

www.edgehill.ac.uk/lis



Year

1

GET THE INFOEDGE

Learning Services

Aims

- To provide an introduction to Edge Hill University Library resources and information literacy skills required for research.

Objectives

By the end of the sessions you will be able you to:

- Locate a list of resources, support and guides on Blackboard & Learning Services Web pages.
- Locate reading lists via the Library Catalogue and Learning Edge
- Use the Library Catalogue to find resources.
- Access your personal library account.
- Understand the importance of journals to academic research.
- Search electronic books, journals and databases.
- Locate legal information for research purposes.



Section 1

What is Information Literacy?

An information literate person knows when and why they need information, where to find it, and how to evaluate, use and communicate it in an ethical manner (CILIP, 2004).

Edge Hill University has a large collection of print and electronic resources to support your studies and it is important to know how to find these resources and how to search them effectively to find relevant, authoritative and up-to-date information.

Information resources come in a variety of formats and could be a:

Book, Journal, e-journal, an e-book, report, review or guideline. These formats can be located within a subscription database a website or on the library shelves.

All resources are available through the Library catalogue
<http://library.edgehill.ac.uk/>

In addition, a list of resources, support and guides can be found on Learning Edge (BlackBoard). Click on the yellow tab.

The screenshot shows the top navigation bar of the Edge Hill University library website. The navigation bar includes links for 'GO.EDGEHILL.AC.UK', 'A-Z', 'Library', 'Learning Edge', 'Files', 'Edge Hill Blogs', 'Wiki', '+/-', 'Home', 'Your FoHSC Resources' (highlighted with a yellow tab and a blue arrow), 'Communities', and 'HELEN MILL'. Below the navigation bar, there are three main content panels:

- Module Reading List:** Features a search box for 'Reading Lists' with the text 'Search for your reading list:' and a 'Submit' button.
- Health Subject Resources:** Provides guidance on finding information for assignments and includes links for 'Getting Started', 'Find Journal Articles', 'eBook Help', 'Online Research', 'Evidence Based Research', and 'Reference Material'.
- Health eResources:** Promotes the CINAHL database as 'The definitive research tool for nursing and allied health professionals'.

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The tabs on this panel link to the health subject resources page

Health Subject Resources

Get started finding information for your assignments and access support for academic writing & referencing.

Getting Started

Find Journal Articles

eBook Help

Online Research

Evidence Based Research

Reference Material

Newspapers

Support & Workshops

Assignment Help

Referencing

Counselling

Social Work

Social Work: specific subject resources can be accessed by clicking on this button

From you FoHSC Resources you will link out to the Learning Services webpages in a new window on your Browser. You can still return to Learning Edge by selecting the relevant tab on your screen.

Visit Us Contact us Privacy

Courses Research Enterprise What's On Departments About Edge Hill

Undergraduate Graduate School Business Solutions Events Faculties News & Features
Postgraduate Research Degrees Training Courses Arts Centre Services Events
PGCEs Research Showcase Talent Management Sport A-Z Campus

Social Work

Getting started Find journal articles eBook help Online research

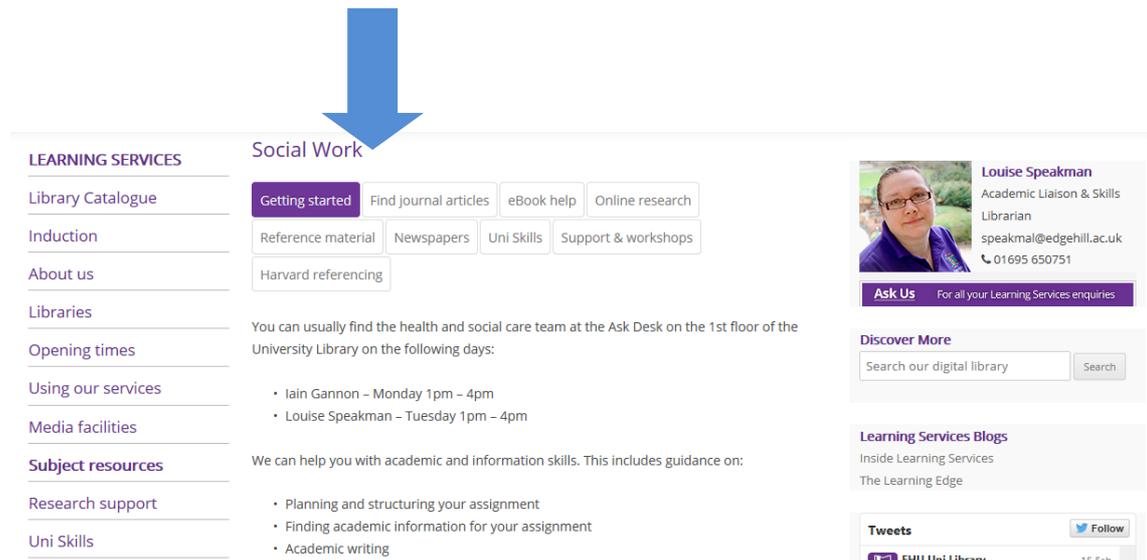
Reference material Newspapers Uni Skills Support & workshops

