




Edge Hill University

# Introduction to Academic Skills (Education) 2015/16

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Learning Services

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## 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.

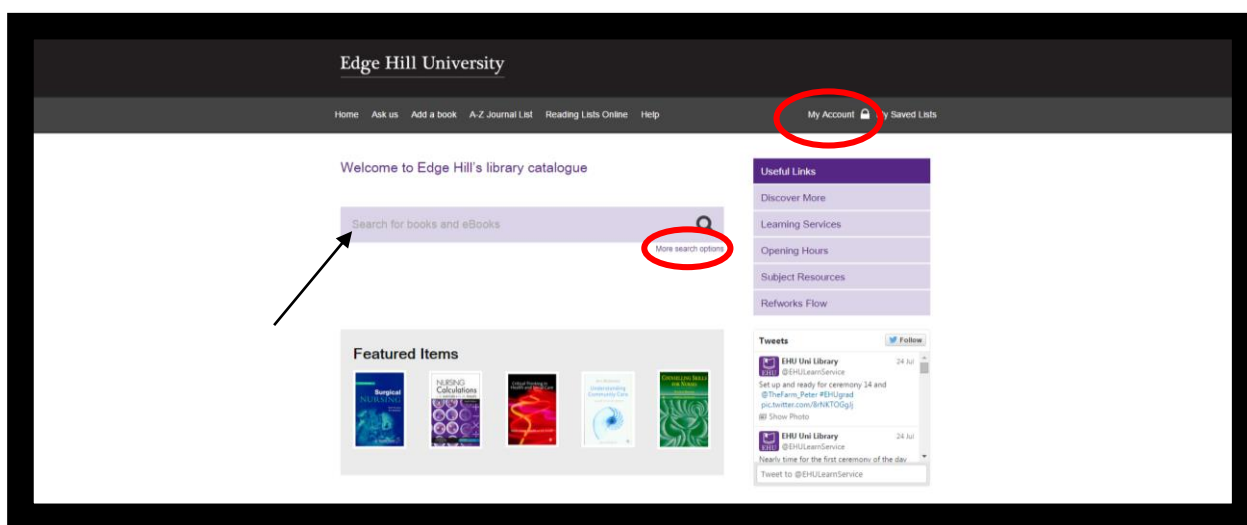
To ensure that your research is based on sound information and resources, you must evaluate everything you find in terms of its **currency, authority and relevance**.

## 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](http://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 and you would like the book to be sent to the library that you are studying at. 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 using the **Advanced Search** options.

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

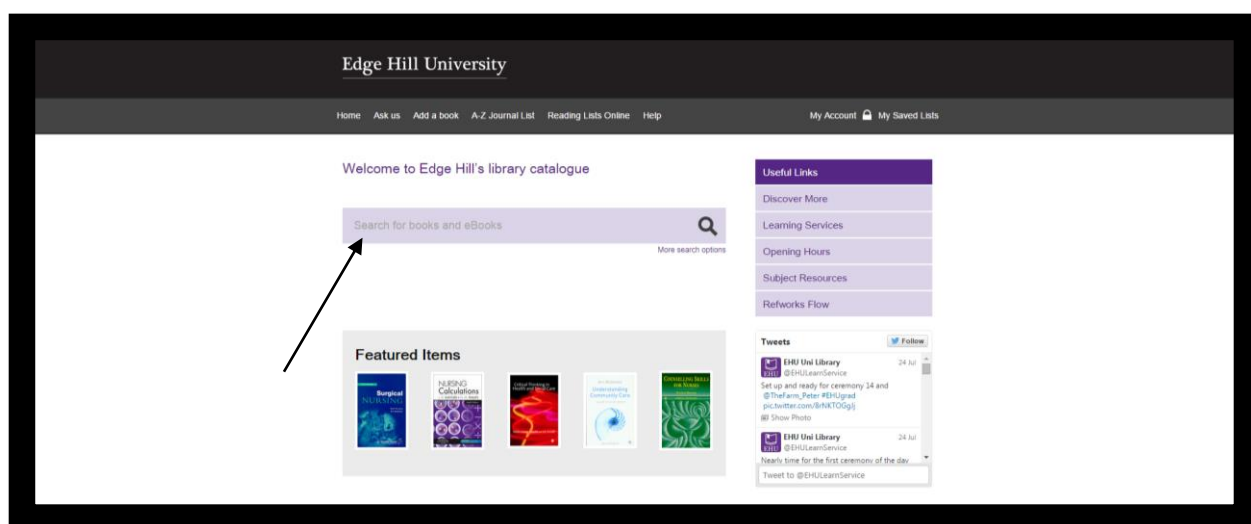
There is a large collection within our digital library available for you to use, comprising 105,000 e-books, 22,500 electronic journals and about 99 online databases. This section will explain what these sources of information are and how to access them via the library catalogue.

