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Finding Books from a Reading List

Your subject outline lists a number of books which are recommended reading. These are just a couple of examples of what to do to find them in the library catalogue.


To find how you can obtain them, search any words from each title in the library catalogue: http://find.lib.uts.edu.au/

Once you find the item you’re looking for in the catalogue, see the list of holdings information – Location, Call number and Availability. The call number is where you’ll find it on the shelf. Sometimes titles may be available online – in this case there is a Google Preview.

We have two records for this book – one is for the print copies and the other is the online ebook.
Getting Books from the Library

If a book you want is not available on the shelf at your campus library (i.e., is out on loan, or is at another campus), you may request it by clicking “Request Item” towards the bottom of the screen. This takes you to MyLibrary.

*Handy tip!* When available, you can also check the “Google Preview” to see whether the book is likely to have the information you are looking for and therefore worth requesting...

**MyLibrary** is part of the Library Catalogue and allows you to:

- Check and renew items you have on loan
- Request items which are on loan to other people
- Request items which are only available from other campuses
- Check items you have requested (on hold)

You will be notified by email when items you have requested are available for pick up. Please note that the library sends all notices to your UTS webmail. If you prefer to use another email address, you can redirect your UTS webmail to your preferred address. (Recommended)

**BONUS+** is a lending scheme which allows you to access a wider range of books than which are available at UTS library. If a title you want is not available at UTS library at all, find the “BONUS+” link at the top right corner of the screen. You can then check whether it is available for loan at one of the other Bonus libraries. See the Bonus page for more information.

**Interlibrary Loans**: If you can’t find a book or journal article you want via the library catalogue (or Bonus), it may mean that UTS library doesn’t have it. In that case, request an InterLibrary Loan:

Finding Journal Articles from a Reading List

The following are some journal article citations which are similar to those you might see in a reference list:


Identify the journal title within each citation. (Hint: these are usually in italics)

Go to the Library catalogue and type in the Journal title, for example, Journal of Human Lactation – the journal title in the second and third citations above. Identify whether this is available in print or online – or both? Many journals we have are available via several online services. Make sure you check what the library holds within each service as they can vary quite a lot!

It’s important to check the date range – to ensure your article falls within it:

Click on the online database title and follow the links until you reach your article. The key to finding it is to note the Volume and issue numbers and page numbers.

Alternatively try finding via the library’s “Find Articles” service ... you can type in the article's title to find it!
Journal Databases – Brief Overview

There are many journal databases available through the library which can help you find journal articles on a particular topic. The following are just a few recommended databases for Health students – but are by no means the only databases you should use. Databases vary a lot in their coverage and strength on particular topics. eg, some are stronger on surgical and clinical topics while others are stronger on social and educational topics. Not every database will be suitable for every search. Use “Find Databases” to help you locate the database you want. You can also save your own list of favourite databases in “My Databases”

Cinahl (Cumulative Index to Nursing & Allied Health Literature) is a specialist Nursing database. Cinahl is an authoritative academic database and is compiled by a range of specialist researchers in US particularly, but also from around the world. It has approximately 15% of articles available in full text. However, many of the other articles may still be available through other sources via the library via SFX. Vendor or provider is EBSCO.

Medline (OVID or Ebsco) is a specialist medical database which is very clinical in nature. It is similar to Cinahl only it is designed for a wider range of medical professionals. It has approximately 15% of articles in full text, it has SFX links and like PsycInfo is provided by OVID.

PUBMED is a free version of databases which include Medline and is a useful alternative.

Academic Search Complete (Ebsco) is a very strong multidisciplinary database – and very strong on Education topics.

PsycINFO (OVID) is a specialist psychology and psychiatry database maintained by the American Psychological Association. It is well indexed with its own controlled subject thesaurus and provides systematic coverage of the psychological literature from the 1800s to the present. Only a small number of articles are provided in full text by the database, but many articles will be available via SFX. PsychInfo is provided by OVID.

Wiley Interscience and ScienceDirect (Elsevier) are two different multidisciplinary databases which include many useful academic health resources.

SCOPUS and Web of Science are both a multidisciplinary database which are often used for citation analysis.

