Sociology 4
Introduction to Library Services
&
Identifying and Referencing Resources for the Precariat Essay

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

Purpose

- To demonstrate the most effective ways of identifying and obtaining access to books (print and electronic) and journal articles
- To introduce LibrarySearch, the University Library Service’s principal search engine
- Going beyond the reading list...
- To acquaint you with the wide range of academic resources that you may also legitimately use as source material for your essays and seminar presentations
  - ...and which you will be expected to use in your final-year dissertation or research project (no reading list!)
  - So these (re)search skills need to be developed as early as possible
Programme

- The Library Service’s hybrid collection
  - Academic legitimacy
- LibrarySearch: coverage and access
- Searching for reading-list books
  - Print and full-text electronic
- Other academic publications
  - Journal articles
    - Article structure and the peer-review process
- LibrarySearch: subject searching
- Referencing: the Harvard system
- Help!

The Library Collection and Academic Legitimacy
The Library Service’s Hybrid Collection

- Physical and electronic collections
  - Books: the gradual migration from print to electronic
  - Journals: almost entirely electronic
  - Newspaper and magazine articles, conference papers, dissertations: almost entirely electronic
  - Documentaries: streamed and physical (DVD) media

- The University and its Library Service subscribe to a considerable number of electronic databases, the content of which is not accessible via Google
  - Database: a searchable collection of academic and professional objects (eBooks, journal articles, films, etc.)

- **Note:** All of the above resources are discoverable through **LibrarySearch**; with much of the electronic content directly accessible from on and off campus

“I’m not allowed to read *that*...”

- The student’s *possible* prior experience: a controlled or otherwise limited reading environment

- The perceived exclusivity of the reading list:
  You must read these texts and, *by implication only,*
  You must not read anything else

- The limitations of any reading list
  - They should contain essential, key texts, but...
  - Otherwise they are indicative only of the available academic literature
    - Their introductory nature – to acquaint you with the scope of a theme or debate but not entirely to encompass it
LibrarySearch: Coverage

- The principal system for accessing the University Library Catalogue and over a hundred other databases of academic, professional and other scholarly resources.
- The purpose of LibrarySearch is to rationalise the search process by allowing you to simultaneously cross-search multiple journal and other textual databases.
LibrarySearch: Access

Login to the University Portal, and select the My Learning page.

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

LibrarySearch: Structure

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

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

Eresources: Used primarily for electronic journal content (peer reviewed and other articles, reviews, conference papers, etc.).
Searching for Reading-List Items: Print Books

Reading-List Items: Print Books


Getting from here to here
Entering a Query / Initial Search Results

Enter one surname and the first three or four words from the title

Three results: three Library locations

Three results: different editions and formats

Click on the required title for detailed location and availability information

Detailed Record for the New edn. (2016)

Bibliographic and descriptive information (where available)

Location and availability information, including the Classmark (each number corresponds to a subject area)

The option to Place Reservation
Interpreting the Search Results

- We may have multiple editions of any title
  - You would normally be expected to read the latest
- There are four library locations:
  - Avery Hill Library (Eltham);
  - Drill Hall Library (Medway Campus, Gillingham);
  - Stockwell Street Library (Greenwich Campus);
  - Electronic – the virtual library

Print Books, etc.: 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.
Searching for Reading-List Items: Electronic Books (Ebooks)

Search Results: Print and Electronic Books

- **Classmark of print copy**
- **Link to the full-text electronic copy**
The Followed Link: An Example Ebook

Ebooks are either single or multi-user access; if the former, you may have to wait to access it.

Options to view on-screen; download (for a limited period), and/or a set number of pages.

This example is from the Ebook Central database.

Ebook: Full-Text Online

Easy to Search, even for words and phrases within the text of the book.

TABLE OF CONTENTS, making it easy to navigate around the book.

Income and benefit inequalities are mounting, with millions of families further behind and dependent on an enfeebled conventional welfare system, making it harder to pursue their dreams of upward mobility and social mobility. Unemployment is part of life in the precariat. It is one of the many aspects of a society in which revision of attitudes that has made it harder to have faith in the global economy.
Origins and Destinations of a Journal Article

1. One or more academics conduct research and write a good first draft of their prospective article.
2. The author(s) identify a relevant academic journal, and submit their prospective article to the journal’s Editor.
3. The Editor accepts (or declines) the article, and circulates it to a number of approved experts for review (the peer-review process).
4. After possibly several iterations of review and resubmission, the article is either published or formally rejected.
Publication: The Peer Review Process

- A critical assessment of the validity of a journal article’s content; moderated by the journal editor; undertaken by fellow academics and professionals (the peers)
- Validity does not imply objectively definable correctness
- Timeliness – this can be a convoluted process taking anything from a few months to several years

Academic Journal Articles

- Structure (the following is a highly schematic topography)
  - Abstract
    - A short summary of the coverage and key findings
  - Introduction
    - Describes the motivation for undertaking the article, its organisational structure, and its general conclusions
  - Methodology
    - The techniques used to gather data – quantitative; qualitative; theoretical
  - Results / Discussion
    - Presentation and interpretation of the results; considers the impact of those results on our current understanding of the phenomenon under analysis
  - Conclusion
    - Summarises the key findings; and considers the implications of those findings for future research
- General and specialised coverage
  - From Sociological Quarterly to Rural Sociology
  - Typically published monthly or quarterly (or sometimes even less frequently because of their highly specialised focus)
Other Text Documents

- **Conference Materials** (Proceedings and Papers)
  - Collections of academic papers given at a themed or regular, institutional conference
  - Often constitute the early research findings of one or more academics, and so presage formal publication in a peer-reviewed journal

- **Dissertations** (and Theses)
  - Masters’ theses and PhD dissertations
  - By definition, contain considerable original research data and findings