Harvard referencing

Louise Speakman
Academic Liaison & Skills Librarian
speakmal@edgehill.ac.uk
01695 650751

Ask Us For all your Learning Services enquiries

Click on the tabs to see the full list of resources.



Social Work

LEARNING SERVICES

- Library Catalogue
- Induction
- About us
- Libraries
- Opening times
- Using our services
- Media facilities
- Subject resources**
- Research support
- Uni Skills

Getting started Find journal articles eBook help Online research

Reference material Newspapers Uni Skills Support & workshops

Harvard referencing

You can usually find the health and social care team at the Ask Desk on the 1st floor of the University Library on the following days:

- Iain Gannon – Monday 1pm – 4pm
- Louise Speakman – Tuesday 1pm – 4pm

We can help you with academic and information skills. This includes guidance on:

- Planning and structuring your assignment
- Finding academic information for your assignment
- Academic writing

Ask Us For all your Learning Services enquiries

Discover More

Search our digital library

Learning Services Blogs

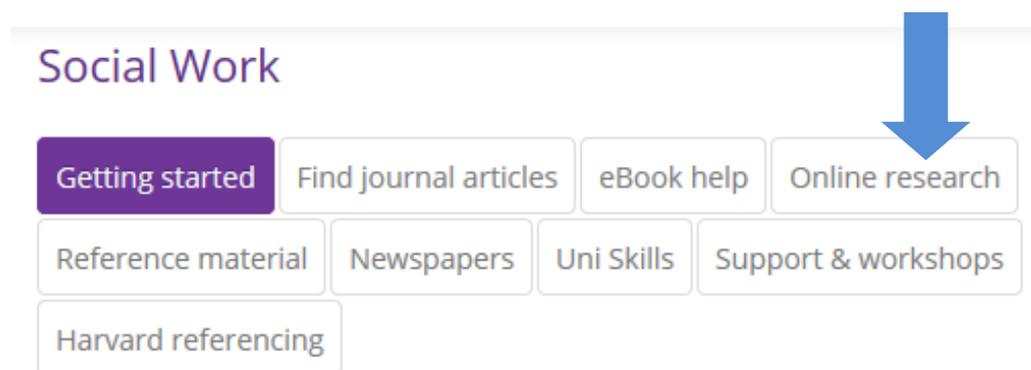
Inside Learning Services
The Learning Edge

Tweets

 EHU Uni Library 15 Feb

As well as databases and electronic journal collections there are lots of useful websites listed on your subject resources pages.

Select the '**Online Research**' button to learn where and how to find information for your assignments on the internet.



Social Work

Getting started Find journal articles eBook help Online research

Reference material Newspapers Uni Skills Support & workshops

Harvard referencing



Section 2 Using the Library Catalogue

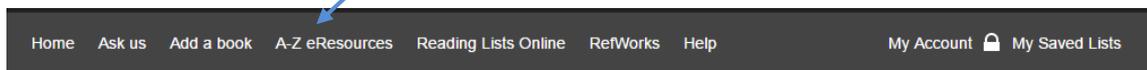
All resources are available through the library catalogue and it is the best place to start your research.

<http://library.edgehill.ac.uk/>

There are various ways to search the library catalogue. Using the drop down menus you can choose to search by

- **Word(s)** e.g. *ethics*
- **Title** exact title
- **Author** Name and initial.
- **Subject** for general subject material e.g. *Health*
- **Class No** e.g. 613.79 BEN

Looking for a specific online journal or database? Use the A- Z eResources List link.