### E-Books

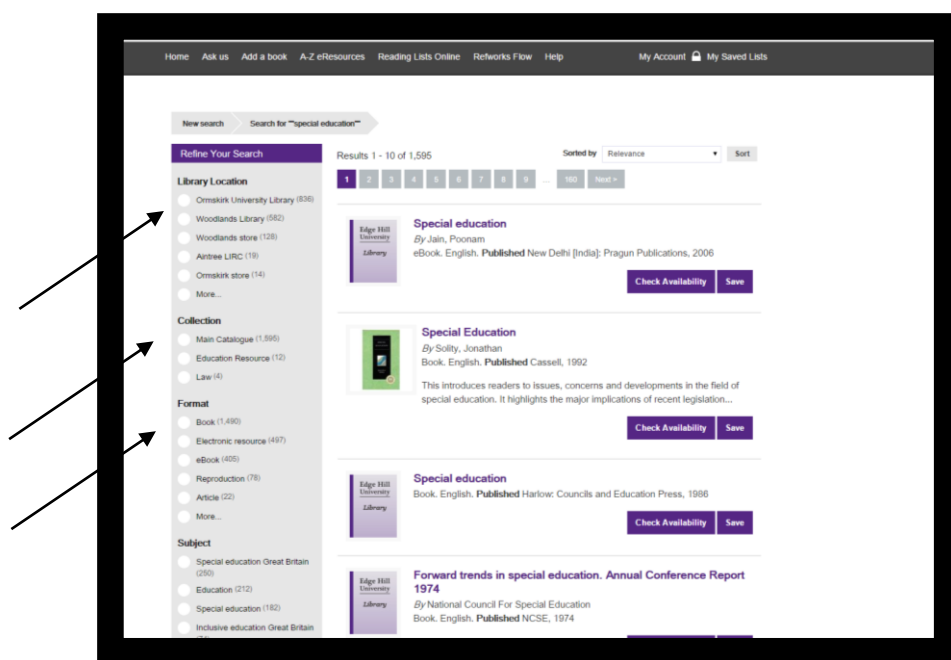
Learning Services have a core collection of over 105,000 e-books, which are electronic versions of their printed counterparts. They are accessed either through various collections, including Ebsco eBook Collection, Ebrary, DawsonEra and MyiLibrary, or directly as individual book titles. Each book usually 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

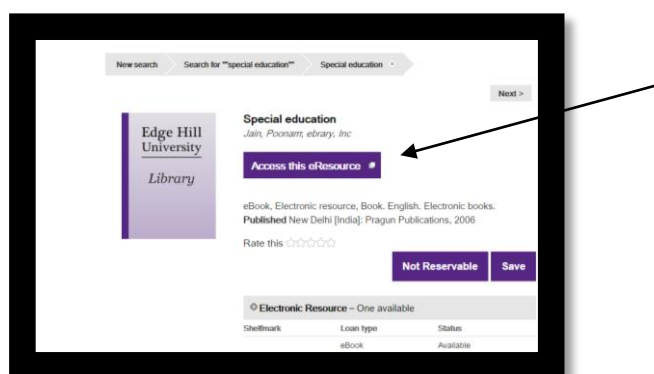
From the Library Catalogue home page enter your search terms or title into the purple search box which says '*search for books and ebooks*'.



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'**.



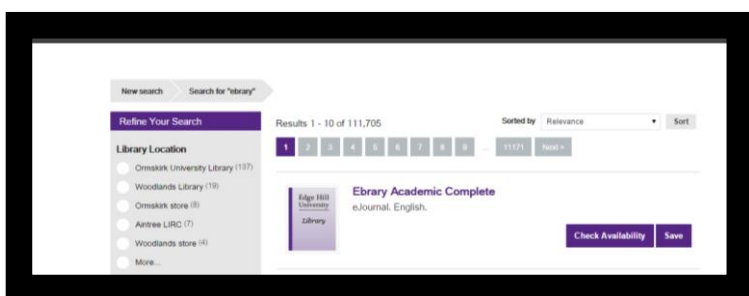
Navigate around the book using the contents links in the left-hand pane, and the Next and Previous buttons in the right-hand pane. This may vary depending on which e-book collection you are using.



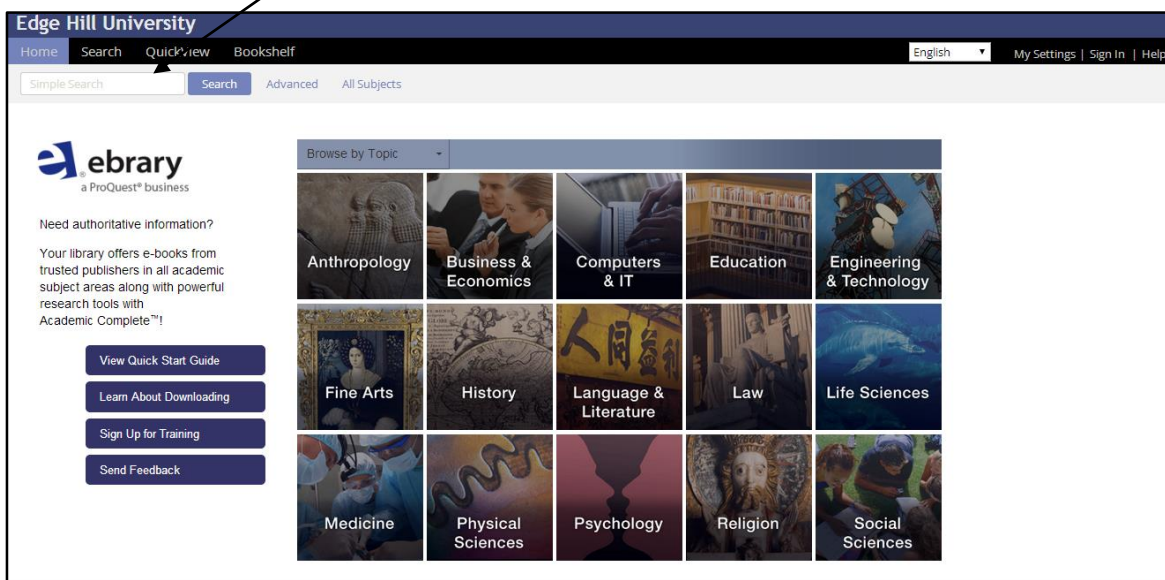
## Accessing E-Books via the Ebrary Collection

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.



This will bring up a list of books. Click on the title of a book to open it up.

## 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.

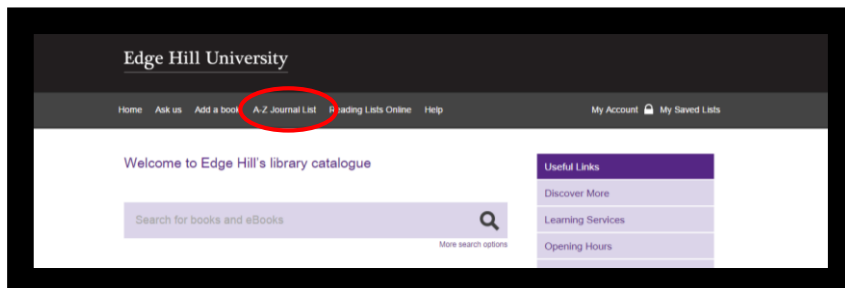
Gebbels, S., Evans, S. M. and Murphy, L. A. (2010) 'Making science special for pupils with learning difficulties' *British Journal of Special Education*. 37 (3) pp.139-147.

