Getting started: finding information on your reading list

MSc Social Work 2017

www.royalholloway.ac.uk/library

http://libguides.rhul.ac.uk/SocialWork
1. Understanding reading lists

Reading lists give details of materials recommended by the course tutor.

It is useful to be able to differentiate between different types of materials such as books, chapters from books and journal articles. Becoming familiar with this will also help you write bibliographies needed for coursework.

The examples below are all references you might find on your reading list.

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<thead>
<tr>
<th>Type of resource = Book</th>
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<th>Type of resource = Journal article</th>
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<th>Type of resource = Book Chapter</th>
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<th>Type of resource = Report</th>
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2. Using LibrarySearch

LibrarySearch is available online and can be accessed from anywhere with an internet connection. You can access it from the library homepage: http://www.royalholloway.ac.uk/library Using LibrarySearch you can:

- Find a specific book or journal
- Find e-books and e-journals
- Find DVDs and CDs
- Search by author’s name, book or journal title or by subject
- Check availability of titles on a reading list
- Renew items out on loan to you to avoid paying fines
- Request items that are on loan to another user

2.1 Searching for a book

Use the Books, Music and Films tab.

Type two or three keywords into the Search box e.g. the author’s surname and/or words from the title of the book, then click Go.

The following example shows how to use the general search to locate the book below:


- Type essential theory social work into the Search box
- Click Search
- Select Get It for brief details (i.e. loan period, due date and time, collection, location number / classmark)
The Shelf Location

The Shelf Location (also known as classmark) is very important. It groups together books on a related subject and also indicates where a book is located on the shelves.

The Library uses Dewey Decimal Classification System (a decimal number is followed by the first three letters of either the author’s name or occasionally the title), e.g. 361.32 BEC

2.2 Searching for an e-book

Electronic books (e-books) are digital versions of printed books, which can be accessed online.

The library has a large e-book collection which includes popular course reading and reference works such as dictionaries and encyclopedias.

The following example shows how to use LibrarySearch to locate the e-book below:


- Go to LibrarySearch https://librarysearch.rhul.ac.uk/
- Click on the Books, Music and Films tab at the top of the page.
- Type some keywords into the search box and click go. Good keywords are usually the author’s surname and / or words from the book title, e.g. Jones critical learning.

- Select View It and then click the link provided [you may be asked to enter your College username and password]. This will open the e-book in a new window (see example below). You have the option to download for 1 or 2 days (left icon), or to read online (right icon). ‘Read online’ allows you to copy or print a certain amount of the book.
2.3 Searching for an electronic journal article

The quickest way to find a specific journal article is to type the title of the journal article into the All Search box.

The following steps show how to search for the electronic version of the article given in the example below:


- Go to LibrarySearch https://librarysearch.rhul.ac.uk/
- Type in the full title of the journal article into the search box
- If it is available online, it will have the option to View It
- Click on the database link (e.g. Taylor & Francis) link
- The electronic version of the journal will open in a new window
- Look for the option to download the PDF if you wish to save it.

2.4 Using LibrarySearch to Find Journal Articles on a subject

Use the All tab.

Use the search box for your initial search and then refine your results using the options on the results page.

The following example shows you how to find journal articles in LibrarySearch on a specific topic

- Type your keywords into the search box, e.g. “looked after children”
- Under ‘Refine My Results’, limit your results to Articles
- Click on the title or Details tab to view the article summary (if available)
- Click on View It to check for access to the full text

2.5 Finding Databases Specific to Your Subject

If you are unable to find the information you need in LibrarySearch you may want to try searching one of the subject-specific databases. The library subscribes to a range of subject related and multidisciplinary databases from the UK and worldwide. As well as journal articles you can access a wide variety of information including market research, sound and media recordings, images, newspapers, historical documents and more.

To find databases specific to your subject:

- Go to the social work subject guide http://libguides.rhul.ac.uk/socialwork
- Explore the “Finding E-resources” menu.

Databases from different suppliers or publishers will have different interfaces but the functions offered will tend to be the same. Each database will normally offer help screens to enable you to familiarise yourself with the features of that particular database.
Core Databases for Social Work

Science Direct
A major collection of over 1,500 journals on science, technology, medicine and the social sciences

Social Care Online
References to research briefings, government documents, reports, papers, grey literature and book chapters covering all aspects of social care including criminal justice, benefits, mental health, and family care.