Welcome to Edge Hill's library catalogue



Enter your search terms here if you are searching for books or ebooks

You will find the advanced search page at this link which will provide you with more searching options.



Discover More is a great search tool for finding journal articles and More information resources!

Word Search

Choose **New Search**. Type in **Social work** and click Submit.

Welcome to Edge Hill's library catalogue

social work 

[More search options](#)

Useful Links

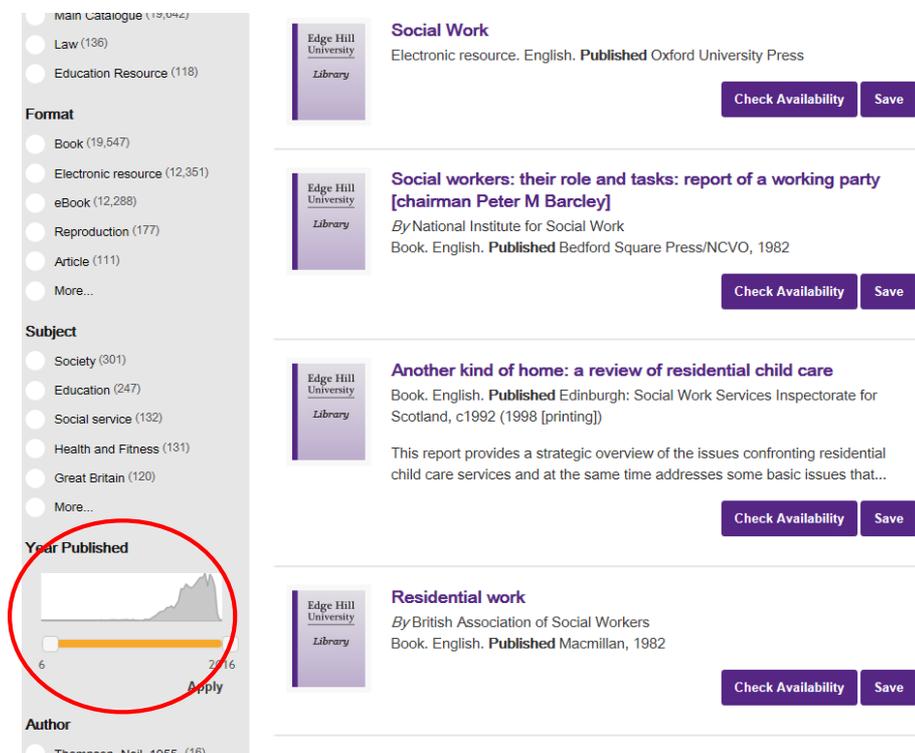
[Discover More](#)

[Learning Services](#)

[Opening Hours](#)

A drop down list of suggested titles will appear as you type your search and you may select a specific title or simply click on the search symbol (magnifying glass) or press enter to see a full list of titles.

Update your list to titles published in the last ten years. Scroll down the page and look to the left for a filter Year Published. Drag the slider and click Apply



Main Catalogue (15,046)

- Law (136)
- Education Resource (118)

Format

- Book (19,547)
- Electronic resource (12,351)
- eBook (12,288)
- Reproduction (177)
- Article (111)
- More...

Subject

- Society (301)
- Education (247)
- Social service (132)
- Health and Fitness (131)
- Great Britain (120)
- More...

Year Published

6 2016

Author

- Thompson, Neil. 1955- (16)

Social Work
Electronic resource. English. **Published** Oxford University Press

Social workers: their role and tasks: report of a working party [chairman Peter M Barclay]
By National Institute for Social Work
Book. English. **Published** Bedford Square Press/NCVO, 1982

Another kind of home: a review of residential child care
Book. English. **Published** Edinburgh: Social Work Services Inspectorate for Scotland, c1992 (1998 [printing])

This report provides a strategic overview of the issues confronting residential child care services and at the same time addresses some basic issues that...

Residential work
By British Association of Social Workers
Book. English. **Published** Macmillan, 1982

From the list find a title called “Doing social work research” and click on the title. The details of how many copies and at what sites will then be visible, showing you if the book is available or not.