Gebbels, S., Evans, S. M. and Murphy, L. A.	Authors of the article
(2010)	Year of publication of the journal volume/issue which contains the article
'Making science special for pupils with learning difficulties'	Title of the article
British Journal of Special Education	Name of the journal which contains the article
37 (3)	Volume and Issue number of the journal which contains the article
pp.139-147	Page numbers within the journal which contain the article

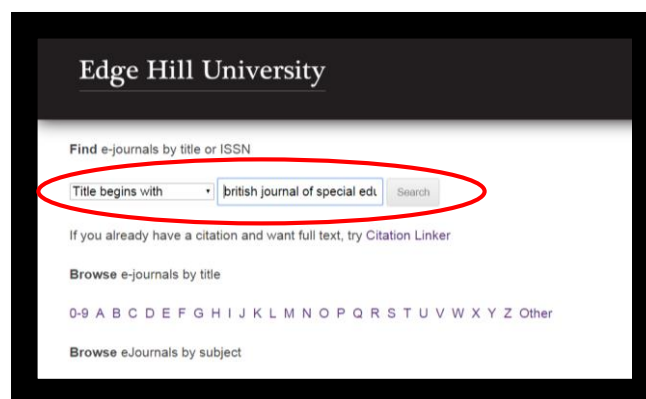
## Finding a Journal Article

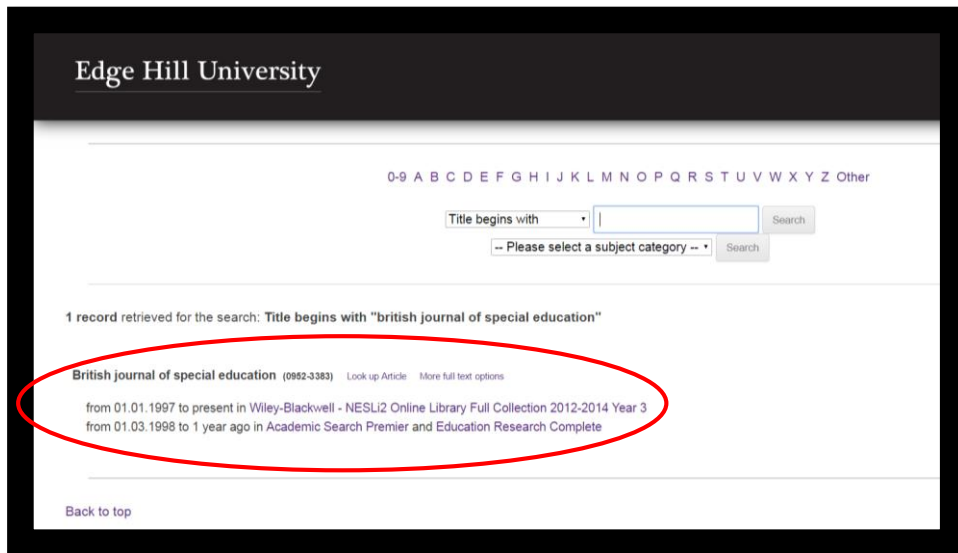
If you are trying to locate and have a reference of a journal article, the easiest way to find the article is to use the Library Catalogue to find the journal title and then to browse the journal until you find the issue you need containing the article. As an example, this section will focus on finding 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.

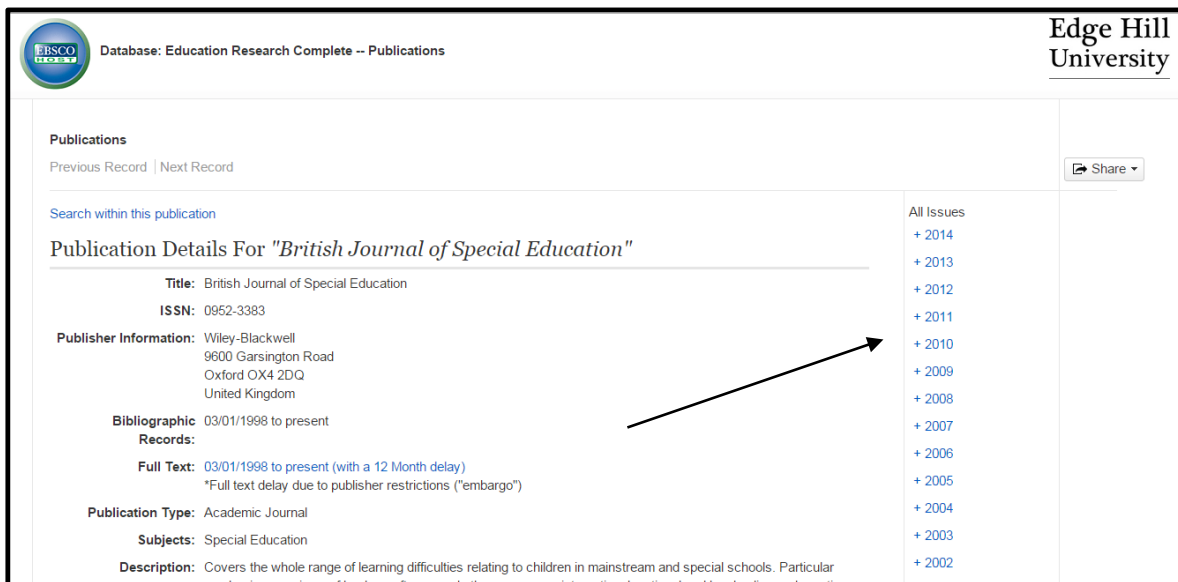




Once you have located the journal, you then need to click on one of the links provided to access it. The above example shows that the 'British Journal of Special Education' can be accessed via three different journal databases, Wiley-Blackwell, Academic Search Premier and Education Research Complete.

