Edge Hill University

Off Campus Induction & Academic Skills (Education) 2016/17

Learning Services

edgehill.ac.uk/ls
blogs.edgehill.ac.uk/ls
EHULearnService
EHULearnService

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CHAPTER 1: LEARNING SERVICES INDUCTION

SECTION 1: About Learning Services

Our aim is to help all learners make best use of our services to support their work or studies, whether on campus or at a distance. We are also committed to the further development of an inclusive learning environment. Learning Services incorporates;

- **Library Services**

The main University Library is on the Ormskirk Campus, however there are also smaller libraries at the Woodlands site in Chorley containing Education stock, the Clinical Sciences building at Aintree Hospital containing Health stock and Armstrong House in Manchester City Centre which also contains Health stock. Edge Hill students can use the facilities at any of the site libraries and request for books to be sent from one library to another for collection.

- **Learning Technology Development**

We have a team of Learning Technologists who support all staff in their use of emerging technologies to enhance their teaching, learning and support materials. They work closely with staff to make materials more engaging, accessible and varied, all of which benefits the student experience.

- **Academic Skills**

Learning Services provides support to our learners in a number of ways. We provide new student inductions, we deliver information literacy training and we deliver academic skills training.

- **Support for SpLD (Specific Learning Difficulty)**

The Inclusive Services team provide support for students and staff with specific learning difficulties. They provide information and support on a range of requirements relating to academic skills support, ICT and Information Skills, Specific Learning Difficulties for example dyslexia and dyspraxia, mental health issues and also physical or sensory impairments.

- **Media and ICT Support**

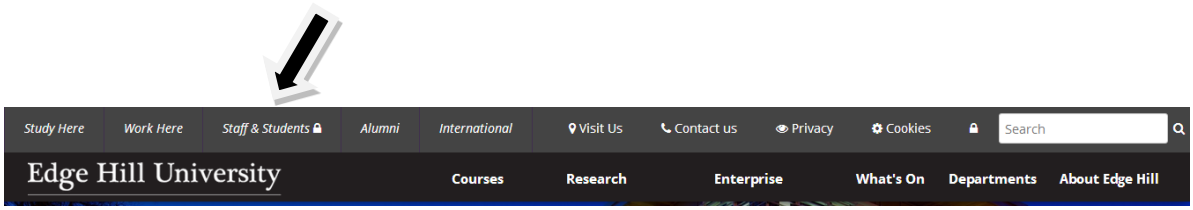
The Media Development team provide support to students and staff using the media facilities. This ranges from filming requests to technical support in the TV & film studio and production suites.

SECTION 2: Logging in

Your Username and Password

While you are studying at Edge Hill University, you will need a username and password to access different resources including Learning Edge (VLE) and your University e-mail. You will find your username and password on your registration letter or email.

To gain access to everything that you need, navigate to Edge Hill's University homepage **(edgehill.ac.uk)** and click on 'Staff & Students' at the top of the screen



The first time you login to the Edge Hill network, you should be prompted to change the password to something of your choice. You should also be prompted to supply an alternative email address. This will enable you to use the Reset Password facility (should you need it in the future).

Once successfully logged in, you will have access to the following resources:

- **Edge Hill University email:** For new Edge Hill students, your email address is your first name.surname followed by @go.edgehill.ac.uk e.g. joe.bloggs@go.edgehill.ac.uk
  Important Learning Services and Institutional information is sent via email so it is essential that you ***read your emails regularly***.

- **Library Catalogue:** Search for books, journals and electronic resources such as electronic books, e-journals and databases. You can use the 'My Account' feature to manage your borrowing and also get access to the digital library when you are not on site at the University.

- **Learning Edge:** The University's online virtual learning environment (VLE) also referred to as Blackboard. Your tutors will provide further guidance and information on how to access your module content in Learning Edge. You will also have access to an area in Learning Edge called 'Your FoE Resources' that provides essential subject specific information.

- **Learning Services Web Pages:** Information on services and facilities from Learning Services e.g. off campus services **edgehill.ac.uk/ls**

The GO Portal is a dynamic and developing resource, so you may see changes throughout the academic year.

SECTION 3: Introduction to the Library Catalogue

Edge Hill's Library Catalogue is a powerful tool that provides information about all of our print resources and provides access to all of our electronic resources. The Library Catalogue and all of our resources can be accessed away from the University by logging in with your Edge Hill username and password.

Main facts about the library catalogue:

- The homepage allows you to search for print books stocked at any of our site libraries and also our collection of electronic books. Most books classed as 'essential reading' for modules will be available in print and electronic formats.

- The ***A-Z e-resources*** list provides you with a full list and access to all of the journals and databases that we subscribe to.

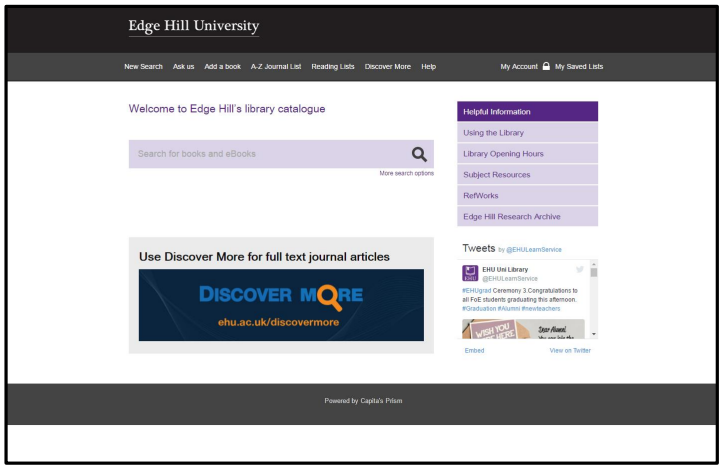
- The homepage is one of the ways that you can access ***Discover More*** which is our single search tool that provides you with access to thousands of Edge Hill's resources is one simple search including full text journal articles.

- ***Reading Lists Online*** allows you to search by module code or tutor to find resources specifically for a particular module on your course.

- The ***'My Account'*** feature allows you to manage your borrowing, view your loan history, pay any fines and importantly, it is the way you gain access to the digital library when you are away from the University.

- The Reservation service allows borrowers to have books transferred between our site libraries, borrow books using the postal loan system (if you are eligible) and also reserve a title that is currently out on loan.

- Books out on loan are automatically renewed for you on the library system providing there are no reservations on an item. You will receive an e-mail shortly before your original due date providing you with your renewed due date or asking you to return your item if a reservation has been placed.

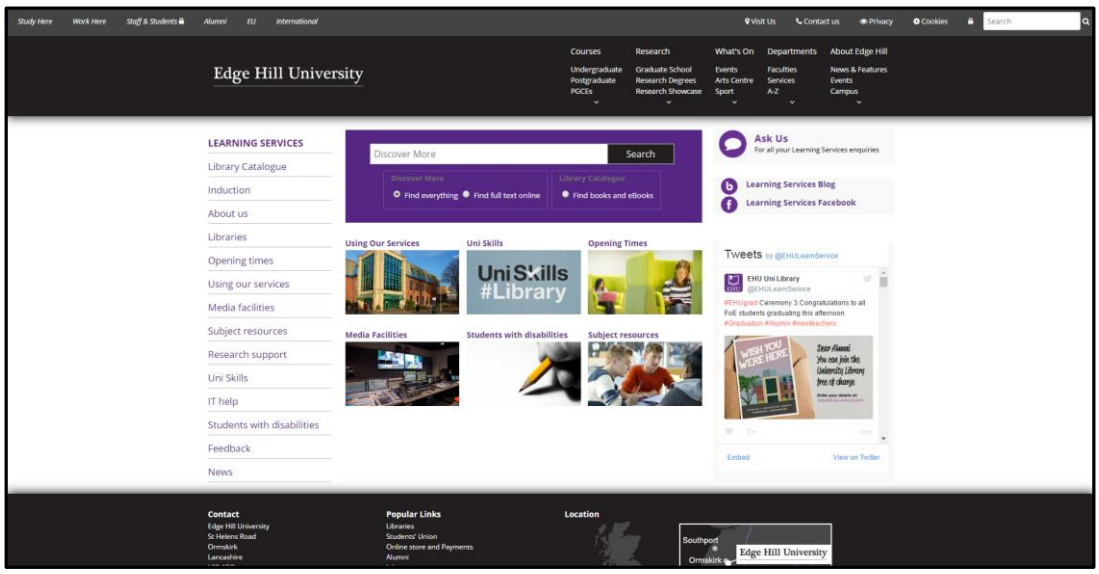


SECTION 4: Learning Services Web Pages

The **Learning Services web pages** contain a wealth of information about the support and services available to students studying on campus or away from the University.

The information on the web pages covers the following areas:

- **Library Catalogue & Discover More** – Search for print and digital resources
- **Using our Services** – Details of all of the support services on offer including specific services for distance learners
- **Uni Skills** – Information about the wide range of help and resources available to all students to enable you to develop your academic skills
- **Libraries & opening times** – Details about all of our Edge Hill libraries including where they are, what facilities are available and when they are open
- **Media Facilities** – Details about our Media team, TV studio and media equipment
- **SpLD Support** – Information about the services available to support students with specific learning difficulties such as Dyslexia
- **Subject Resources** – Links to specialist subject resources for your course and information on your subject librarian



SECTION 5: My Library - Learning Edge

In Learning Edge, you will see a tab called ***'My Library'*** and on this page you have access to information about resources and support specifically for Education & Teacher Training.

