Library Resources & Services
School of Design: Distance Learners

A PDF version of this presentation is available at http://libguides.gre.ac.uk/builtenv/inductions

Programme

- The progressive emphasis on you to discover and apply learning resources. Beyond the reading lists!
- Overview, definitions and access
- University resources:
  - LibrarySearch
    - Print and electronic books; academic journals and professional magazines, etc.
  - Practitioner and legal databases
    - For example: Barbour (health and safety); Construction Information Service (building regulations, British Standards, professional and governmental discussion papers)
- External resources
  - Including: the national SCONUL Access scheme; citation databases; and our Document Delivery service
- Assistance: accessing, using & referencing resources
Discovering Library Resources: An Overview

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Primary Method of Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print books</td>
<td>LibrarySearch</td>
</tr>
<tr>
<td>Electronic books: full text</td>
<td>LibrarySearch</td>
</tr>
<tr>
<td>Journals: academic journals; practitioner magazines; conference papers</td>
<td>LibrarySearch</td>
</tr>
<tr>
<td>Citation databases</td>
<td>Direct to database: Scopus; Web of Science</td>
</tr>
<tr>
<td>Professional documents: legislation, standards, regulations, codes of practice; plus professional guidance on the significance and application of those mandatory and advisory codes</td>
<td>Direct to database: Barbour; Building Cost Info. Service (BCIS); Construction Info. Service (CIS); isurv; Occupational Health &amp; Safety Info. Service (OHSIS)</td>
</tr>
<tr>
<td>Legislation: statutes; statutory instruments; standards; and other enforceable regulations</td>
<td>Direct to database: Lawtel; Lexis; Westlaw</td>
</tr>
</tbody>
</table>

Definitions

- **Database**
  - A database is a searchable collection of objects. For example: eBooks; journal articles; regulations.
    - The University subscribes to over a hundred such databases.

- **Academic, scholarly publications**
  - Peer reviewed content
    - Before they can be published, academic books and journal articles are normally subjected to a rigorous process of critical review. This process is undertaken by other academics and industry experts (the ‘peers’) to ensure that all publications are of a consistently high standard.
Access

University Portal: My Learning

Link to LibrarySearch; or go directly to: http://librarysearch.gre.ac.uk

The A-Z directory of individual databases
A-Z Directory of Databases

Contains over a hundred entries, covering all the subjects taught by the University. This is where you would access: the **practitioner databases** (Barbour, BCIS, CIS, isurv, and OHSIS); the **citation databases** (Scopus and Web of Science); and, if required, the constituent databases of **LibrarySearch**.

Access: Login Screen (OpenAthens)

Many of our databases require you to authenticate (i.e. to log-in) before you can access the full-text subscription content. Typically, this is done through the standard Portal login screen. Just enter your Greenwich username and password. This intermediate process may apply when accessing content through **LibrarySearch** or the individual databases.
LibrarySearch: Purpose & Coverage

- The purpose of LibrarySearch is to rationalise the search process by allowing you to simultaneously cross-search the Library Catalogue (now called, just to confuse the matter, Library Search) and many of the University’s subscription databases. It thereby gives access to millions of full-text print and electronic resources:
  - Discover the location and availability of:
    - Print books
    - Print journals and magazines
    - Other physical media: DVDs, CDs, etc.
  - Direct access to:
    - eBooks
    - Academic journal and industry-practitioner magazine articles
    - Plus: conference papers, newspaper articles, etc.

Note: For Distance Learners, we have a Postal Loans Service
Example Academic Databases

- Important databases:
  - Ebook Central
    - Full-text electronic books
  - Taylor & Francis
    - Scholarly, peer-reviewed journals: architecture; the building and construction industries; planning; property management
    - We subscribe to selected titles only
  - EBSCOhost Research
    - Contains a suite of databases, including: Business Source Premier (human-resource management, project management, etc.); Academic Search; and Humanities International.
- Others that your tutors will recommend as necessary:
  - ScienceDirect; Wiley; IngentaConnect; Sage...
- **LibrarySearch** covers all of the above databases

LibrarySearch: System Architecture

- **Searching**: In essence, LibrarySearch is a search and result-set management tool; a sort of academic Google
- **Retrieving**: For specific full-text electronic items (articles, eBooks, etc.), you will usually be directed to the underlying database
LibrarySearch: Simple Search

Simple Search: Coverage

Simple Search (a Google-type search interface). You can perform general subject or specific item searches.

Libray Search: Used primarily to discover the location and availability of physical, library based media (print books, print journals, DVDs, etc.) and electronic books.