Select a link to access the journal, ensuring that the year that you need is available with the journals collection you want to use.



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.


Subject >  
Geography >



Cited References: (41)  
PDF Full Text (287KB)

4. 'I like it instead of maths': how pupils with moderate learning difficulties in Scottish primary special schools intuitively solved mathematical word problems.  

By: Moscardini, Lio. *British Journal of Special Education*. Sep2010, Vol. 37 Issue 3, p130-138. 9p. DOI: 10.1111/j.1467-8578.2010.00461.x.  
Subjects: LEARNING disabilities; SCHOOL children; COGNITIVE ability; WORD problems (Mathematics); MATHEMATICS -- Study & teaching; TEACHERS; DECISION making; SCOTLAND  
Cited References: (50)  
PDF Full Text (392KB)

5. Making science special for pupils with learning difficulties.  

By: Gebbels, Susan; Evans, Stewart M.; Murphy, Lynne A. *British Journal of Special Education*. Sep2010, Vol. 37 Issue 3, p139-147. 9p. 5 Charts. DOI: 10.1111/j.1467-8578.2010.00463.x.  
Subjects: LEARNING; TEACHERS; SCIENCE -- Study & teaching; INFORMATION technology; COMPUTER assisted instruction; ENGLAND  
Show all 5 images  
  
Cited References: (40)  
PDF Full Text (452KB)

6. Mental health needs in schools for emotional, behavioural and social difficulties.  

By: Hackett, Latha; Theodosiou, Louise; Bond, Caroline; Blackburn, Claire; Spicer, Freya; Lever, Rachel. *British Journal of Special Education*. Sep2010, Vol. 37 Issue 3, p148-155. 8p. 8 Charts. DOI: 10.1111/j.1467-8578.2010.00451.x.  
Subjects: CHILDREN -- Health; EDUCATION; SOCIAL problems; EMOTIONAL problems of children; GREAT Britain; CHILD mental health;

Click here 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

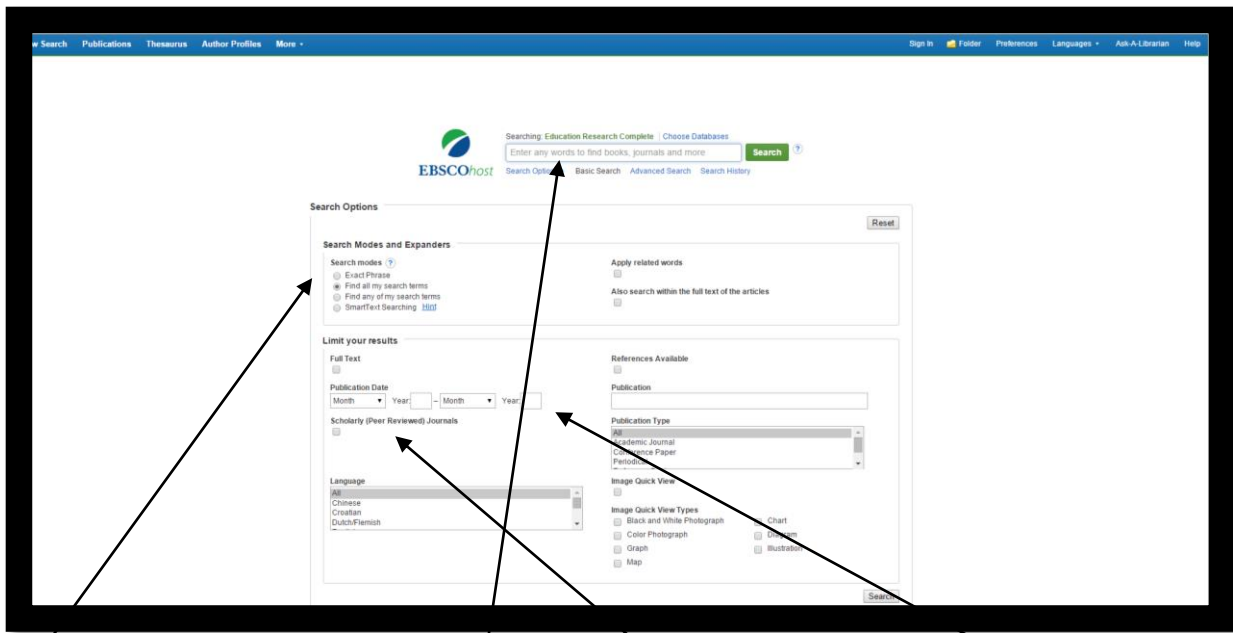
Education Research Complete contains searchable, full text articles from over 1400 Education journals and the abstracts from an additional 800 journals.

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



Choose how you want the database to search for your keywords

Enter your search terms in this box

Tick this box to search peer reviewed academic journals only

Choose to search a particular date range here

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.