Here you will find links to your subject databases, information about services for off campus students and a copy of the Harvard referencing guide

Here you can access the UniSkills online toolkits to help develop a variety of academic skills

SECTION 6: Postal Loan Service & Accessing other UK Academic Libraries (SCONUL Access)

What is the Postal Loan Service?

The postal loan service allows many distance learners to receive library books by post without visiting the University libraries in person. Not all students who study away from the University Campus are eligible to use the postal loan service as other means of accessing resources have been put in place. Please check with Learning Services if you are unsure if you are eligible or take a look at the information on the **Learning Services web pages**

How do I register for the Postal Loan Service?

To apply to use the service go to the Learning Services web pages and click on **Using our Services,** then click on **Postal Loan.** Scroll down the page to view the **Postal Loan Registration Form.**

Complete your details and submit the online form. Your form will be processed and we will send you all the information you will need. When you have received the confirmation in your Edge Hill email account you will be able to request books from the library catalogue to be posted to you.

Accessing other UK Academic Libraries (SCONUL Access)

The **SCONUL Access scheme** is designed to enable part-time, distance and placement students to borrow material from other libraries. The scheme could allow you to join libraries in close proximity to where you live or work. The **Using our Services** section on the Learning services webpages contains all of the information that you need to become a Sconul Access member.

How do I register with another UK academic library?

- Before visiting another institution you will need to apply by completing the online registration form on the **Sconul website**
- An email notification will then be sent back to you.
- Once you have confirmation, take a copy of the email to your selected University together with your Edge Hill Unicard.
- If you don't already have an Edge Hill University Unicard, please email a picture of yourself in jpeg format to fmhelpdesk@edgehill.ac.uk and the card will be posted out to you within 5 working days.

- Before going to the institution we recommend contacting the Library that you wish to use before you visit just to check that they are open, that they are not restricting access during busy periods and also to see if they require any further identification to allow you to join.

Eduroam – WiFi access at other Universities

Edge Hill University is part of the Eduroam network. This will allow you to login to your own laptop at another institution registered with Eduroam. For more information and to find out who is a part of Eduroam please go to www.eduroam.org/

To access Eduroam please enter your Edge Hill username followed by @edgehill.ac.uk (e.g. 30054321@edgehill.ac.uk for students). Your password will be the same as your network one.

SECTION 7: Off Campus Help & Support

Ask Us

The **Ask Us** enquiry service is the ideal place for any Learning Services based query. You are able to browse and search previously asked questions, Live chat for an immediate answer or alternatively you can email or text your enquiry in to us. The Ask Us pages and live chat system are mobile friendly and can be found via the front page of the **Learning Services webpages.**

Learning Services Telephone Support

The Learning Services telephone support line can help with problems with passwords, access to resources, library and other general queries.

During term time the Learning Services Helpline is available
08:45 – 21:00 Monday to Friday
11:00 – 18:00 Saturday and Sunday

Telephone 01695 650 800 **email / text / live chat ehu.ac.uk/askus**

For postal loans, library account or membership queries you can also email the **Off Campus team** at **postalloans@edgehill.ac.uk**

Subject Enquiries

Visit the **Teacher Training & Education webpage** to get information about your subject resources and your subject Librarian. Please note that subject related enquiries can also be sent to the Education Librarian at **email / text / live chat ehu.ac.uk/askus**

Uni Skills

To find out about the wide range of ways that Learning Services can help you to develop your academic skills, visit the **Uni Skills** section of the Learning Services webpages.

Inclusive Learning

Inclusive Learning support services provide information, guidance and support for students with a range of requirements arising from:

- Study Skills Support
- Physical or sensory impairments
- Specific Learning Difficulties (SpLDs) such as Dyslexia, Dyspraxia, Attention Deficit [Hyperactivity] Disorder
- Mental Health issues

Inclusive Learning support services have an informal and confidential approach. For further information look at: **www.edgehill.ac.uk/inclusiveservices**

For all enquiries and appointments please contact:

01695 584372 / 584190
SpLD@edgehill.ac.uk

Student Services and Careers

The Student Services department can provide help, guidance and support in person by visiting the Student Information Centre on the Ormskirk campus, over the telephone, via email or you can access information from the web pages.

Student Information Desk	**01695 58 4554**	**StuServAdmin@edgehill.ac.uk**
Student Services web pages		**edgehill.ac.uk/studentservices**

The Student Services team can help with issues relating to:
study problems, finance, counselling, disability, health and welfare.

Careers email	**careers@edgehill.ac.uk**
Careers web pages	**edgehill.ac.uk/careers**

NUS Extra – Student Discount Card

Apply and pay for the card online **http://cards.nus.org.uk**

Outreach Support is offered to off campus students who would like information on student support. This might include queries about accommodation, careers, electronic resources, inclusion & dyslexia support, academic & study skills, library resources, and financial issues.

Outreach Support Advisor – **Helen Street**
helen.street@edgehill.ac.uk **01695 58 4459**

CHAPTER 2: LEARNING SERVICES ACADEMIC SKILLS

SECTION 1: Introduction to Information Skills

The term 'Information skills' in higher education refers to the process of searching for good quality information that is suitable for using in an academic context. With the vast amount of information accessible online, it can be difficult to know where to start your research. Developing your information skills will enable you to find relevant information using reliable sources.

Developing a Search Strategy

Developing a search strategy is simply about planning how you will find information on the subject that you wish to research. Much of the planning, such as deciding what it is you need to search for and what you need to exclude, can be done before starting to search online.

Define your Topic

Before searching the Library Catalogue or any database of information it is best to break your topic down into its ***key concepts*** e.g. Special Educational Needs. From these key concepts you should be able to identify other words that have an association with the concepts you have identified. These are the ***key words***. See below an example of an assignment title broken down into key concepts.

*Explore some **barriers to learning** faced by pupils with **Special Educational Needs (SEN)** in your chosen setting*

Using **secondary education** as a chosen setting, this table shows an example of a selection of key words and phrases that could be associated with the above key concepts however it is not an exhaustive list.

Key Concepts	**Key Words**
Barriers to Learning	Physical / psychological / social challenges Institutional barriers eg school policy or practice Exclusion
Special Educational Needs (SEN)	Definition of SEN Specific Learning Difficulties (SpLD) Dyslexia Autism Hearing impairment
Secondary Education	Key stage 3 or 4 Secondary school Secondary classroom

Consult a ***subject dictionary or encyclopaedia*** if you are unsure about the meanings of particular concepts or keywords. Subject dictionaries and encyclopaedias are more comprehensive than general dictionaries or encyclopaedias. A ***thesaurus*** is a useful source of alternative terminology if you experience difficulty thinking of keywords. There are links to electronic encyclopaedia, dictionaries and thesauri from the Library Catalogue. Examples are: **Oxford English Dictionary, Oxford Reference Online and Credo Reference.**

When planning your search strategy, it may be useful to consider the scope and purpose of your research to decide how narrow or broad your search strategy should be.

Narrow your research by asking:

- What specific time period do I want to cover?
- Is there a geographic region or country I want to focus on?
- Is there a particular aspect I want to focus on? E.g. **Dyslexia** as an aspect of **Special Educational Needs**.

Broaden your research by asking:

- What broader terms can I use to describe my topic? Broader terms are more general terms e.g. to reverse the example above, if your topic is **Dyslexia** then **Special Educational Needs** is an example of a more general term.
- What other issues are involved in the topic I am researching? Using the **Special Educational Needs** example, would it be helpful to look at **specific learning difficulties, inclusive education** and **disability.**
- Can I widen my research to cover other countries and regions?

Selecting appropriate information resources

You will need to ensure you have chosen the appropriate resources to search. Evaluating the resources and information you find is an integral part of research. You need to become informed consumers of information and develop some criteria for discarding unsuitable material.

When looking for resources it is useful to understand the difference between, and the relevance of, **primary** and **secondary sources of information**.

Primary Information is new, first-hand information (e.g. new research results) and includes journal articles, conference papers, dissertations or theses, technical reports and patents.

Secondary Information re-packages, analyses, evaluates or reorganises new, primary information reported by researchers. Information sources include indexing and abstracting databases, review articles in journals, textbooks, encyclopaedias, dictionaries and handbooks.