Eresources: Primarily for electronic journal content (peer reviewed and other articles, reviews, conference papers, etc.).
Simple Search (Library Search): Result

Limit by: Format (print book, electronic book, journal title); Author; Publication Date (specific or a range); and Language

Sort options: Relevance (default); Publication Date; Author; and Title

Current availability of physical items. Option to place Reservation.

Search Result: Example Print Book

Four copies at Stockwell Street; three on the shelf at 720.47/WIL

If all copies are on loan (or item is held at another campus library), Place Reservation

All our books are organised using this numerical system (Dewey); which arranges the books by subject. For example:

727 Buildings for educational purposes
728 Residential & related buildings
Postal Loans

- For those too far distant from the libraries to visit, we have a postal loans service
- The request form is at: http://www.gre.ac.uk/it-and-library/forms/postal-loan-form
- This can be used to request books and print-only journal articles
- Queries about this service should be directed to our Collaborations Officer at ils-collab@gre.ac.uk

LibrarySearch: My Account
Print Books: Automatic Renewal

- You can borrow up to twenty items (books, DVDs, CDs, and other physical media).
- The nominal loan periods are one and four weeks.
- All loaned items are renewed automatically by the Library system... **EXCEPT**:
  - If another student or member of academic staff has reserved a book you have on loan, it **MUST** be returned.
    - Note: Regardless of the number of reservations on a book, you will always have it for at least one week.
    - **Unreturned reserved books incur a fixed fine of £2 per day per book.**

LibrarySearch: Log In / My Account

Click on **My Account** and login if prompted (with your username and password credentials).

You will then see a list of the print books you currently have on loan (with their nominal return dates), and details of any current reservations (**Holds**) and outstanding **Fines**.
LibrarySearch: (Not so) Simple Search

Simple Search (Eresources): Results
We are now searching for peer-reviewed journal and other relevant (non-book) electronic content

Limit by: Date Published; Source Type (e.g. academic journals, conference materials, magazines); Subject; Language, etc.

What’s the (potential) problem with our result set?
Not-so-Simple Search Techniques

- Is your search term a list of keywords or a phrase (e.g. *industrial hygiene*)? If the latter, enclose the phrase in quotation marks: “*construction industry*”. **LibrarySearch** will now retrieve only those results that include these two words in the specified order with no intervening text.
- Deselect the automatically applied **Expanded by** option, **Also search within article full text**. Results will then be matched only where they appear in the title and/or subject fields.

Not-so-Simple Search Results

Click on the circle-x button to deselect the **Also search within article full text** option.

<table>
<thead>
<tr>
<th>Impact on search results</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>construction industry sustainability</td>
<td>132,728</td>
</tr>
<tr>
<td>“construction industry” sustainability</td>
<td>13,856</td>
</tr>
<tr>
<td>deselect ‘Also search within…’ option</td>
<td>2,428</td>
</tr>
</tbody>
</table>

Still too many? Add further keywords (for example, a specific country or region); or use **Advanced Search**.
Advanced Search Interface

Find items that have:
- All these words:
- This exact phrase:

Don’t show items that have:
- These unwanted terms:

Additional limits:
- Format type:
- Language:
- Library:
  - Find/Don't show
  - Title:
  - Author:
  - Subject:

Search Targets:
- Library Search
- Eresources (Greenwich)

Input a string of keywords and/or phrases.

Exclude words – use with extreme caution or not at all, especially if searching within full text. **Why?**

As appropriate, select type of resource, language and/or physical library.

We are not searching for a specific **Title** or **Author**, but have added **truncated*** and **“phrased” Subject** terms.

Use **Truncation** to expand the coverage of any search term. To indicate truncation, use the star (* ) symbol. For example, ecolog* will search for ‘ecology’, ‘ecologies’, ‘ecological’, ‘ecologists’, etc.
**Abstract / Subject Term (Keywords)**

Achieving sustainable construction within private finance initiative (PFI) road projects in the UK.

**Authors:** Akinyele, Itamb1, halcyon@ulb.ac.uk
Eaton, Conrad E, and coauthors at keele.ac.uk

**Source:** Technological & Economic Development of Economy. 2012, Vol. 18 Issue 2, p207-225

**Document Type:** Article

**Subject Terms:** CONSTRUCTION industry ROAD work zones SUSTAINABLE construction BUILT environment

**Geographic Terms:** GREAT Britain

**Abstract:**

The construction industry is facing the challenges to maintain the built environment in an environmentally sustainable manner. However, the concept of a built environment in the construction industry is not clearly defined. The aim of this study is to identify the interactions between road projects realized by the private finance initiative and their delivery in the UK. The paper presents a detailed review of the sustainability implementation in two road projects and demonstrates that the PFI mechanism encourages sustainable implementation to a greater extent than traditional procurement methods.