If it is not available in the library at the site where you are (e.g. Ormskirk) do the following;

Social Work

Year 1

If you are not logged in select Reserve and you will be prompted to log in.

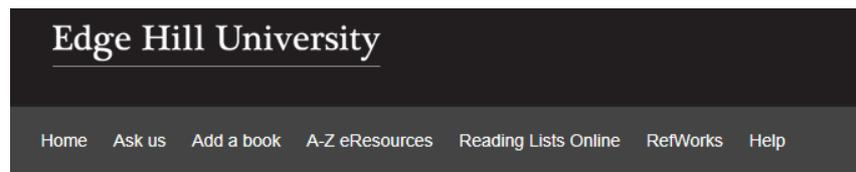
The screenshot shows a library website's login interface. At the top, a dark navigation bar contains links for Home, Ask us, Add a book, A-Z Journal List, and Help on the left, and My Account (with a lock icon) and My Saved Lists on the right. Below this, there are two main login sections. The left section has a purple background and is titled 'Edge Hill Staff & Students', with the text 'Sign in for access to eResources and your library account' and a yellow 'Login' button. The right section has a light purple background and is titled 'Partners and Alumni', with the text 'Sign in for access to your library account', two input fields labeled 'card number' and 'pin', and a yellow 'Login' button. A red oval highlights the 'Edge Hill Staff & Students' title.

We will then either hold the next returned copy, or get a copy from another site for you and email you to let you know

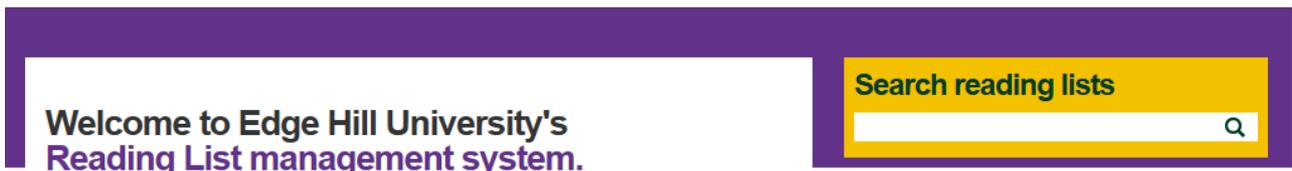
Reading List Search

Library Catalogue

Click on the Reading Lists Online tab



Welcome to Edge Hill's library catalogue



Then type in your module code and press enter

All of the items that are on this reading list will then appear. The list contains both titles of books and journals. Some reading lists also have digitised items, which are usually a chapter of a book or an article, which you can access in full text whilst you are studying a particular module.

If you click onto the title of a record that has appeared you will be able to see if there are any available copies for you to take out.

eBooks

In the search box, type in **social work** and press enter to perform the search.

Welcome to Edge Hill's library catalogue

social work



More search options

Useful Links

Discover More

Learning Services

Opening Hours

From the results click on the ebook tab on the left hand side.

New search Search for "social work" Book

Refine Your Search

Library Location

- Ormskirk University Library (6,647)
- Woodlands Library (Chorley) (725)
- Aintree LIRC (Liverpool) (661)
- Ormskirk store (273)
- Woodlands store (76)
- More...

Collection

- Main Catalogue (19,550)
- Law (136)
- Education Resource (117)

Format

- Book
- eBook (12,286)
- Electronic resource (12,286)
- Reproduction (177)
- Article (111)
- More...

Subject

Results 1 - 10 of 19,550 Sorted by Relevance Sort

1 2 3 4 5 6 7 8 9 ... 1955 Next >

Social work
By Doel, Mark
Book. English. **Published** London: Routledge, 2012
This is an insightful introduction to the often misrepresented world of social work. The book presents a broad view of contemporary social work, exploring...
[Check Availability](#) [Save](#)

Social workers: their role and tasks: report of a working party [chairman Peter M Barclay]
By National Institute for Social Work
Book. English. **Published** Bedford Square Press/NCVO, 1982
[Check Availability](#) [Save](#)

Another kind of home: a review of residential child care
Book. English. **Published** Edinburgh: Social Work Services Inspectorate for Scotland, c1992 (1998 [printing])
This report provides a strategic overview of the issues confronting residential child care services and at the same time addresses some basic issues that...