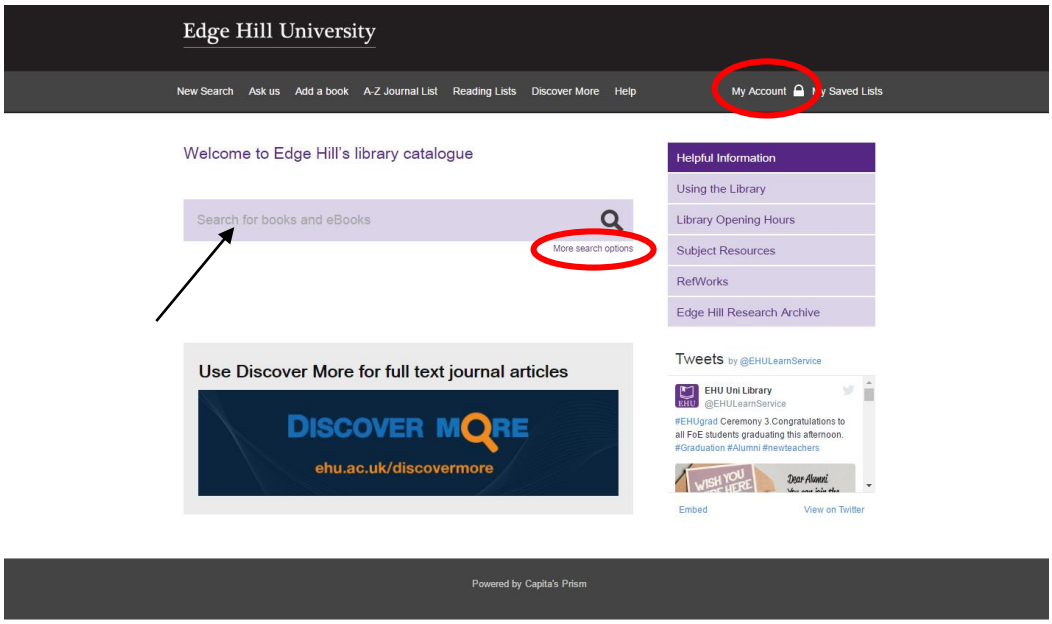
To ensure that your research is based on sound information and resources, you must evaluate everything you find in terms of its **currency, authority and relevance**.

SECTION 2: Searching the Library Catalogue

The library catalogue provides access to all of Edge Hill University's library resources. It is where you will access information on the availability and location of printed books and journals and it is also where you can gain immediate access to the electronic books, journals and databases.

To access the library catalogue:

- Login on the Edge Hill University home page **(edgehill.ac.uk)**
- On the next screen click on the **Library** link at the top of the page to display the following screen



To search the library catalogue, enter your search terms into the purple search bar. The results screen will provide filters to allow you to limit your search to a particular type of resource, for example, journal article or limit the print resources to a particular location.

The ***My Account*** feature allows you to manage your borrowing, view your loan history, pay any fines and importantly, it is the way you gain access to the digital library when you are away from the University. Logging into the Library Catalogue is essential when accessing it from home or outside of the University computer network. Edge Hill University library users need to authenticate their status before being able to access the e-books, e-journals and databases.

Reserving an item is a service that can be used when the books you need are all out on loan or when located in one of our other site libraries. In the catalogue, navigate to the book that you require and click on '***Reserve this item'***.

You can limit your search to a specific material type or to more recent material by clicking on ***More search options*** and using the advanced search.

Remember, you need to be prepared to repeat and modify your searches in the catalogue by using combinations of keywords and by widening and narrowing your terms until you are happy with the results that you find.

To borrow print books, ensure the catalogue shows the item is 'available' then take a note of the location details. You will need your Unicard to borrow items from any of the libraries.

SECTION 3: Digital Library

There is a large collection within our digital library available for you to use, comprising 105,000 e-books, 22,500 electronic journals and about 99 online databases. This section will explain what these sources of information are and how to access them via the library catalogue.

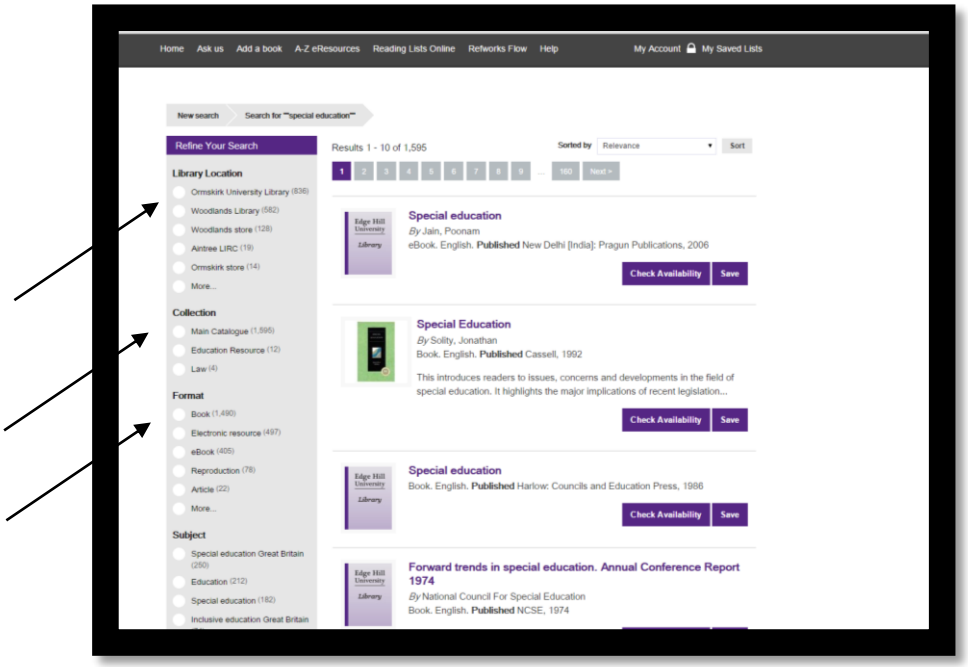
E-Books

Learning Services have a core collection of over 105,000 e-books, which are electronic versions of their printed counterparts. They are accessed either through various collections, including Ebsco eBook Collection, Ebrary, DawsonEra and MyiLibrary, or directly as individual book titles. Each book usually has a table of contents with links to each chapter so you can open up the chapter you need. You can also search the book for words and phrases, with links to the pages containing the word or phrase you have searched for. You can print or copy and paste pages from an e-book but, according to the policy of the e-book publisher, this can range from a few pages to a whole chapter.

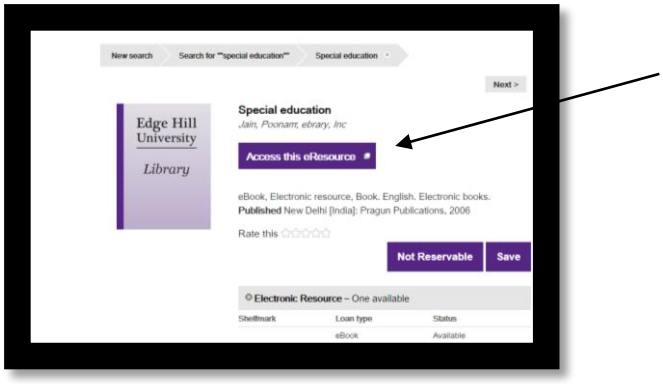
To Access an E-Book by searching the Library Catalogue

From the Library Catalogue home page enter your search terms or title into the purple search box which says '***search for books and ebooks***'.

Your list of results will appear. The description under each result states whether the item is print or electronic or alternatively you can refine your search to a specific format, location or collection using the menu on the left hand side of the page.



To read or download an ebook, select the item from the list and click on ***'Access this eResource'.***

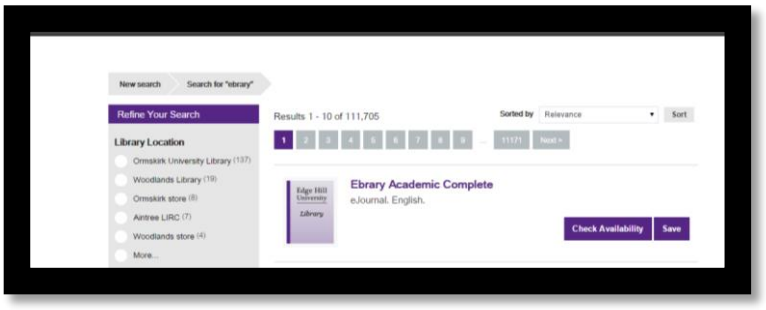


Navigate around the book using the contents links in the left-hand pane, and the Next and Previous buttons in the right-hand pane. This may vary depending on which e-book collection you are using.