Google Scholar is a subset of Google (and freely available) and while it is not recommended as your primary database, it can be useful for a range of reasons: May help to fill in gaps, good for verifying incorrect citations, sources articles and books. It is possible to use library links (access via the library databases list) and you can export citations to Endnote and Refworks (although quality of reference information can vary greatly and you can’t export the abstracts like you can from other databases). Log into Google Scholar via the library’s “Find Databases” page to get access to the UTS Library Links.

When searching for journal articles on a particular topic, it is recommended that you try at least three different databases. While many of the search results may be common to more than one database it is likely you will also find some fresh results each time because different databases index different journals.
Choosing the right database and developing a search strategy

UTS Library subscribes to many different databases and the ones listed on the previous page are most of the major ones you are likely to use. However, you need not limit yourself to these especially if you need to undertake a comprehensive literature review for your research.

There are many different types of databases:

- general and subject specific
- academic and commercial

General or multidisciplinary databases include Academic Search Premier, Expanded Academic ASAP, Science Direct, Wiley InterScience. These are often aggregated databases or publishers’ sites – that is, the means for making their content available online. Level of indexing is varied and especially the aggregated databases may include a wider variety of literature.

Subject specific databases such as PsycINFO, CINAHL, Medline and Maternity and Infant Care are usually compiled and maintained by academic research organisations (eg APA, National Library of Medicine) and may be merely provided by a commercial vendor. These databases often have good quality indexing and journals represented are usually peer reviewed.

No single database will have all the articles on your topic and the number articles you can retrieve from each may also depend on the search terms you choose. Finding the right terms might be as simple as picking out major words from your topic – or PICO sentence. But sometimes there may be other words which are used for the same concepts (eg: DVT, deep vein thrombosis, venous thrombosis, blood clot etc). This is important to consider especially when searching in databases without a controlled thesaurus (like PsycINFO, CINAHL and Medline all do) as different articles may well use different words for the same concept.

**Suggested topic:** Models and theories of preceptorship and clinical facilitation

Identify the keywords (underlined above) then try to think of similar or related words which might also locate useful information for your assignment.

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Related words and phrases (may be narrower or broader too)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship</td>
<td>Mentors, Nursing Preceptor, Nurse educator, Clinical teaching, Clinical education</td>
</tr>
<tr>
<td>Clinical facilitation</td>
<td>Nurse leadership, Nurse supervisors</td>
</tr>
<tr>
<td>Models Theories</td>
<td>Framework</td>
</tr>
</tbody>
</table>

When there is a controlled thesaurus, the hard work of bringing those articles with the various terms for the same concept together is largely done for you. Each article is indexed with the major **subject terms or headings** (sometimes also called **Descriptors**) which are chosen from a thesaurus. This ensures all articles on a topic should have a common subject heading.
Worked Example 1 – CINAHL (Ebsco)

Before you start your search in a database, spend some time looking at your assessment topic. Underline or write down the key concepts you need to find. This will form the basis of what you search – or look for – in the database. Each concept will be searched for separately and then combined.

**Search Topic:** Models and theories of preceptorship and clinical facilitation

Go to the library home page: [http://www.lib.uts.edu.au/](http://www.lib.uts.edu.au/) Click on “Find Databases”

Select “Health” in the left box in the Databases finding tool, then select “Top Health Databases” from the resulting subheadings.

“CINAHL” will be one of the databases in the resulting list.

Once you’re in the database, ensure that “Suggest Subject Terms” is ticked and type in the first term then hit “Search”…

**General rules:** Select the heading/s which best describes what you’re looking for. Only select more than one if you’re happy for them to be ‘bundled’ together. Click on the “Scope” to see more information about the term.
The resulting screen (above) provides two choices of subjects and either or both could be selected... as they are close enough in meaning to each other. Selecting both will give you a larger set of results too. Click on “Search Database”

This will take you back to the original screen where you can search for another term. Try perhaps “Model” ... do this in the same way as for the first search...

Select the term/s which you think are most specifically related to what you’re looking for. Be aware that some of the terms offered may be more specific or broader.
When you select the green Search Database button at the top of the page, it will return to the search page and will show your Search History so far. You can now combine your two searches together by selecting each and then click on “Search with AND”

This will retrieve a set of 152 results which perhaps are almost too many to look at, but there are several things we can do to limit further. We could add another term depending on your topic. Otherwise, try some of the limits available in this database. To find them, select “Show more” which can be found in the right hand column besides the list of results.
You may wish to limit to “Peer Reviewed” journals, year of publication, Age groups etc. Just don’t choose too many as you may end up with too few results. To select more than one from the list hold down the Control button on your keyboard as you select. Instead of selecting “Show More”, try some of the limits offered down the left hand side of the screen. Most effective is the Date slider (click and drag the left end to change the date range of the set of articles).