This will search our collection of eBooks from a number of collections including Ebsco, Ebrary, Dawson Era and MyiLibrary.

From the results find the book **Social work and social care**.

Access: An electronic book from EBSCO (only one simultaneous user)

Click on check availability and

The screenshot shows the digital interface of the book 'Social Work and Social Care' by Lester Barnett, Second edition. The interface includes a search bar at the top left, a table of contents on the left side, and navigation arrows at the bottom. Three callout boxes provide instructions: 'Search within the book here.' points to the search bar; 'Navigate through the chapters here.' points to the table of contents; 'Click the arrows to move through pages.' points to the navigation arrows at the bottom.

This is an electronic book. The book can be read in the usual way, parts can be printed (in accordance with copyright) and the text can be searched electronically.

eBooks can be accessed via the library catalogue and read anytime and anywhere.

Have a go at searching for some titles yourself.....

eBook Help: www.edgehill.ac.uk/ls/subject/social-work/ebooks/



Section 3

Finding Journal Articles

What are Journals?

Journals are publications that appear at regular intervals over the year, weekly, monthly, quarterly, annually.

Social work journals you might want to look at include:

- **Child and Family Social work**
- **British Journal of Social Work**
- **Critical Social policy**

A journal will contain a number of articles written by different authors who are working in the field. Before the article is published, the article is often checked over by other experts and this is called **peer-review**.

This ensures that journal articles are:

- Up to date and at the forefront of research
- Authoritative

Journal articles can be accessed by searching an Online Database which contains thousands of journal titles, via a Journal Collection or by using a Discovery Tool. Some online databases contain only the abstract of a journal article and some contain the full text. When you are searching a database you may be provided with a link to the article in another database in the Edge Hill collection. If no link is provided, try searching for the journal title in the library catalogue to see if it is held by the Library.

Why use Journals?

Journal articles are essential to students because

- They provide information that is authoritative and up-to date.
- They can be searched electronically, allowing the student access to a large quantity of articles.
- They demonstrate that the student has an understanding of what is current practice.

How to Recognise a Journal Reference or Citation

On reading lists and bibliographies, journal articles are written in a standard format. A reference to an online journal article will look like this and follows the format in the online article; i.e. Upper and lower case used in the article title.

HARR, C. and MOORE, B., 2011. Compassion Fatigue among Social Work Students in Field Placements. *Journal of Teaching in Social Work*, 31(3), pp. 350-363. Available from: <http://0-www.tandfonline.com.library.edgehill.ac.uk/doi/abs/10.1080/08841233.2011.580262> [Accessed 20 October 2014].

This is broken down as follows:

HARR, C and MOORE, B.,	Authors of the article
2011.	Year of publication
Compassion Fatigue among Social Work Students in Field Placements.	Title of the article
Journal of Teaching in Social Work,	Title of the journal the article comes from
31 (3), pp. 350-363.	Volume , (issue) and page numbers of the article
Available from: URL	Permalink to article in database
[Accessed 20 October 2014].	Date accessed

When you compile your bibliography for your assignments, you must use the correct referencing format. Marks will be lost for incorrectly formatted citations. This referencing format is called the **Harvard Referencing System**. For more information check the Learning Services web pages at:

www.edgehill.ac.uk/ls/assignment-help/help-with-referencing/

This workbook looks at searching one full text journal database, but there are lots of other journal collections and journal databases that you can search to find research information. What is a journal database?

A database is a collection of information, in this case journal articles, arranged in individual records which can be searched by computer. Some journal databases also include conference papers, book chapters, reports, dissertations, books and other types of information.

Journal databases collect together articles in a subject area. The subject could be general (e.g. Health) or more narrowly defined (e.g. Midwifery).

Databases allow you to search for articles using keywords. You can combine keywords or use a phrase to focus your search to find articles most relevant to your topic.

Journal databases generally provide a reference or citation - enough information to allow you to find the article. The citation would normally include: the title and author of the article; the journal name, volume and issue numbers, pages and date; subject headings and often an abstract (summary) of the article. Sometimes the full text of the article is also available.