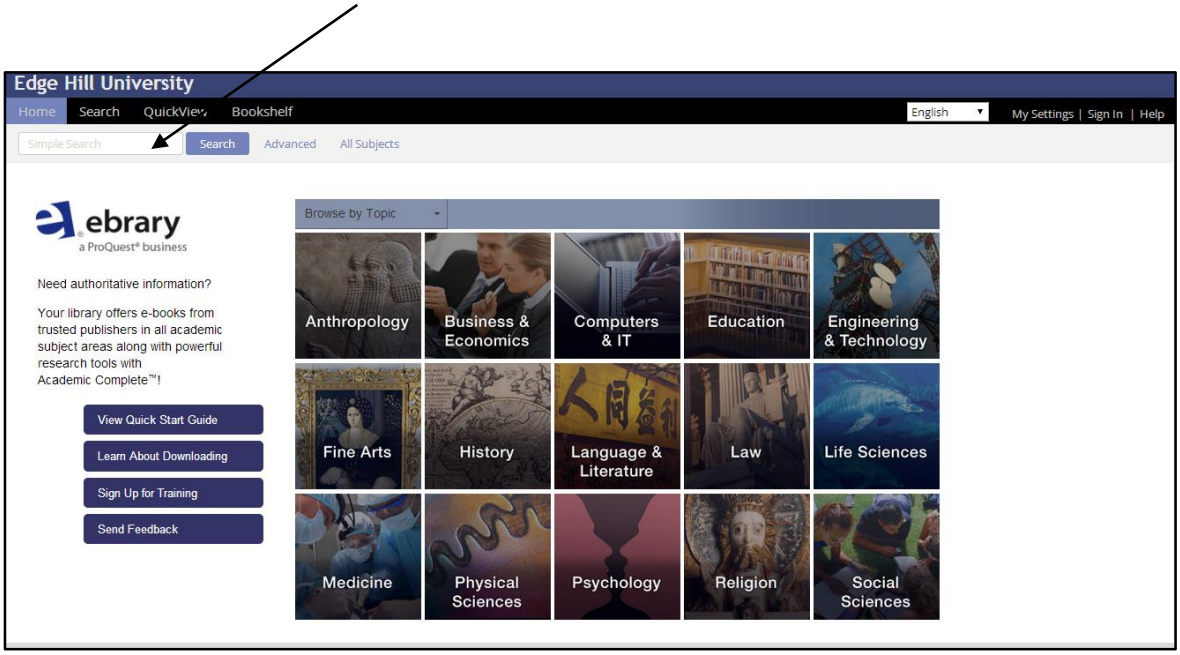
Accessing E-Books via the Ebrary Collection

You can also access e-books by searching for an individual collection on the library catalogue. You can then search that collection for books on your chosen topic. Below is an example of how to search the Ebrary Collection but you can also search Ebsco eBook Collection, DawsonEra and MyiLibrary in the same way.

From the Library Catalogue home page, search for **'Ebrary'** and this will bring up the Ebrary Academic Complete result. Click on this to get access.



From the Ebrary homepage, use the Simple Search box to search for your topic or search by subject.



What are Journals?

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

Education journals can contain material on one subject area or they can also cover every aspect of education, for example:

British Journal of Educational Studies

Early Childhood Education Journal

British Journal of Special Education

Educational Studies in Mathematics

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.**

All of this means that journal articles are:

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

Edge Hill University's journal resources contain journals in two different formats

1. In paper format, available on the shelves of the University Library (Ormskirk).
2. In electronic format, available from the Learning Services web pages.

Electronic journals can be searched using Discover More or a journal database. You can search the text of perhaps 16,000 different journals for information, making them a powerful research tool. Some databases contain only the abstract and index and some contain the full text. If you only access an abstract and index you will need to click on the Find it @ Edge Hill link to see if it is held by the Library. An example of an abstract and indexing database is the **British Education Index** and of an electronic journal collection is **Education Research Complete** and **InterEd.**

How to recognise a Journal citation or reference

On reading lists and bibliographies, as well as on databases, a journal citation follows a standard format. You should also use this format when you reference journal articles in your essays etc.

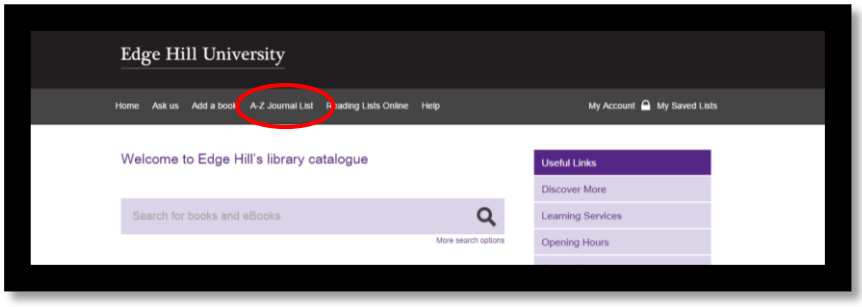
Webster, R. and Blatchford, P. (2015) Worlds apart? The nature and quality of the educational experiences of pupils with a statement for special educational needs in mainstream primary schools. *British Educational Research Journal*. 41 (2) pp.324-342.

Webster, R. and Blatchford, P.	Authors of the article
(2015)	Year of publication of the journal
Worlds apart? The nature and quality of the educational experiences of pupils with a statement for special educational needs in mainstream primary schools	Title of the article
British Educational Research Journal	Name of the journal which contains the article
41 (2)	Volume and Issue number of the journal which contains the article
pp.324-342	Page numbers within the journal which contain the article

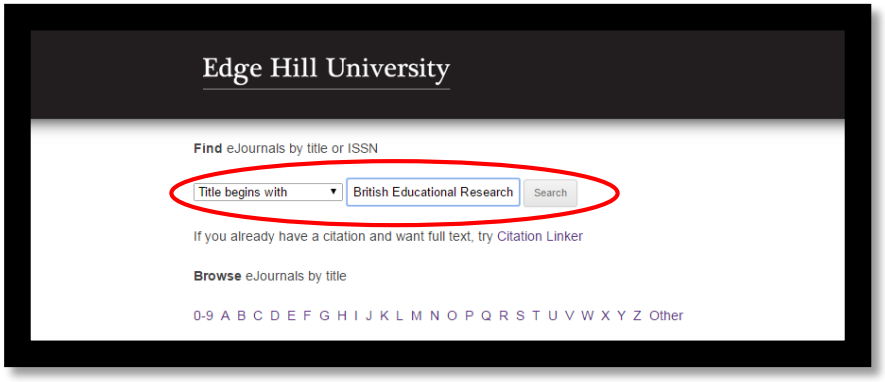
Finding a Journal Article

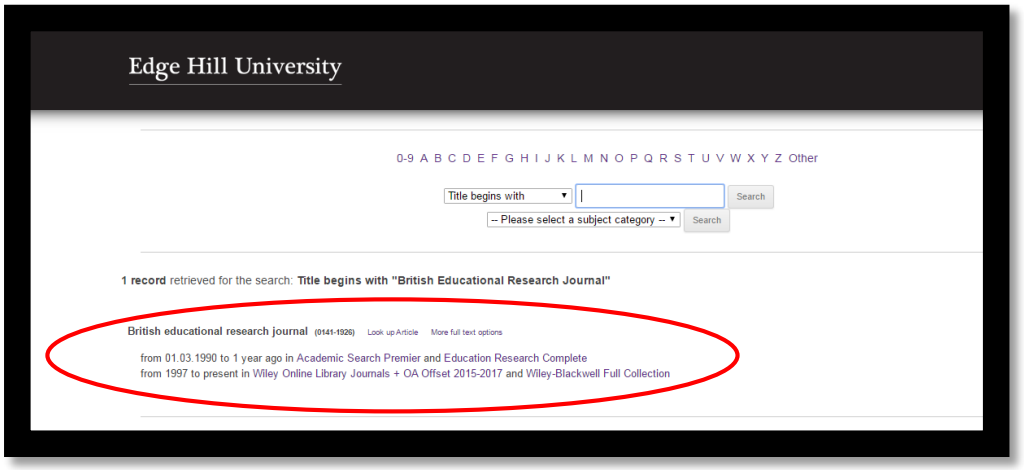
If you are trying to locate a journal article and you have the reference, the easiest way to do this is to use the Library Catalogue A-Z eResources list. Firstly you need to search for the journal title and then once you have done this, you will need to locate the correct volume and issue of that journal. For example, the following steps explain how to find the article listed above.

From the Library Catalogue homepage search for the journal by clicking on the ***A-Z eResources*** link at the top of the page



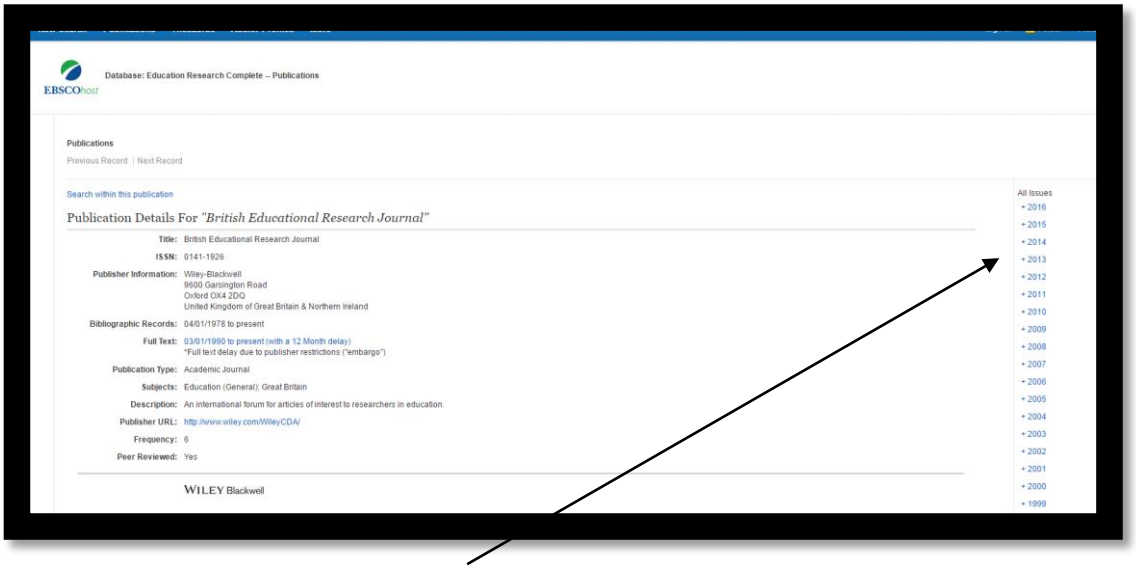
You will then get the option to search for the journal by title or browsing by subject.