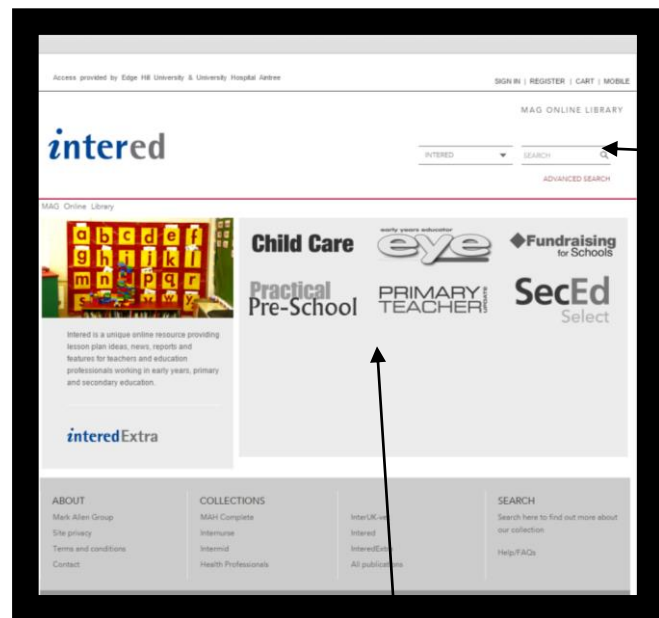
From the Library Catalogue home page

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



Enter your search terms

Browse individual publications



## 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'**

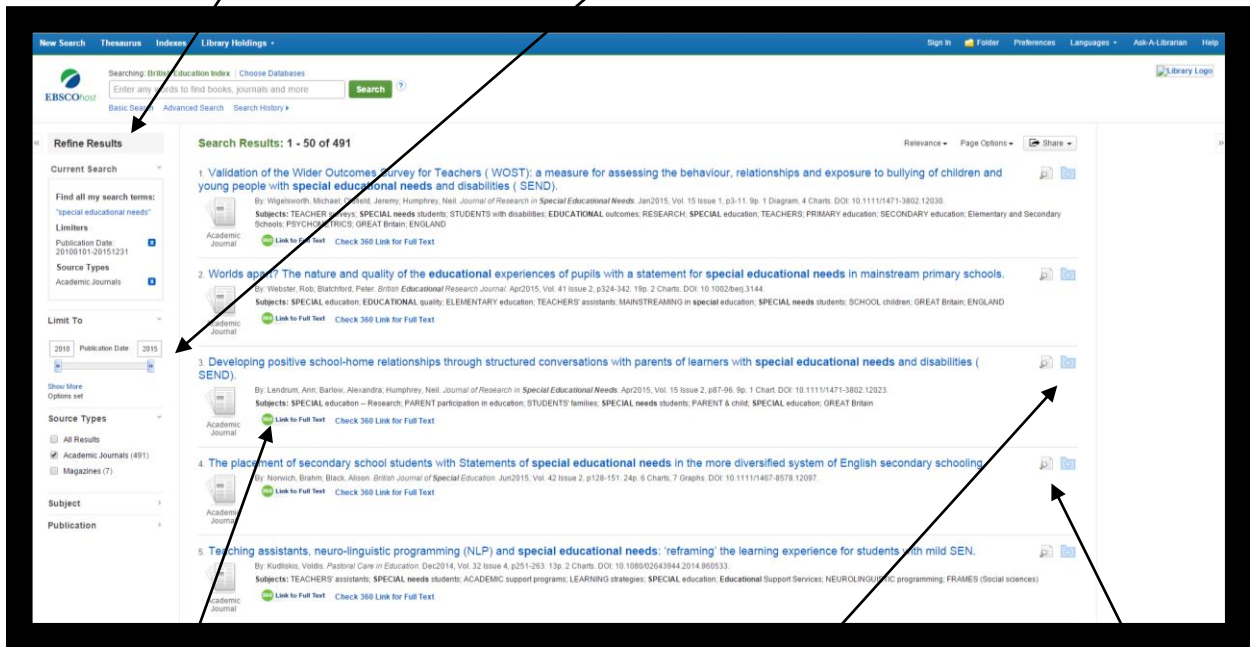
You will come to the basic search screen. An advanced search facility is available if required.

The screenshot shows the EBSCOhost search interface for the British Education Index. The top navigation bar includes links for 'New Search', 'Thesaurus', 'Indexes', and 'Library Holdings'. The main search area features a search bar with the placeholder text 'Enter any words to find books, journals and more' and a 'Search' button. Below the search bar are tabs for 'Search Options', 'Basic Search', 'Advanced Search', and 'Search History'. The 'Search Options' section includes 'Search Modes and Expanders' with radio buttons for 'Exact Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. There are also sections for 'Limit your results' with dropdown menus for 'Publication' and 'Publication Date', and 'Document Type' with a list of options including 'All', 'Bibliography', 'Biography', and 'Book Review'. Three callout boxes with arrows point to specific features: 'Choose how you want the database to search for your keywords' points to the 'Search Modes and Expanders' section; 'Enter your search terms here' points to the search input field; and 'Click here for the advanced search facility' points to the 'Advanced Search' link.

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.

Limit your search by choosing from the menus here

Limit your search by a date range



Click here to see if the item is available electronically via the library catalogue

Email, print or save your selections here

Click here to read the abstract of the article or paper

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**

Click on '**Access this eResource**' and you will be taken to the Publisher's Site