Key Social Work databases:

- [Social Care Online](#)
- [The Social Work Toolkit](#)
- [Academic Search Premier](#)
- [Childlink](#)



Section 4 Using electronic journal collections

Learning Services subscribe to a number of large collections of electronic journals. There is a collection for most subject areas.

For social work students, **Academic Search Premier** is a good a starting point to learn how to use these resources.

Searching Academic Search Premier

- Go to the **Library Catalogue**
- Type **Academic search premier** in the search box and click on submit

Once you have got to the database you will see a search box at the top of the page.

- Type **“social work”** in the search box and click search

You will realise that you have retrieved a large number of results. You can refine your search by using the limits on the left hand side of the screen to find results that best match your requirements.

- Now search for **“social work” and “risk management”**

How many hits did you get? _____

You could also search for:

“Social work” and “risk assessment”

“Social work” and “risk factors”

“Social work” and “risk factors” and teenagers

If you click on the Subject or Subject : Thesaurus options on the left hand side of the screen, this will outline the most common terms that relate to your search.

You can begin to look at the records by clicking on the title of any of the articles listed. This will show you the abstract and reference for that article. Some may have full text, but others will need you to go back to the Library catalogue, and search for the Journal.

Refine your results

Full Text

References Available

Scholarly (Peer Reviewed) Journals

1979 Publication Date 2011

Update Cancel | Show More >

On the left hand side of page is a number of options to filter these results including date range. Click and drag the moveable slider to specify the date range you want to search across. Then click **Update Results**.

Have a go at limiting the results to the last 3 years.

How many articles have you found now? _____

Some Search Tips

To use these resources effectively, you will have to learn some search techniques. These techniques are common to all electronic databases.

1. Focusing your research

Too much information

If you do a basic search for "health", you will come up with an unmanageable amount of information.

Not enough information

If you do a search for "foot injury in students at university", you may get no hits as this search is too specific.

Hints & Tips

Combine keywords with the operators:

And - Will find all of the words

Or – Will find any of the words

Not – Will find the first but not the second word

" " Use "quotation marks" to search for exact phrases.

***** is used as a right-handed truncation character only; it will find all endings of a word. For example, searching for child* will find, "child", "child**hood**", children", etc.

? is used to replace any single character, either inside the word or the right end of the word.

? cannot be used to begin a word.

For example searching for f??t will find **foot** and **feet**

Section 5 Using a Discovery Tool

Discovery services are single search tools that provide fast and simple access to print and electronic material available through the library catalogue. The tool searches the Library Catalogue and the majority – although not all - of our electronic resources.

1. From the library catalogue <http://library.edgehill.ac.uk/>



- Enter the following: **ethics and health and women**

Edge Hill University

- Click search and view your results list. How many records are listed in your results?
- The results will appear with the most relevant records at the top of the list.

2. Apply limits to make results more relevant:

- From the next screen explore the limits on the left hand side of the page. This will refine your search and find the resources that best match your requirements.
- Scroll down the page to see all the limits that you have to choose from on the left hand side of the screen.
- Make a selection and update your results list.
- Are your results relevant, authoritative and current?

Number of results

ethics and health and women

47,359 results sorted by relevance

Re-sort your results by Date or Relevance here.

REFINE YOUR SEARCH

✓ Any

Full Text Online

Scholarly & Peer-Review

CONTENT TYPE

✓ Any

Journal Article

Book / eBook

Magazine Article

Book Review

Newspaper Article

More...

DISCIPLINE

✓ Any

medicine

public health

psychology

political science

anatomy & physio...

More...

PUBLICATION DATE

from to

Recommendations

ing & Allied Health Source

Megan-Jane Johnstone

Nursing Journal, 06/2010, Volume 17, Issue 11

and ectogenesis The development of effective artificial uteri and ectogenesis h of a human fetus outside of a women's womb) are no longer...

Article: [Full Text Online](#)

Mental Health Ethics: The Human Context

by Barker, Philip J

2011

eBook: [Full Text Online](#)

eBook: [Full Text Online](#)

Ethics

Blackwell Companions to the Ancient World: A Companion to Marcus Aurelius, 2012

...Marcus' **ethics** is Stoic **ethics**. There is no doubt about that, though it has been challenged more than once, as acknowledged by Rist (1982). As Marcus himself...