This example record is taken from EBSCOhost’s *Business Source Premier*. **Subject Terms** (more typically called *Keywords*) list the core themes of the article - a distillation of the article’s content. The *Abstract* summarises the main themes / concepts discussed in the article, and how they relate to each other.

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**Advanced Search Results**

Our “phrase” and *Subject* search terms

*Note:* You still have the *Sort* and *Limit* options, and the ability to deselect *Also search within full text.*
Accessing an Article

1. In the LibrarySearch result record, click on the View Content link;
2. An intermediate screen will offer one or more links to the database(s) containing the article;
3. The host database will typically contain a link to a PDF version of that full-text article.
PF: Search for Specific Electronic Books & Journals

Use the link beneath the search header. Especially useful for tracking down specific journals. Can also be used to retrieve full-text e-books.

Our example search is for the journal *Construction Innovation: Information, Process, Management*. Note how this journal is available from two of our subscribed databases. You may need (as here) to check the date ranges of each.

Link Through to the Item

**Note:** You may be prompted to login before you can access the destination database containing the required journal or eBook.

The full-text journal, with links to the current issue and the preceding, archived articles.
Practitioner & Law Databases

Practitioner Databases: CIS (1)

- Construction Information Service (CIS)
  - We subscribe to three supplements: Building; Civil & Structural; and Sustainability, Environment, Development & Planning
  - Contains “key technical information critical to all construction projects”; contributed by hundreds of professional and official sources, from the Asbestos Removal Contractors Association and the Clay Pipe Development Association to all relevant governmental agencies. Includes selected:
    - British Standards (BSI)
    - Joint Contracts Tribunal (JCT) standard forms and contracts (SBC, etc.)
    - NBS (National Building Standards) Building Regulations
    - EU directives and UK command papers and legislation
  - Also gives access to selected full-text eBooks and the Architects’ Journal (AJ)
  - Note: Available from on and off campus
Practitioner Databases: CIS (2)

- Browse by predefined **Subject** themes (from Acoustics to Wind Power) or publication **Series** (for example, the ‘JCT Minor Works Building Contract (MW)’ series)
- Alternatively, input your own terms using the standard and **Advanced** search interfaces

Practitioner Databases: CIS (3)

- Reflecting its use by industry practitioners, CIS is updated monthly
  - Redundant documents are removed and replacements added as appropriate
    - Some documents are out-of-date (guidelines), some cease to be legally enforceable (statutes, S.I.s). For example:

  > In the next update there will be 63 document(s) added and 29 document(s) removed from The Construction Information Service.
Practitioner Databases: RICS (1)

- Building Cost Information Service (BCIS)
  - Produced by the Royal Institution of Chartered Surveyors (RICS)
  - Includes tender price, building cost, trade, and energy cost indices

- isurv
  - Produced by the Royal Institution of Chartered Surveyors (RICS)
  - Gives expert practical guidance, including interpretative legal guidance, on all aspects of built environment projects. Enables you to “apply theory into practice […] to resolve your workplace issues”. Additionally includes original source documents (regulations and legislation) and case studies. Coverage:
    - Building Surveying; Commercial Property; Construction; Safety regulations; Procurement; Cost management; Professional conduct, etc.
  
  - Note: Both databases are available only from on campus

Practitioner Databases: RICS (2)

An indication of the scope of isurv, of the finite detail and technical specificity required by industry practitioners
Practitioner Databases: H&S

- The Occupational Health & Safety Information Service (OHSIS)
  - Guidance on the application of workplace health and safety legislation and directives in the UK and Ireland.

- Barbour Information Service
  - An information service for health and safety practitioners. Contains: director’s briefings; technical guides; employee fact sheets; model policies, permits to work, forms and checklists; plus their series of Toolbox Talks on a range of specialised topics.

- Note: Both databases are available from on and off campus

Law Databases

- We have several full-text databases of relevant legislation and cases: Lawtel; Westlaw; and Lexis

Lexis includes all English consolidated and amended legislation, plus some EU materials
External Resources

Citation Databases

- The University subscribes to several databases that record almost all of the research literature published within numerous academic disciplines.
- They rarely give you direct access to the full-text, but for those undertaking research they enable you to identify all relevant texts.
  - Records within these databases often include a descriptive abstract, which helps you assess the relevance of any article or paper.
- Obtaining access to the full-text is addressed later in this presentation.
Citation Databases: Scopus

Describes itself as “the largest abstract and citation database of peer-reviewed literature: scientific journals, books and conference proceedings”.