### NewsBank

NewsBank contains over 50 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

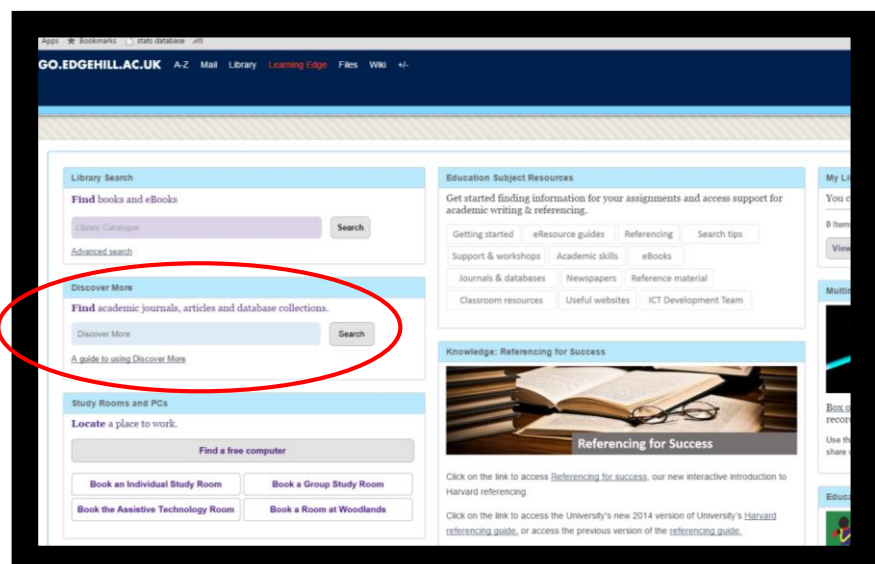
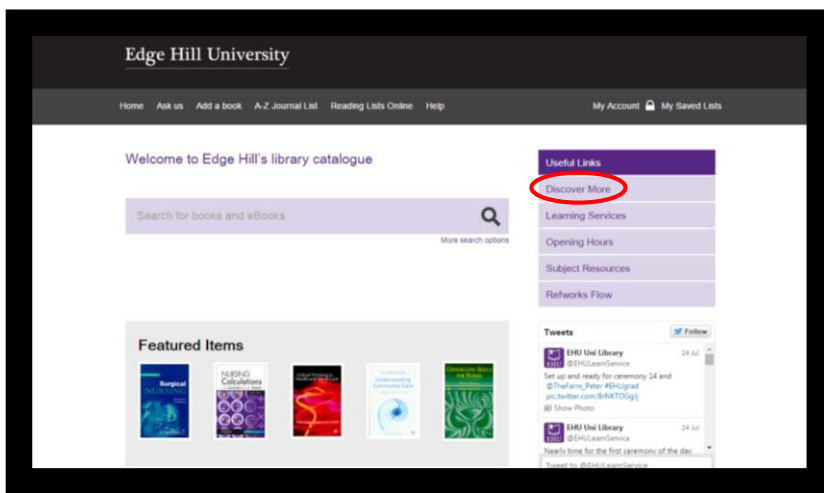
This will bring you to the search page

## 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.

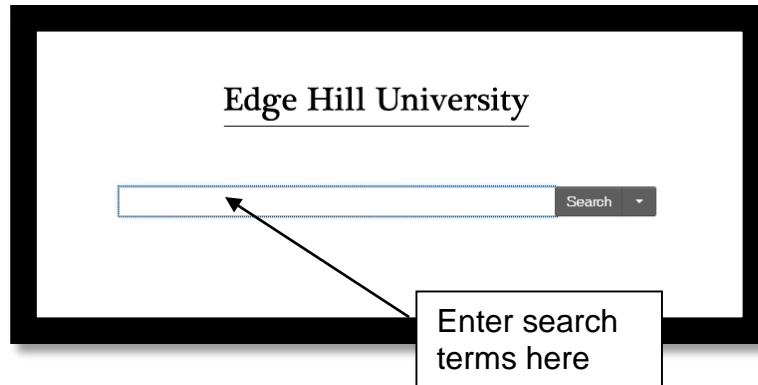
## Accessing Discover More

The service can be accessed either from the Library Catalogue homepage or from the 'FoE Resources' page in Learning Edge.