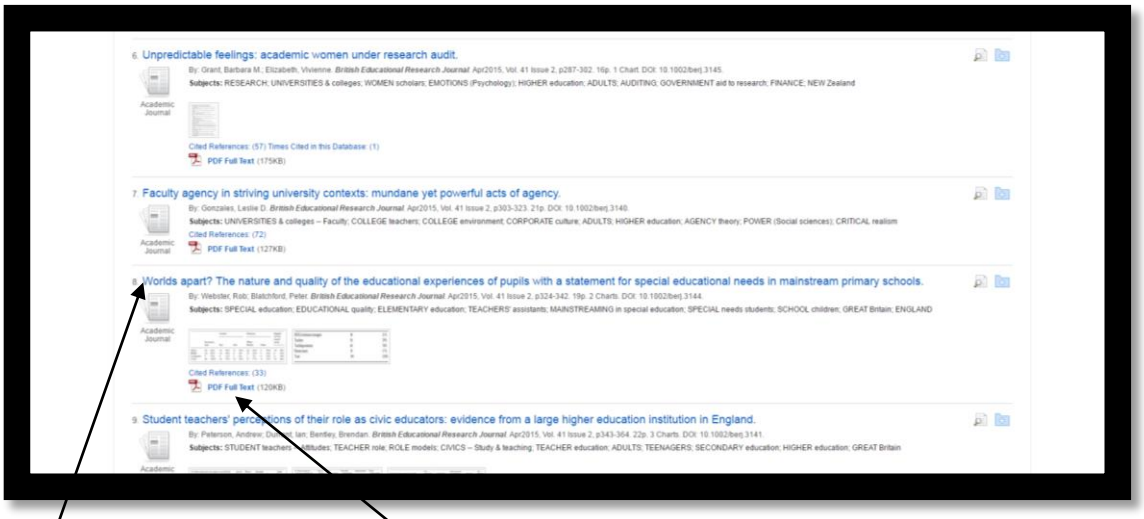


Once you have located the journal, you then need to click on the link provided to gain access. If there are multiple links, then select the link to the collection of journals that provides access to the correct year of journal that you require.

Clicking on the Education Research Complete link will bring you to the following screen.



Click on the year, volume and issue of the journal that you are looking for and then scroll down until you see the article you need.



Click on the article title to see a summary of the article, known as an abstract

Click here to download the article in pdf format

Searching Online Databases

Keeping up to date with a subject, or conducting comprehensive, retrospective searches of the literature for a particular topic (as opposed to browsing) is best managed by using Online Databases. If you do not have the details of a journal article reference the best method for finding articles is to search a database. These databases contain details of published journal articles. They do not always contain the full text of every article.

An *indexing* database provides you with sufficient bibliographic information to trace articles. An *abstracting* database does the same but also provides an abstract (or summary) of the content of each article listed.

If Edge Hill does not subscribe to a particular journal that is of interest, you may need to order the article using the **Inter-Library Loan** service. Before submitting Inter-Library Loan requests, always check the journal title against the Library Catalogue.

Some of the important collections for Education are:

- Education Research Complete
- InterEd
- British Education Index
- Taylor and Francis Journals
- Sage Journals

Developing database searching skills

Any comprehensive search of the literature covering any given topic will involve the use of electronic databases e.g. the Library Catalogue, Internet, or online databases. Although they may look different, there are techniques and similar features that make searching easier.

Having identified your keywords you can combine them when searching a database. Two or three keywords linked together are a good starting point e.g. *education* with *reform*. Using a single key word may generate too many records for you to look through whereas more than three key words may narrow the search to the extent that no records are found.

Most databases encourage you to link your keywords together using the terms **and** & **or**. Linking keywords using **or** will *widen* a search to look for any record where either keyword occurs. Linking keywords using **and** will *narrow* a search to only those records where both keywords occur. These linking words are known as Boolean Operators.

You can also search for your keywords as a phrase by enclosing them in inverted commas, e.g. “special educational needs”. This can give you better results than searching for the same keywords as independent words.

Most databases allow you to ***truncate*** keywords. A keyboard character e.g. ***** is often used in place of the missing letters, therefore, litera* will retrieve all records within the database containing the words literature, literate, literacy, etc. Check the online electronic resources help sections for tips on truncation and how to widen and narrow searches.

You need to consider the scope of your research. Do you want to search through all the years covered by a database? Databases often allow you to specify the time period you want to search e.g. 2008-2013, so use this feature to widen or narrow your search.

If your search throws up only a few relevant records, read these carefully to see if they suggest alternative terminology or sources of information. You can use a single article or summary to develop an effective search strategy.

Searching Education Research Complete

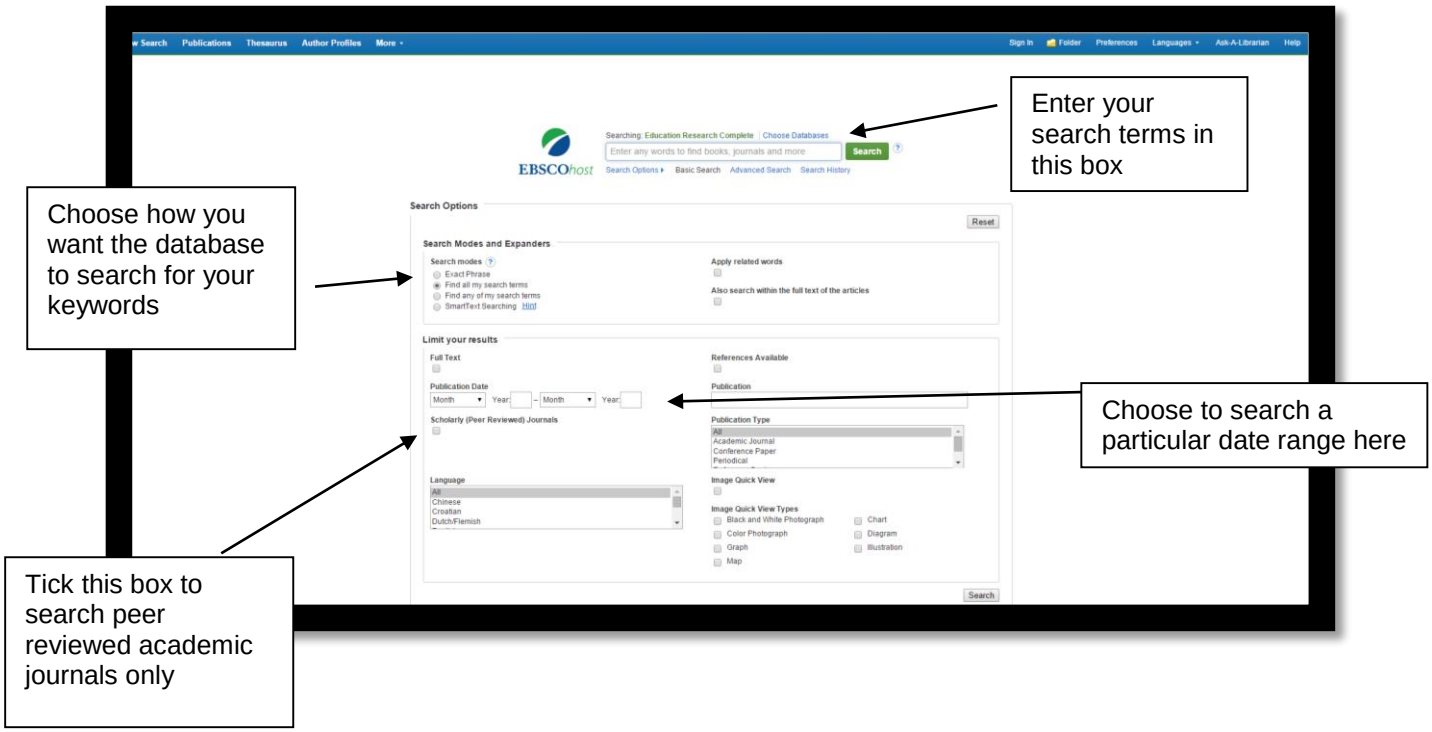
Education Research Complete contains searchable, full text articles from over 1400 Education journals and the abstracts from an additional 800 journals.