Reference: [Available Online](#)

Public Health Ethics

by Holland, Stephen

2007

Book: [AV48 428 E WA1001076](#) [Alma](#) [EB C](#) [JF 6](#) [more](#)

Read Online Cite Email

ethics

by Megan-Jane Johnstone

Coleman (2004) argues that the most important theoretical application of ectogenesis is in the abortion debate. Since the key problem with abortion is the fetal evacuation of a fetus from its mother's uterus (called 'severance theory'), ectogenesis stands to 'dramatically change the landscape of the abortion debate'.

Health Module (Alumni Edition)

Source: [ProQuest Nursing & Allied Health Source](#)

Publication: Australian Nursing Journal

Title: Australian Nursing and Midwifery Federation

Volume: 17

Issue: 11

Start Page: 33

Date: 06/2010

ISSN: 1320-3185

Subjects: [Science fiction & fantasy](#), [Womens health](#), [Animal sciences](#), [Animal reproduction](#), [Reproductive health](#), [Pregnancy health](#)

Language: English

Why is this result here? Your query matched the indexed full text of this

You can limit your search by subject by applying any applicable subject terms located under the **Subject Terms** menu. The **Content Type** menu allows you to limit your search to books and/or academic journal articles.

3. Opening full-text articles

The screenshot shows a search results page for 'ethics and health and women' with 6,729 results. The left sidebar contains filters for 'Any', 'Journal Article', 'Publication Date', and 'Discipline'. The main results list includes three articles, with the first one, 'Women and HIV: ethics and laws', highlighted. The right sidebar shows the abstract for this article, including the author's name, email, and publication details. Blue arrows point from text boxes below to the 'nursing' filter, the 'Full Text Online' link, the 'Add to folder' icon, and the article title.

The limiters that have been applied are indicated by a tick.

Use this link to locate the full text of an article

Add articles you wish to keep to an electronic folder.

Hover the mouse over the title to read the abstract which appears to the right. Above the abstract you will find the email article option.



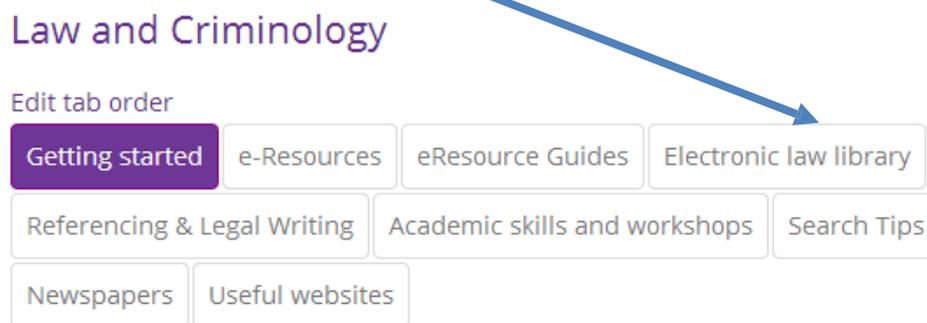
Section 6

Legal Information

How do I locate Law information on the Library website?

The Law and Criminology subject web pages have many resources which may be useful for Social Work students. www.edgehill.ac.uk/ls/subject/law-and-criminology/

1. Select the **Electronic law library** tab



2. Locate the Westlaw Database Link.

Electronic Law Library

The e-resources can be accessed 24/7.