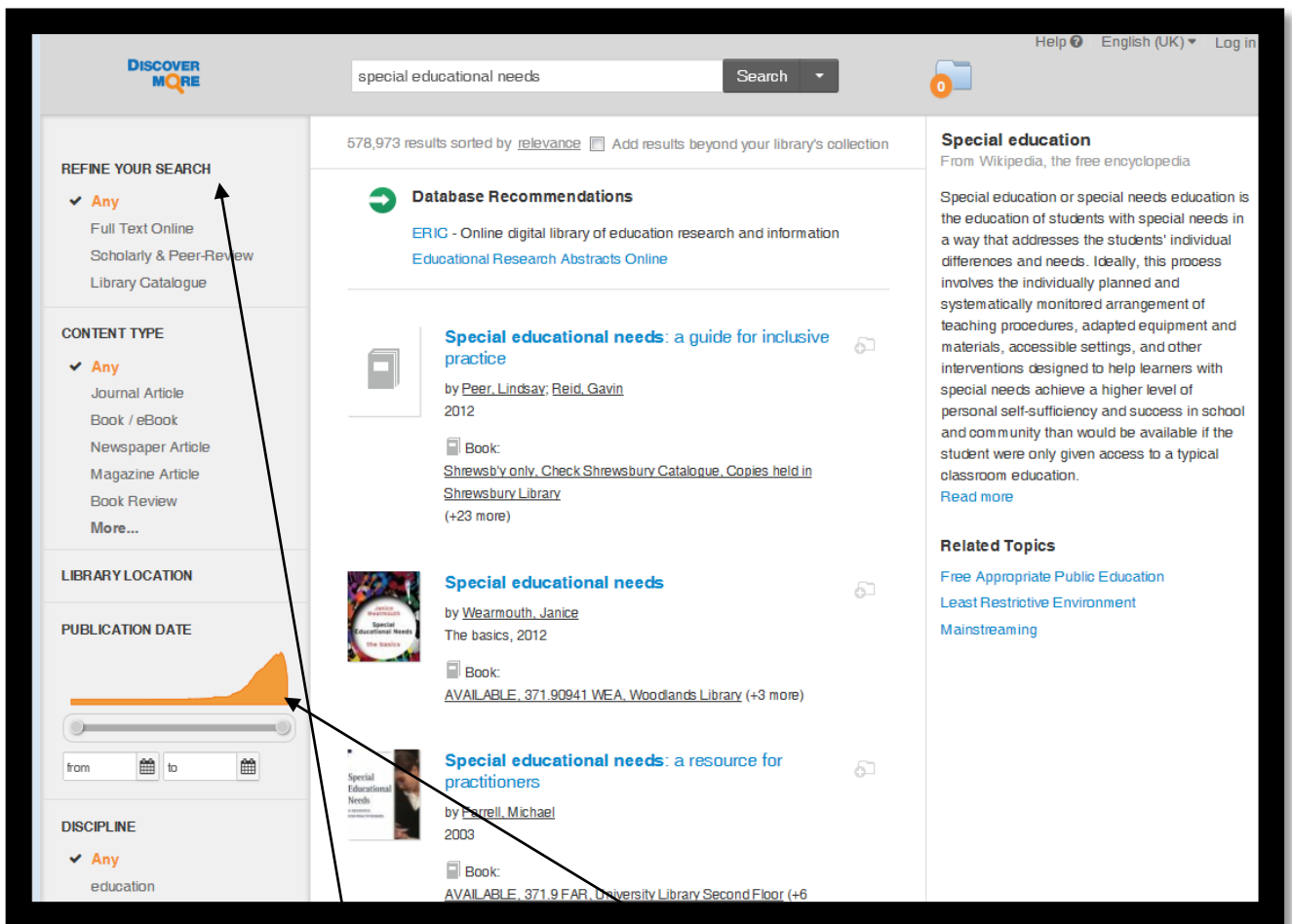


## Searching Discover More

You can search using a simple search box allowing searching by keyword, author or title:



You will 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.



DISCOVER MORE

special educational needs Search

578,973 results sorted by [relevance](#) Add results beyond your library's collection

**REFINE YOUR SEARCH**

- Any
  - Full Text Online
  - Scholarly & Peer-Review
  - Library Catalogue

**CONTENT TYPE**

- Any
  - Journal Article
  - Book / eBook
  - Newspaper Article
  - Magazine Article
  - Book Review
  - More...

**LIBRARY LOCATION**

**PUBLICATION DATE**

from to

**DISCIPLINE**

- Any
  - education

**Database Recommendations**

- ERIC - Online digital library of education research and information
- Educational Research Abstracts Online

**Special educational needs: a guide for inclusive practice**

by Peer, Lindsay; Reid, Gavin  
2012

Book:  
Shrewsb'y only. Check Shrewsbury Catalogue. Copies held in Shrewsbury Library  
(+23 more)

**Special educational needs**

by Wearnmouth, Janice  
The basics, 2012

Book:  
AVAILABLE. 371.90941 WEA, Woodlands Library (+3 more)

**Special educational needs: a resource for practitioners**

by Farrell, Michael  
2003

Book:  
AVAILABLE. 371.9 FAR, University Library Second Floor (+6

**Special education**

From Wikipedia, the free encyclopedia

Special education or special needs education is the education of students with special needs in a way that addresses the students' individual differences and needs. Ideally, this process involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve a higher level of personal self-sufficiency and success in school and community than would be available if the student were only given access to a typical classroom education.

[Read more](#)

**Related Topics**

- [Free Appropriate Public Education](#)
- [Least Restrictive Environment](#)
- [Mainstreaming](#)

Limit your results by applying limiters here

Limit your search to a date range here

DISCOVER MORE

special educational needs Search

REFINE YOUR SEARCH

- Any
- Full Text Online
- Scholarly & Peer-Review
- Library Catalogue

CONTENT TYPE

- Any
- Journal Article
- Book Review
- Magazine Article
- Trade Publicatio...
- Book Chapter
- More...

PUBLICATION DATE

01/01/2000 to

Clear

DISCIPLINE

SUBJECT TERMS

- Any
- article
- education
- studies
- sociology
- children
- teaching methods
- More...

Database Recommendations

Educational Research Abstracts Online  
ERIC - Online digital library of education research and information

Video Games for Children and Adolescents With Special Educational Needs  
by Durkin, K; Boyle, J; Hunter, S; more...  
ZEITSCHRIFT FUR PSYCHOLOGIE-JOURNAL OF PSYCHOLOGY, 2013, Volume 221, Issue 2  
... But is this the case for children who struggle in school? This paper reviews the emerging literature on video game uses by children with special educational needs...  
Journal Article: Full Text Online Cited by 2 (Web of Science®)

Children with special educational needs: what's the agenda?  
by Mooney, Helen  
Community practitioner : the journal of the Community Practitioners' & Health Visitors' Association, 12/2012, Volume 85, Issue 12  
... that. The 20 local pathfinder schemes involving 31 local authorities were set up by the government to test out the reforms for children with special educational needs (SEN...  
Journal Article: Full Text Online

Inclusive Education for Children with Special Educational Needs: A critique  
by Hornby, G  
INTERNATIONAL JOURNAL OF DISABILITY DEVELOPMENT AND EDUCATION, 2011, Volume 58, Issue 3  
This review essay examines "Special Educational Needs: A New Look" by Mary Warnock which was initially published as a "nanhplet" by the Philosophy of Education Society of

From Wikipedia, the free encyclopedia

Special education or special needs education is the education of students with special needs in a way that addresses the students' individual differences and needs. Ideally, this process involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve a higher level of personal self-sufficiency and success in school and community than would be available if the student were only given access to a typical classroom education.  
Read more

Related Topics

- Free Appropriate Public Education
- Least Restrictive Environment
- Mainstreaming

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

The screenshot shows a library search results page. On the left is a sidebar with filters: DISCIPLINE, SUBJECT TERMS, LANGUAGE, AUTHOR, GENRE, REGION, and TIME PERIOD. The main area displays search results for 'Special educational needs'. The first result is 'Special educational needs: the key concepts' by Garner, Philip, published in 2009. It lists 'Book: AVAILABLE, 371.9 GAR, Woodlands Library (+3 more)' and 'eBook: Full Text Online'. A callout box points to the 'Full Text Online' link with the text: 'Link to information about the book on the library catalogue. This will open in a new window on your browser.' The second result is 'Teaching primary special educational needs' by Glazzard, Jonathan, published in 2010. It lists 'Book: Shrewsbury only, Check Shrewsbury Catalogue, Copies held in Shrewsbury Library (+29 more)' and 'eBook: Full Text Online'. A callout box points to the 'Full Text Online' link with the text: 'Click on the eBook Full Text Online link to start reading the book online.' Other results include 'Teaching primary special educational needs' by Glazzard, Jonathan (2010), 'Special educational needs in practice' by Ledgerton, Selena (2010), and 'Special educational needs: a new look' by Warnock, Mary; Norwich, Brahm; Terzi, Lorella (2010).