From the Library Catalogue:

Do a **Title** search for Education Research Complete

Click on the title and click on ***'Access this eResource'***

This will bring you to the homepage of Education Research Complete



Search modes: You can choose to search for your keywords as a phrase, or you can select **Find all my search terms** or **Find any of my search terms**. Choosing **Find all my search terms** is equivalent to typing the Boolean operator **and** between each keyword, whereas choosing **Find any of my search terms** is the same as typing the Boolean operator **or**. Selecting this last option will increase the number of articles that appear in your search but they may be less relevant than using the **Find all my search terms** option.

Limit your results: You can limit the results of your search in a number of ways. You can tick the **Full Text** box if you want to retrieve articles with a full text link only. For the example in this booklet this box is unchecked.

Tick the **Scholarly (Peer Reviewed) Journals** box if you want to search for articles from academic journals only. It is recommended that you select this option if you are looking for scholarly information.

It is also recommended that you select a specific time period to search for otherwise you may have results which are too old and not relevant to what you need.

Click on the title to read an abstract of the article or on the pdf link to download the article. If there is no pdf link select the link called '**360 link to full text'** to see if the article is available to download with another publisher.
It is recommended that you read the abstract as this will summarise the article and tell you what it is about.

InterEd

InterEd is an online database of articles from a range of magazines and books for teachers. There are over 12,000 practical resources and professional articles dating back to 1999 and covering early years, primary and secondary education.

From the Library Catalogue home page

Type **InterEd** into the search box

Click on the **InterEd** link

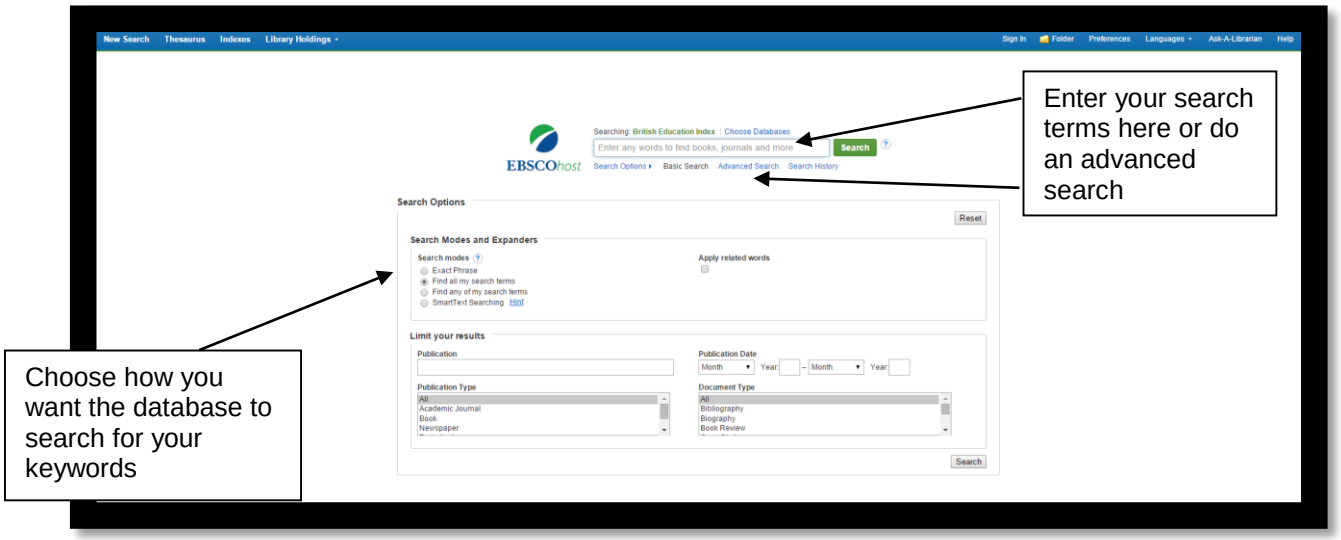
Click on ***'Access this eResource'***

This will bring you to the homepage of InterEd

The British Education Index

The British Education Index provides bibliographic references to 350 periodicals in the field of Education and Training. This database provides indexes and abstracts of journal articles, allowing you to search for a subject and find relevant articles and where to locate them. There is now some full-text access within this database.

From the Library Catalogue:
Do a search for **British Education Index**
Click on the title link then click on ***'Access this eResource'***
You will come to the basic search screen. An advanced search facility is available if required.



After completing either a basic or advanced search, a list of articles will appear. You may have too many results to look through so it is recommended that you limit your search by a specific date range and by publication and/or subject.

You can click on the symbol with the magnifying glass on the right of each result to either read the abstract or go to a more detailed record. The folder symbol with the plus sign gives you the option to add the article to a folder, save it or print it. Click on **360 link to full text** to see if the article can be downloaded via the Library Catalogue.

Electronic Newspapers

Times Educational Supplement

The TES is the UK's leading publication covering the world of Primary, Secondary and Further Education. The TES contains a lively mixture of news reporting, background analysis and debate covers everything the educational professional needs to stay informed.

Searching the Times Educational Supplement Online

From the Library Catalogue:

Do a search for **Times Educational Supplement** and click on it

Click on ***'Access: Click here for username and password'*** and you will be taken to a list of resources that require a unique username and password to gain access. (*This is different to your Edge Hill student username and password*)

Scroll down the list to **Times Educational Supplement** and copy and paste the username and password. Then click on **Times Educational Supplement** in the list and you will be taken to the login page.

NewsBank

NewsBank contains over 30 full-text newspapers (both tabloid and broadsheet) including the Guardian, the Times, the Observer and the Independent. There are also many regional newspapers available.

From the **Library Catalogue** home page

Do search for **Newsbank Newspapers**

Click on the **Newsbank Newspapers** link

Click on ***'Access this eResource'***

Click on the **Access UK & Ireland Newspapers** link

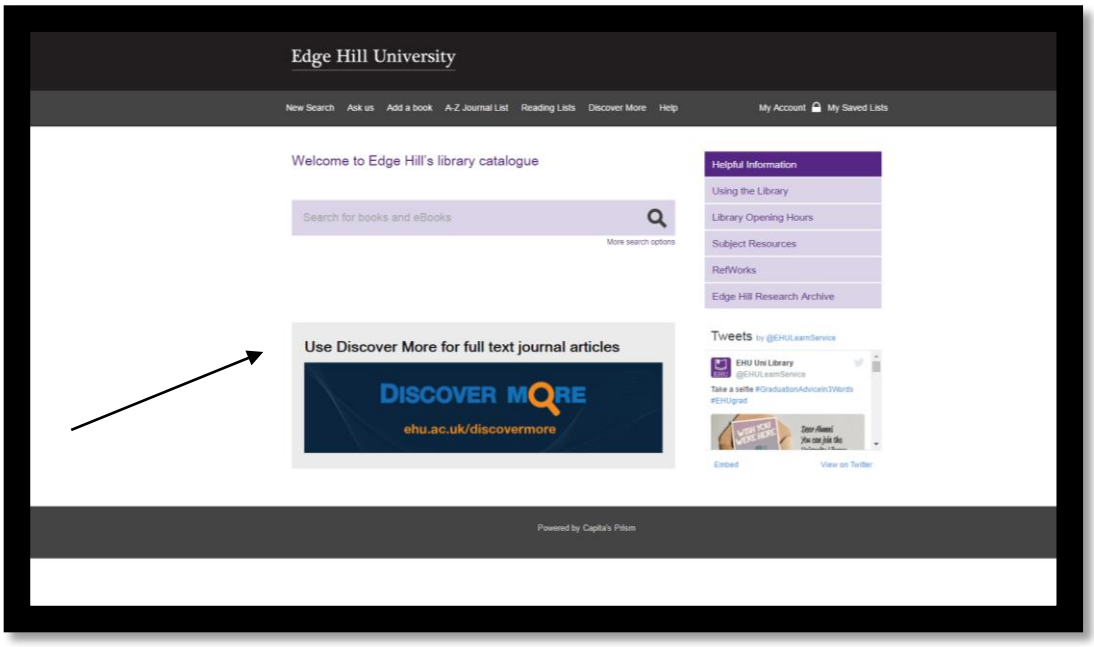
This will bring you to the search page

Discover More

Discover More is a single search tool that provides fast and simple access to print and electronic material available through the library catalogue. The service allows you to search for print books, eBooks, journals, full-text articles, etc. from a single screen by searching the library catalogue and the majority – although not all – of our electronic resources.

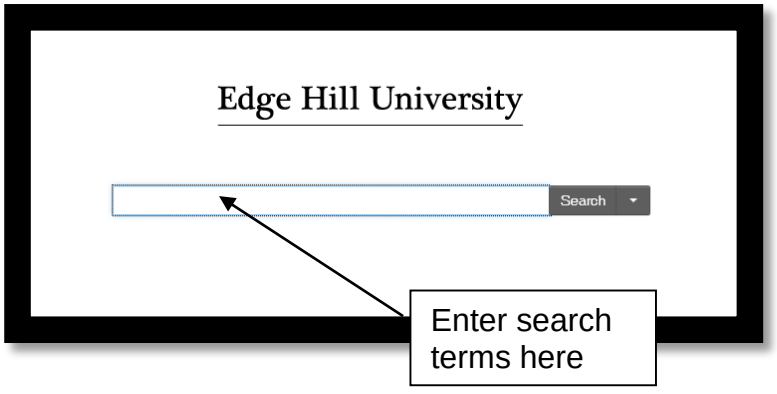
Accessing Discover More

The service can be accessed either from the Library Catalogue homepage or from the ‘My Library’ page in Learning Edge.