- **NOTE**: LibrarySearch gives access to many but not all of these documents

Non-Text/Non-Academic Resources

- There are numerous other types of document that can legitimately be used as sources for your essays, presentations, etc.
- These will be introduced to you in greater detail as you progress through your course, but include:
  - UK Government policies and reports
  - Official UK and other national statistical data
  - Quasi- or un-official sources (**grey literature**):
    - NGOs; charities; think tanks
  - Journalism: local and national newspapers
  - Documentaries...
Documentaries: Box of Broadcasts (BoB)

The Box of Broadcasts database of radio and television transmissions

Access: Portal / My Learning / Online databases and academic journals / Box of Broadcasts

Search the archive of all recorded Programmes

“Only programmes from the nine most popular channels [BBC 1; BBC 2; BBC 4; ITV; Channel 4; Channel 5; More 4; BBC Radio 4; and BBC Radio 4 Extra] are automatically recorded. For all other channels, users have 30 days to request a programme before it’s gone forever.”

BoB: documentary record

Full text Transcript (of variable quality, but useful for quotation purposes)

Create and Add to Playlist; saved to your account

Information required for a citation (more later)
Themed Subject Searching Using LibrarySearch (LS)

Before the Search: Terminology

- The need to identify all the themes and concepts relevant to an essay question
  - Note: This applies also to seminar and presentation topics
- Describing those concepts using appropriate terminology
  - Identifying keywords in the essay question
    - Note: Some themes and concepts may not be explicitly stated in an essay question (implicit assumptions?)
  - Identifying synonyms that also describe the phenomena
  - Using a professional sociological vocabulary (dictionaries and thesauri)
- Constructing a series of searches
  - A pencil and paper exercise
  - Revise queries, based on your search results and further reading
Example Search: The Precariat

- What is the Precariat? What are its defining characteristics?
  - Does it consist of more than one distinct issue, theory or concept?
- How has this phenomena and the academic analysis of it developed over time?
- Original theories and the subsequent responses to it (corroborating or refuting that original theory)
  - Responses from academics, professional sociologists, economists, political commentators, etc.
- Translating all this (theory / counter-arguments / component issues) into search statements
- One or multiple searches? An example...

Example Eresources Subject Search

We have limited our search to the Eresources sub-set of LibrarySearch. Instead of looking for books, we are trying to identify some relevant journal articles, etc.

We are looking specifically for articles on the collective action dimension of precarious employment. Are there any synonyms for collective action?

Or we might have entered precarious employment unionisation.
Example Subject Search: Results

The Sort options allow you to order the results by, for example, Date Newest (the default is Relevance).

The Limit options in the right-hand column allow you, as in this example, to select Language (English) and Source Type (Academic Journals).

LibrarySearch: Example Article

1. In the LibrarySearch result-set 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 source database will typically contain a link to a PDF version of the full-text article.
Referencing: The Harvard System

Referencing: Harvard

- There are numerous referencing schemes
  - Each is a codified system by which you cite the documents (books, articles, documentaries, web sites, etc.) used in the composition of your essays and project papers
  - Enables the reader (your tutor!) to locate the item, and as necessary check your interpretation
- The University’s preferred variant is the Harvard Referencing System
  - In Text – within the text of your essay
    ...it has been argued by Standing (2016, p.48) that this...
  - Reference List – the bibliography of all cited items that appears at the end of your essay
Referencing: Harvard Standard

- **Standard?** In theory, yes; in practice, every university thinks they can improve on it. So...
  - **DON’T** look it up on Google; you’ll find different versions
  - **DO** use Greenwich’s preferred version: *Cite Them Right*
- A draconian formula that is very precise about the use of full-stops, commas, italics, and even the spaces between elements. For example:

<table>
<thead>
<tr>
<th>Standing, Surname</th>
<th>Initial</th>
<th>Year</th>
<th>Book title: sub-title</th>
<th>New edn.</th>
<th>London: Place of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>

Referencing: Cite Them Right

http://libguides.gre.ac.uk/HPSS/referencing

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.
Help!

Library Team

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

Fraser Nicolaides

nf02@gre.ac.uk

If you encounter problems accessing LibrarySearch or any of its constituent databases, especially from off campus, first consult the supplementary login instructions at:

http://libguides.gre.ac.uk/e-resources/offcampus

Otherwise, please email the technical support team:

librarysearch@gre.ac.uk
Academic Skills Team

- The Academic Skills team can help you analyse essay questions and seminar topics; see:
  - http://libguides.gre.ac.uk/academicskills/assignments
  - or email: academic-skills@gre.ac.uk

- They also offer assistance with:
  - Critical thinking and analysis;
  - Writing difficulties such as structuring assignments;
  - The correct use of grammar and punctuation; and
  - Writing in a conventional academic style
  - ...but will not proof read your essays!

Dr Jones’ Top Ten Tips
1. Use the whole collection (academic legitimacy)
   ▪ Going beyond the reading list
     • From (e)books to journal articles, conference papers, and non-textual resources such as statistical data and audio-visual broadcasts

2. Get the search terminology right
   ▪ What is the essay question really about?
     • What are the assumptions inherent in the question (which might be little more than a provocative statement)?
     • How would I express these themes/issues/concepts as searches to be submitted to LibrarySearch?
       ▪ Synonyms?: precariat; precarious/unstable/insecure employment; underemployment; gig economy...

3. Ensure that you use the Cite them right version of the Harvard referencing system
   ▪ Don’t just look up Harvard on Google

4. Reserve print books that are not immediately available to you
   ▪ Especially in-demand reading-list books

5. Avoid fines by returning print books that have been reserved by other students

6. Ask for help (Library and/or Academic Skills)
   ▪ The only stupid question is the one that goes unasked