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.

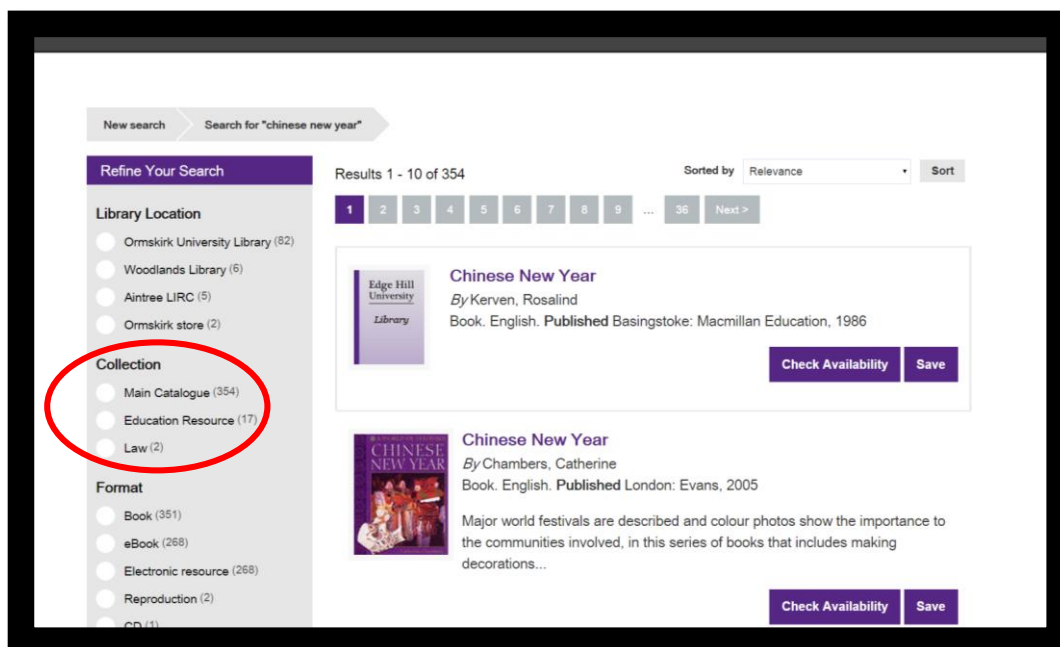
This page also contains information about print copies available in our libraries, where they are located and whether they are on loan or not.

## 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. The Learning Services webpages contain links to a selection of these.

Go to <http://www.edgehill.ac.uk/ls>, click on **Subject Resources** and select **Teacher Training and Education** from the drop down list. Click on **Classroom Resources** and the links are on this page.



## 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:

<b>Suitability</b>	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)?
<b>Purpose of Site</b>	Does it say who it is aimed at? Does it describe the intended coverage? Look for references to Help or 'About this site'
<b>Currency</b>	How current is the information? When was the site last updated? Are all of the links still active?
<b>Authority / Credibility</b>	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?
<b>Coverage</b>	What does the web address tell you? E.g. Academic Institution (.ac) How detailed is the information? Is information pitched at the appropriate level? Use your subject knowledge to check for omissions.
<b>Accuracy</b>	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.
<b>References</b>	Does the author support the information provided? Are there links or citations to respectable sources? Some academic web pages include bibliographies.
<b>Presentation</b>	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?
<b>Overall Quality</b>	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](http://www.dhmo.org)

[www.havidol.com](http://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](http://en.wikipedia.org/wiki/User:Hanger65/Upper_Peninsula_War)

## SECTION 5: Academic Writing Resources

### Using the Harvard Referencing System

It is important to use a standard system of referencing when completing your bibliography in order that:

- You have consistency
- Others can locate and use your references

There are many forms of referencing; the style used at Edge Hill is called the Harvard Referencing System.

#### To locate the Harvard Referencing Guide:

Go to [www.edgehill.ac.uk/ls/assignment-help/](http://www.edgehill.ac.uk/ls/assignment-help/)

### RefWorks Flow

RefWorks Flow 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.

#### To access RefWorks Flow:

Go to Edge Hill's Library Catalogue

At the top of the page there is a menu, click on **Refworks Flow**

This will take you to the Refworks Flow homepage.

#### For access to further Academic Skills resources:

Go to [www.edgehill.ac.uk/ls/assignment-help/](http://www.edgehill.ac.uk/ls/assignment-help/)

## SECTION 6: Accessing Help

### Learning Services web pages

For further information on Learning Services and the support we offer, visit the Learning Services web pages ([edgehill.ac.uk/lis](http://edgehill.ac.uk/lis)) by clicking on the **Libraries** link on the Edge Hill University homepage.

The Learning Services web pages contain a section detailing information about subject specific resources. By go to the Teacher Education and Education Subject Page you will have access to online resources that are relevant to all areas of Education study. This is available by going to [www.edgehill.ac.uk/lis/subject/teacher-training-and-education/](http://www.edgehill.ac.uk/lis/subject/teacher-training-and-education/)

The **contact us** link provides details of telephone numbers and e-mail addresses if you need further help.

For general Learning Services enquiries:

**Ring 01695 650 800**  
**email / text / live chat** [ehu.ac.uk/askus](http://ehu.ac.uk/askus)

### Subject Enquiries

For subject specific resource related enquiries, visit the Ask Desk on the 1<sup>st</sup> floor of the University Library.

Please note that subject related enquiries can be e-mailed to the Education Librarian at **email / text / live chat** [ehu.ac.uk/askus](http://ehu.ac.uk/askus)

### Ask Us

Our Ask Us service which is available via [askus.edgehill.ac.uk/index.php](http://askus.edgehill.ac.uk/index.php) is the ideal place to take 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 also be found via the front page of our Learning Services pages [edgehill.ac.uk/lis](http://edgehill.ac.uk/lis) .