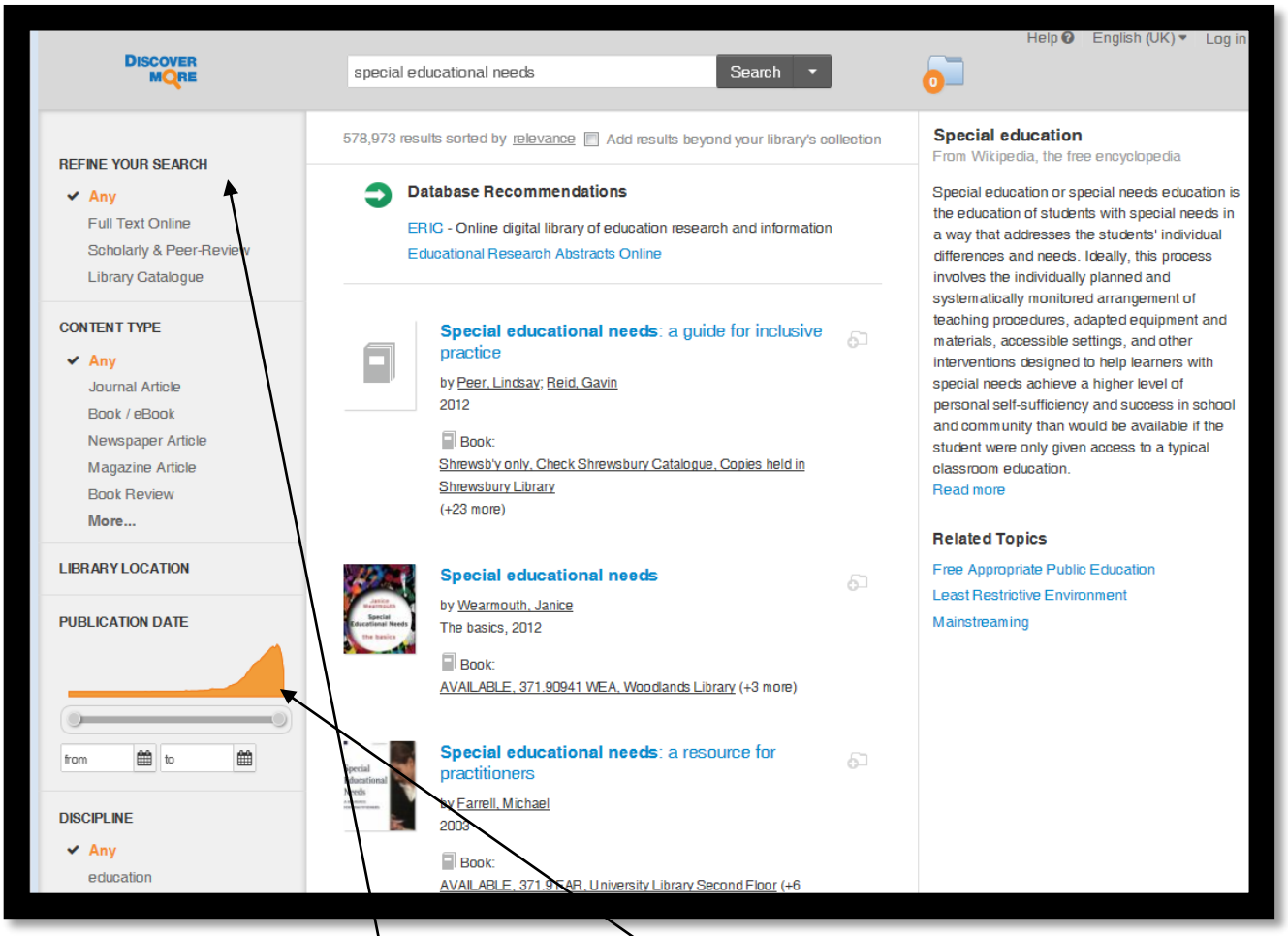


Searching Discover More

Enter your search term containing keywords, author or title:

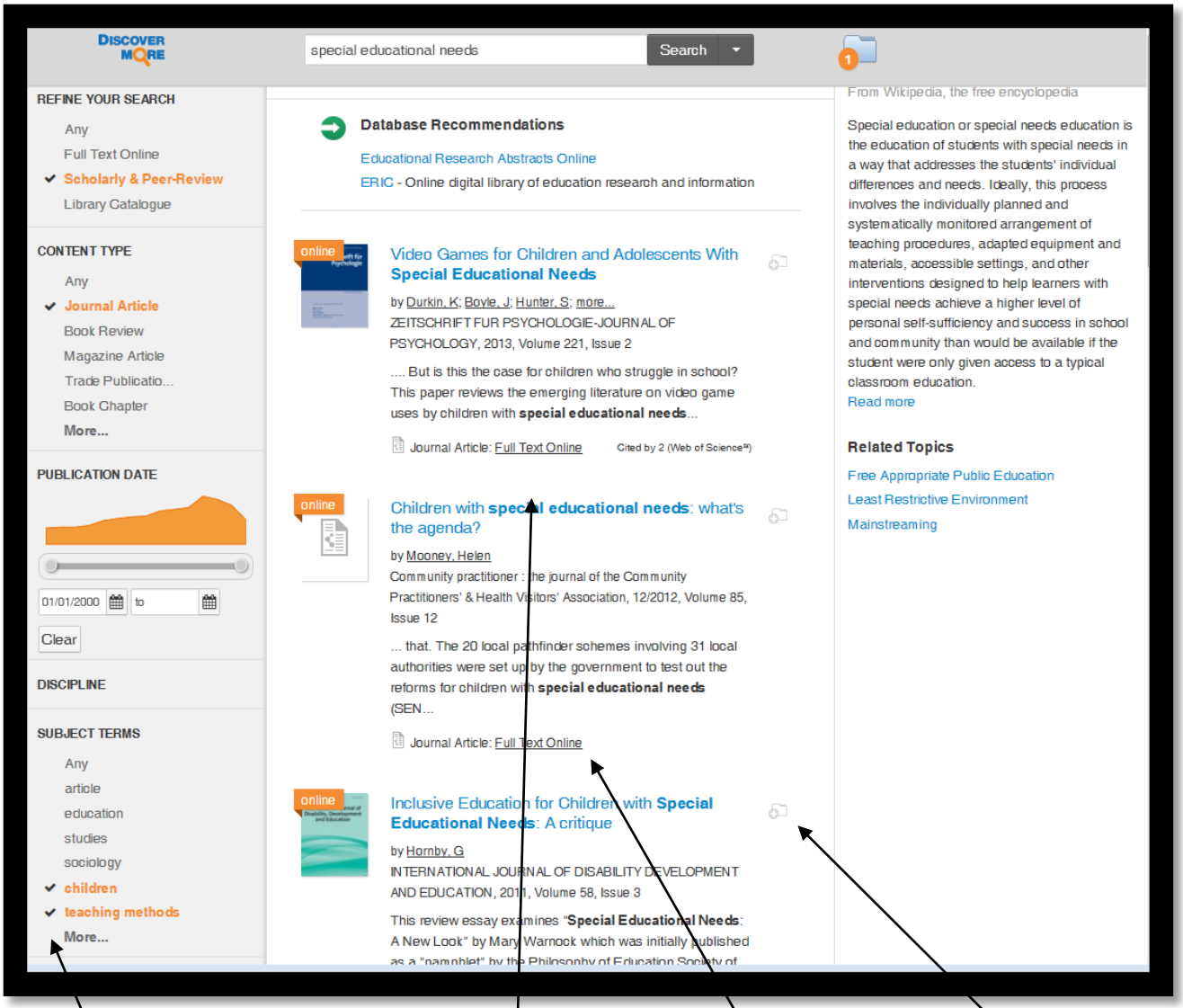


You will most likely have too many results to look through so you will need to apply limiters to your search. You apply a date range by moving the date bar backwards and forwards and the menu below this allows you to limit your search in various ways. You can limit your search by subject by applying 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.