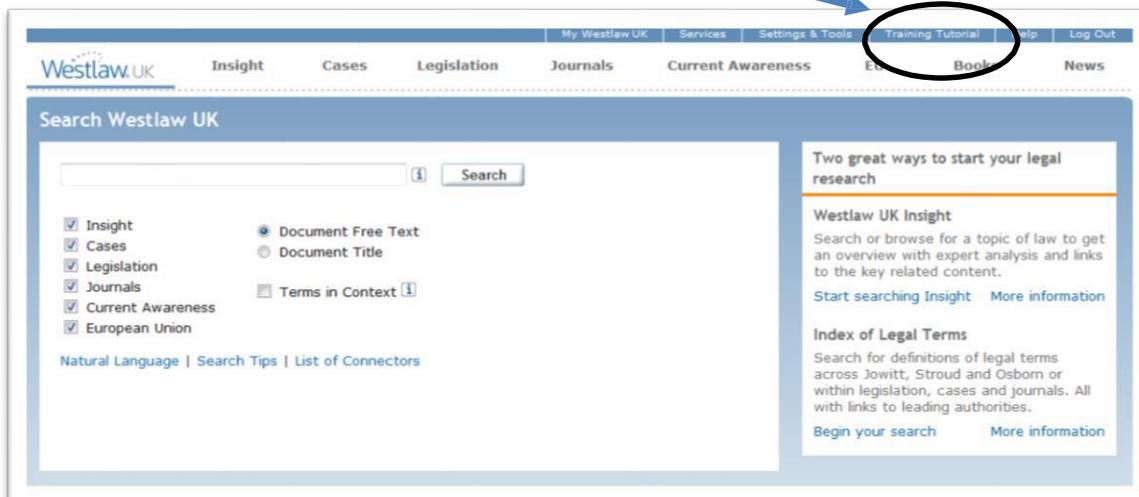
We have a significant amount of e-books, including essential texts available in the Westlaw and LexisNexis Databases

Key Collections

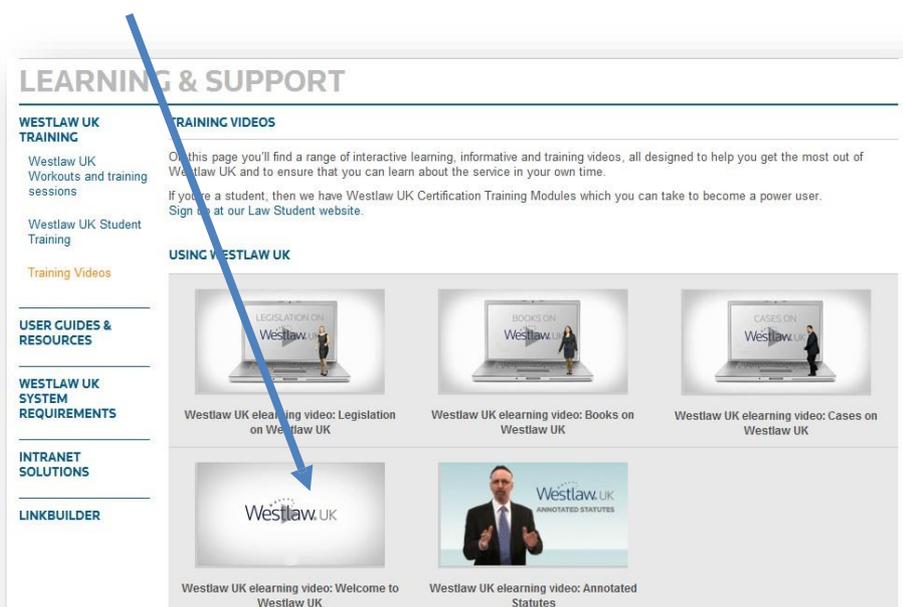
LexisNexis is a full-text database containing case law and legislation from the UK, EU, US and some other jurisdictions. Also contains a wide range of local and national UK newspapers. Lexis has a very wide range of UK law reports, and a collection of full text law journals. It also has a large number of full text US Law Reviews

Westlaw is a very large database of legal materials from the United Kingdom, European Union, United States and other common law jurisdictions. It contains full-text case law and legislation, full-text journal articles from a limited number of UK law journals, plus some international materials. Multiple UK and EU databases can be searched from the home page or individual databases selected from the content links.

- Locate the link to the tutorials here



- Watch this tutorial to help you get started with using Westlaw.



Help with locating legislation on Westlaw.

1. The librarians at the ASK desk can always give additional help with databases or you can e-mail the Law Librarian directly murphshe@edgehill.ac.uk
2. Westlaw also employ a student representative called Chanelle who is a 3rd year Law student and will also answer queries about the database chanelle.moran-bakes@edgehill.ac.uk

More Help!

To find out more about this search tool or any other resources contact your subject librarian: www.edgehill.ac.uk/ls/subject/health/

Or, come to the **Ask Desk** on the first floor of the Library and ask about how to develop your research and information skills.

Need help with referencing for your assignments?

www.edgehill.ac.uk/ls/assignment-help/help-with-referencing/



Ask your questions online, anytime, anywhere!
<http://askus.edgehill.ac.uk/>