Social Policy and Practice
A bibliographic database for evidence-based social science research, listing journal articles, reports, surveys and statistics in a range of topics including health, social care, housing and crime

NHS Evidence
A web-based portal which provides access to authoritative clinical and non-clinical evidence and best practice in health and social care.

3. Your library account

Monitoring your account regularly can help you avoid overdue fines.

3.1 Accessing your account online

You can access your library account via LibrarySearch by signing in using your College username and password.

The following steps show how to access your library account:

- Go to LibrarySearch.
- Select the option My Account.
- Enter your College username and password.
- You can then check details about your current loans, previous loans, hold requests and cash transactions. You can also renew loans.

3.2 Renewing your library loans

The following steps show how to renew your books:

- Go to LibrarySearch
- Select the My Account option
- To renew your items please use the Renew All option to renew them all at once or the Renew Selected option to renew them individually.

Please note, you may not renew:

- 24 Hour loans
- Items that have been requested by another user
- Any items, if you have outstanding unpaid library fines exceeding £35
3.3 Requesting items currently on loan

The following steps show how to request items that are on loan to another user.

1. Sign into LibrarySearch
2. Search for the item
3. Click Get It, then select Request
4. Confirm the request by clicking the orange Request button.

4. Off-campus access to online resources

There are two ways in which you can access online resources subscribed to by Royal Holloway Library while away from campus.

Royal Holloway Virtual Private Network Service (CampusAnywhere)
If you are on campus you will not need to log in to access most of our electronic resources.

The only way to access all of our electronic resources off campus is to install the Virtual Private Network (VPN) service, also known as 'CampusAnywhere'. The VPN Service sets up a secure connection between your computer at home and the College network. Using this connection you can access the library’s electronic journals and databases as well as other College services, such as your Y Drive, the College Intranet and other restricted websites. Your computer is given the appearance of being part of the Royal Holloway Campus network.

For details on how to set up the VPN connection go to the Computer Centre homepage at: www.royalholloway.ac.uk/it and look for the link on the left hand side: CampusAnywhere (VPN)

OpenAthens
If you are unable to install CampusAnywhere (for example on a work PC), you can use OpenAthens and log in with your College username and password.

Further information on off-campus access can be found on our website: https://www.royalholloway.ac.uk/library/searchourcollections/accessinge-resourcesoffcampus/offcampusaccess.aspx

5. Using Other Libraries

As a Royal Holloway student you are entitled to access other university libraries in the UK. We always recommend checking the relevant online catalogue before you visit and contacting the Library beforehand if you are wanting to access a specific item.

The SCONUL Access Scheme is the first port of call if you need to use another University library and Royal Holloway participates in this scheme. You will be able to gain borrowing rights from most of the libraries participating in the scheme. For further information about the scheme and individual library borrowing rights, and to apply, please see the SCONUL Access web site http://www.access.sconul.ac.uk/sconul-access

Senate House Library, the central University of London Library, is another important resource that enables Royal Holloway students and staff to be members and apply for a library card. As a member of Senate House Library you will be able to borrow material from the library and access
electronic resources including e-journals and databases. Further information about membership and registering for access to their e-resources can be found at https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/senatehouselibrary.aspx

**NHS Athens**

Social work students on placement in an NHS organisation or local authority are eligible to apply for a FREE NHS Athens username and password for the duration of their placement. Athens is a secure login that will give you access to a range of professional academic resources in Health and Social Care through the NHS Evidence portal http://www.evidence.nhs.uk/

You can register yourself via at https://openathens.nice.org.uk/ under the NHS organisation you are on placement with. It is recommended that you register from a PC connected to the NHS network or using your NHS email (if you have one). This way, the creation of your account will be instant.

**SCIE Athens**

If you are on placement with a local authority you may also be eligible for a SCIE Athens account. Further details on the resources available and eligibility can be found on the SCIE website http://www.scie.org.uk/workforce/athens/index.asp

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6. Contact details

For further help or information, please contact your Information Consultant:

    Emma Burnett, Library

    Email: Emma.Burnett@royalholloway.ac.uk

    Tel: 01784 443333

    Profile page: http://libguides.rhul.ac.uk/emmaburnett

Your subject guide also contains lots of useful information http://libguides.rhul.ac.uk/SocialWork

For general library enquiries please email: library@royalholloway.ac.uk or phone: 01784 443823

The Library is also on Twitter @RHUL_Library, Facebook http://facebook.com/rhul.library, YouTube https://www.youtube.com/user/LibraryRHUL and we have a blog http://libraryblog.rhul.ac.uk/