu & type the author's name into the search Box, Surname first, followed by first name. Click on the white arrow in the red dot to conduct search.
- b. Click on the author's name to view items that the Library holds by that author.
Which book by Catherine Dawson is about study skills for mature students?

5. Click on the title of the book to open the record.

The book about study skills for mature age by Catherine Dawson has subject heading links to more books on that subject.

Click on the subject heading link **Study skills**.

6. How many titles have been assigned the subject heading **Study skills**? _____

7. Click on the link **Study skills** in the subject heading list.

How many electronic books (ebooks) have been assigned the subject heading **Study skills**? _____

TIP: Instead of browsing a large list of catalogue records.

From the **Limit by:** dropdown menu on the right hand side of the screen,
select **-Coll: Electronic Book**

You can also use the **Limit By:** dropdown menu to narrow catalogue searches to a library location.

Examples: **-Loc: Ltn** **-Loc: Cradle Coast** **-Loc: Morris Miller** (Main Library, Sandy Bay Campus)

Back to: **Library** home page

1. Click in the main search box and type **study skills** and click search

This search is called Summon and it provides a Google type search that allows you to search virtually all of the information resources held by the Library

2. How many references did you find? _____

3. Go back to the Library homepage and in the main search box, change your search words to **"study skills"** (i.e. put double quotation marks around your search terms). Click search.

Study skills will now be searched as a phrase to reduce the results to more relevant references.

How many references did you find? _____

TIP: You could add extra search words to refine your search such as:

"academic success" university or strategies

You can also refine your search by using the "tick boxes" on the left of the Summon results page. Try refining your results by Publication Date. Enter the year 2010 to 2012 (date and month are not required) and click "update".

How many results do you have now? _____

Tool 4 Reading Lists

This tool provides a gateway to all your unit readings, with access to many documents in an electronic format.

4. **Back to:** Library home page.
5. Again look for the right hand column where you found "Subject Guides".
6. Click on the next link down **Reading Lists**.
7. In the **Search for Reading Lists** box, type **XAA001** (unit code for UniStart).
8. Click on "**XAA001**" in the left hand panel.
9. Click on the **View List** button in the right hand panel.
10. If this subject had any set texts they would be listed under the first tab "**Texts**" and there would be links from this page to the catalogue record for the text.
11. If you click on the tab "**Readings**" you will find a list of articles and book chapters that the Lecturer has arranged to be linked to the Reading List.

How many readings are there in this list? _____

12. For an example of a link to an article click on the link **Furnham, Adrian., 2004, 'Foreign students: Education and culture shock', The Psychologist, 17, 1, 16-19**
13. Enter your user name and password, if asked.
14. If you get a "Security Information" box, click **yes** to "display nonsecure items".
15. Read and **Accept** the Licence Agreement.

You are taken to a research database.

From which database does this article originate? _____

In this case, the full text appears in the database. Sometimes the link will be to the abstract of the article in a database and you will have to find and click on the PDF link to access the full text of the article.

14. For an example of a chapter of a book that has been linked to the Readings list click on the link for **Wallace, Andrew. 1999, Chs. 1 & 2. (in) Wallace, Andrew., Bright, Phillippa., Schirato, Tony.: Beginning university : thinking, researching and writing for success , Allen & Unwin, Crows Nest, N.S.W.**
15. Enter your user name and password, if asked.
16. If you get a "Security Information" box, click **yes** to "display nonsecure items".
17. Read and **Accept** the Licence Agreement.
18. The scan of the PDF of the chapter will now open.

What is the name of the first chapter? _____

Back to Tool 1 - Subject Guides - Referencing

Go to: Library homepage > Click on “**Subject Guides**” in the right hand column.

1. Select the **Geography and Environmental Studies** subject guide.
2. Click on the tab called **Referencing**.
What referencing style does Geography and Environmental Studies use?

3. Have a browse around the subject guides for your major area of study.

What is the Referencing Style preferred by your School? _____

Need More Help? – Online Training and Help

You’ve learnt the basics, but if you need further help please check the Library’s online Training and Help page.

From the Library homepage, click on the “**Help**” icon in the bottom left corner and look through the options under “Getting started” and “Teach yourself”.

If you are still having problems, please contact your Library:

1. By completing the “Ask Us for Help” form on the **Help** page.
2. By calling the Library on phone 1300 304 903 & press 2 (local call cost) or Interstate - phone 03 6226 1818 & press 2
3. By email at: Library.Queries@utas.edu.au or
4. By visiting your Library and asking for help at the Client Service Desk.
5. Check your [Subject Guide](#) or the [New Students Subject Guide](#).