Limit your results by applying limiters here

Limit your search to a date range here

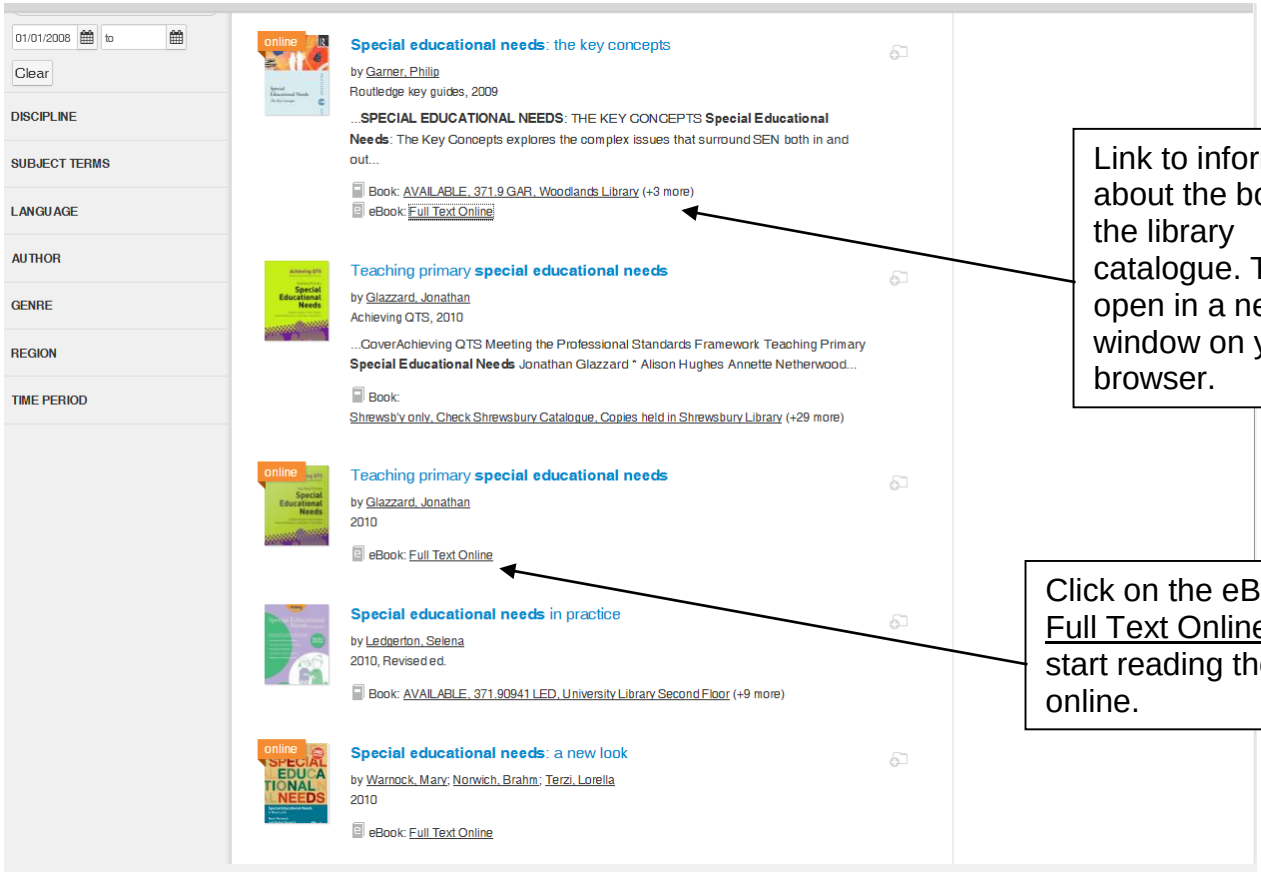


The limiters that have been applied are indicated by a tick

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.

Click here to access the full-text of the article

Save to a folder here



In the example above the search has been limited to books published between 2008 and 2014.

If you wish to see more information about a particular book, either hover the mouse over the title or click on the title link, which gives information in the Library Catalogue about the individual copies of the book.

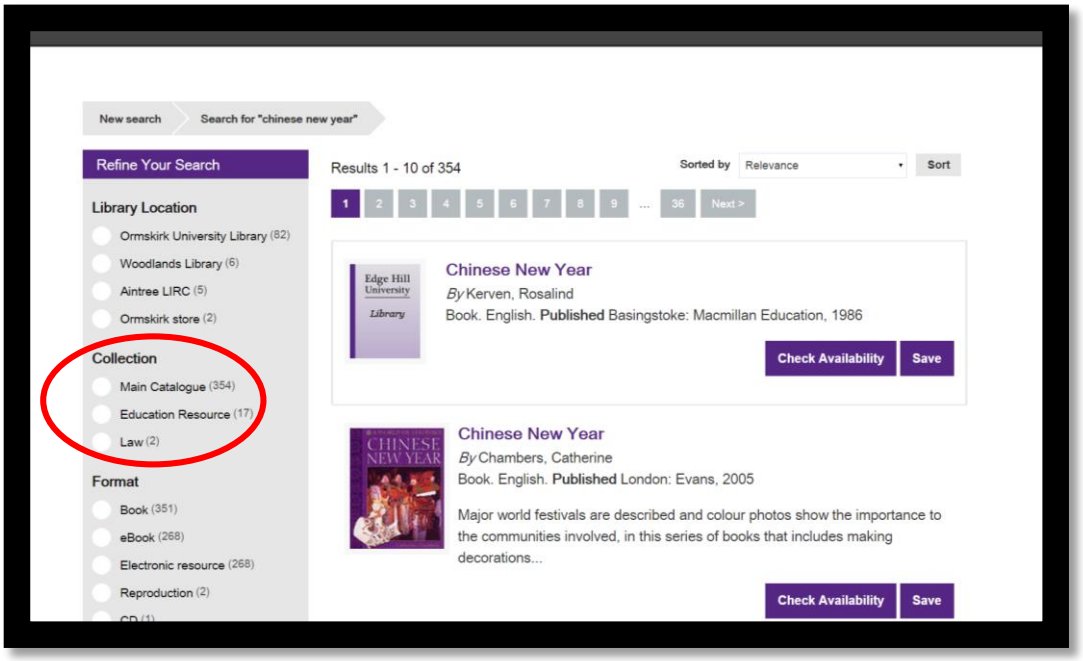
This page also contains information about print copies available in our libraries, where they are located and whether they are on loan or not.

Guide to Classroom Resources

Education Resource Collection

The first floor of the University Library on the Ormskirk campus contains a collection of classroom resources that you can use when you are on placement. This collection is called the Education Resource Collection and it contains a wide range of materials from the Early Years Foundation Stage to Key Stage 4, including fiction and non-fiction books for children, posters, toys and games, costumes, religious artefacts, DVDs, story sacks and much more.

The majority of items can be borrowed for 6 weeks and you can search the Library Catalogue for this collection by entering your search terms and limiting your results to Education Resource.



Websites

There is a large number of websites which offer free classroom resources. A selection of these can be found on the **Teacher Training and Education** subject webpage in the **Classroom Resources** section.

SECTION 4: Using the Internet

Evaluating web-based information

The web is democratic – in theory anyone can publish material on it. This raises issues of quantity and quality of material published. Always think critically about information retrieved from the web. You should always check and verify that any information you find is credible.

When accessing resources through the library catalogue, you have the reassurance that you are retrieving good quality information suitable for academic purposes. However, when using search engines on the internet such as Google, you are responsible for evaluating the information and checking its credibility. To do this you may find the following points useful when evaluating any web site:

Suitability	Is the free web the right place to be looking for the information you need (that is, the greater part of the web that provides information for free not subscription)?
Purpose of Site	Does it say who it is aimed at? Does it describe the intended coverage? Look for references to Help or 'About this site'
Currency	How current is the information? When was the site last updated? Are all of the links still active?
Authority / Credibility	How authoritative or credible is the information? Is the author/owner/publisher a recognised person/organisation? Is the author's name / email address on the page? What are the author's credentials? What does the web address tell you? E.g. Academic Institution (.ac)
Coverage	How detailed is the information? Is information pitched at the appropriate level? Use your subject knowledge to check for omissions.
Accuracy	How accurate is the information? Use your subject knowledge to assess. Has the information been subject to some form of quality control i.e. a refereeing or editing process? Is the information based upon research or other evidence? Who else is involved in production of the site e.g. sponsors.
References	Does the author support the information provided? Are there links or citations to respectable sources? Some academic web pages include bibliographies.
Presentation	Secondary to content but adds to the overall impression. Is the source clearly presented? Is the source logically presented? Is there a site map, contents, index, menu or search facility?
Overall Quality	What is your overall impression? Are there reviews or awards relating to this site? What is your overall assessment?

The following websites are examples of materials published on the internet that can appear legitimate but are actually hoax websites containing incorrect information.

www.dhmo.org

www.havidol.com

The following link takes you to an article in Wikipedia that provides details of the Canada and Michigan War in the 1840's. The article refers to real people and places however the story about the war is not true, it never existed. Again this is another example of incorrect information available on the internet that could be misconstrued as factual.

http://en.wikipedia.org/wiki/User:Hanger65/Upper_Peninsula_War

SECTION 5: Uni Skills

Uni Skills is the name given to the package of a range of resources, workshops and other help and support tools that Learning Services offer covering many aspects of Academic and Study Skills including:

- Assignment planning
- Academic writing
- Being critical
- Finding academic information
- Referencing
- Writing a dissertation

Harvard Referencing System

It is important to use a standard system of referencing when completing your bibliography or reference list in order to have consistency and so that others can locate and use your references.

There are many forms of referencing, however ,the style used at Edge Hill is called the Harvard Referencing System. The guide and help with referencing can be located in the **Referencing** section of the Uni Skills webpages.

RefWorks

RefWorks is an online research management, writing and collaboration tool to help researchers gather, manage, store and share information, as well as generate citations and bibliographies.

Refworks can be accessed from the homepage of the **Library Catalogue**.