Citation Databases: Web of Science

Primarily includes peer-reviewed and other journal articles, conference proceedings and scholarly book chapters

As appropriate, cites usage of each item within other works (to help you determine its influence within the literature)
Document Delivery Service

- An inter-library loan service, whereby we can obtain almost any UK publication, typically books and journal article, from the British Library (their Yorkshire headquarters)
  - Especially useful when trying to source materials for your dissertation
  - Note: it may take up to two weeks to supply certain books
  - For each item, you need to complete a request form: http://libguides.gre.ac.uk/docsupply

British Library (Euston Road, London)

- Before visiting, you will need to obtain a freely available Reader Pass. See the requirements at: http://www.bl.uk/help/how-to-get-a-reader-pass

- Check the BL Catalogue first! http://explore.bl.uk/primo_library/libweb/action/search.do?

- Much of the material of interest to us is held in the Humanities Reading Rooms: http://www.bl.uk/reshelp/inrrooms/stp/rrbysubj/humrr/humrr.html
SCONUL: Access Scheme

- A reciprocal library access scheme for students and staff at universities in the UK and Ireland. Register online at:
  
  http://www.sconul.ac.uk/sconul-access

- For some categories of user, it additionally allows you to borrow books
  - Where offered, borrowing is usually limited to part-time, distance learner, placement, and postgraduate students
  - A notable limitation of the scheme is that, for most libraries, it does not allow you to access electronic resources (typically journal databases)

RICS Library (Parliament Square)

- Royal Institution of Chartered Surveyors
  - Student membership is free:
  
    http://www.rics.org/uk/join/student/

  - Library services (including the catalogue):
  
    http://www.rics.org/uk/knowledge/library/

  - Location and contact details:
  
    http://www.rics.org/uk/footer/contact-us/uk-enquiries/
CIOB Library (Bracknell)

- Chartered Institute of Building
  - Membership is free to full-time students, and costs £35 for part-time students in employment
    - http://www.ciob.org/routes/im-studying
  - Provides members with a catalogue of electronic full-text and citation resources
    - http://www.ciob.org/media-centre/library
  - Gives access to their professional LinkedIn and Norvus networks
    - http://www.ciob.org/routes/im-studying

RIBA Library

- Royal Institute of British Architects, Marylebone
  - The Library is freely accessible to all students
  - Catalogue: http://riba.sirsidynix.net.uk/uhtbin/webcat
  - Location and opening hours:
    - https://www.architecture.com/contact-and-visit/riba-library
Library Staff (1)

For help with identifying relevant databases and constructing efficient and effective searches, please contact your Faculty librarian:

Fraser Nicolaides

nf02@gre.ac.uk

- For further information on the Library’s resources and support services, visit the LibGuides at:

http://libguides.gre.ac.uk/builtenv
Library Staff (2)

- If you experience technical problems connecting to a database or specific article, book or other document, contact:
  
  The library databases administration team
  
  librarysearch@gre.ac.uk

- Before doing so, you are advised to look at the supplementary login instructions that apply to certain (especially troublesome!) databases:
  
  http://libguides.gre.ac.uk/e-resources/offcampus

Academic Skills

- Academic Skills:
  
  http://libguides.gre.ac.uk/academicskills
  http://www.gre.ac.uk/academicskills

- Offer assistance with:
  
  • Understanding the purpose of an assignment;
  • Critical thinking and analysis;
  • Writing difficulties such as structuring assignments;
  • The correct use of grammar and punctuation; and
  • Writing in an objective and conventional academic style
Referencing: The Harvard Format

- There are numerous referencing schemes
  - Each is a codified system by which you cite the documents (books, articles, technical information, web sites, etc.) used in the composition of your essays, seminar papers and dissertation
- The University’s preferred variant is the Harvard Referencing System
  - In Text – within the text of your essay or dissertation
    ...it has been argued by Isaac and O'Leary (2013, p.48) that this is...
  - Reference List – the bibliography of all cited items that appears at the end of your essay or dissertation

Referencing: LibGuides

- Topic 3 of the iPROGRESS Moodle course gives examples of how to Reference (cite) various types of media, from books and journal articles to web pages and TV programmes.
- Cite them right similarly gives the format and worked examples of In Text and Reference List citations. Available in print (808.066/PEA) and online.
Questions?

A PDF of the full version of this presentation is available at:
http://libguides.gre.ac.uk/builtenv/inductions
School of Design: Distance Learners

Most people do not listen with the intent to understand; they listen with the intent to reply.
Stephen R. Covey