Scroll through the results and try to identify articles which might be relevant for what you are looking for. Sometimes a full text or PDF link will appear in the list. If that’s the case you can simply open it.

To see if we have the full text of anything in the list, click on “Check SFX for availability”. The resulting pop-up screen will indicate if there are any other options for full text available in other databases available through the library. Click on the link and another screen will pop up and should take you directly to the article in the new database. If there are no “Full text” options appearing, you may need to request it on Interlibrary Loan (or find another article).
Organising your results:
You can select the articles you want to investigate further later as you scan down the list by selecting where it says “Add to folder”. Once you’ve been through the list you can view all your selections in one list by clicking “Folder View” under “Folder has items” on the right side of the screen. Alternatively go to the very top of the page and click on where it says “Folder”. A list of your selections will appear. From this screen you can save, print, email or export (to Refworks or EndNote) your results.
If you want to keep your search for a later occasion, you can set up a personal account in Ebsco – click on where it says “Sign in” at the top of the page, and select “Create a new account”
Worked Example 2 – Academic Search Complete (Ebsco)

This database good for multidisciplinary searches – and excellent for both education and health topics. It is listed with the Top Health Databases.

Search Topic: Models and theories of preceptorship and clinical facilitation

This database defaults to “BASIC Search” which is a fairly simple search screen:

Try typing in your whole search topic to see how relevant results might be… if they are not, there are a few things you can do. The following search might result:
Have a look at the articles you retrieve and see if you can identify a useful looking article. You may need to scroll down a little….

When you find one, have a look at the subjects they include…. Can you see any of these?

- NURSING -- Study & teaching (Preceptorship);
- LEARNING theories in education;
- TEACHER-student relationships
- LEARNING
- NURSING
- PROFESSIONAL education
- MENTORING in nursing

Once you have identified a few suitable looking subjects, try searching for them (or similar) via the Advanced search: Remember to refer to your original topic!

I tried the following:

Which yielded 124 articles…. Try using a few limiters, such as year of publication and Scholarly (Peer Reviewed) Journals. Organising your results will be the same as for CINAHL.
Worked Example 3 – Medline (OVID)

Search Topic (Random!): Management of Adverse events incorporating patient safety

Search for each concept separately – and then combine the results.

Go to the library home page: http://www.lib.uts.edu.au/
Click on “Find Databases”
Select “Health” in the left box in the Databases finding tool, then select “Top Health databases” (or any of the subheadings). “Medline (OVID)” will be one of the databases in the resulting list.

Once you’re in the database (which defaults to the “Advanced Search”) and ensure the “Map term to subject heading” box is ticked (also a default). Start by typing in “adverse events” and then Search:

This takes you to another screen which lists any related Subject headings for you to choose from. There is no heading in Medline for ‘adverse events’ as such, but perhaps “postoperative complications” or “medical errors” may (or may not) be appropriate for your focus. If it is select that Subject heading… and click on “Continue” (and continue again… but consider subheading “Prevention and Control”)

Take care about selecting too many headings in the one step – it’s usually better to search one heading at a time (unless they really are synonymous).
This should take you back to the original screen, and will list some results—but will be too many. Don’t look at them yet!!

But we are ready to add another term… Let’s try “Patient Safety” (unless you have a better idea!) which should “Map” to a subject heading. Click on Continue and again. We now have two lines in our search history which represent two different concepts… We can combine these together with AND…

This will result in 58 articles—try scrolling through to see if they are relevant.

You may also wish to limit your search in a number of ways using the “Additional Limits”
There are quite a few available via the “Additional limits” (under the search box):
There are several useful options such as:
  • Last five years (2008-2013)
  • Peer reviewed journal
  • Age groups (particularly if you’re dealing with specific groups like aged, or children)
But you will find all sorts of options relating to Research, publication types, Language, etc.
Just don’t limit to Full text!!! There are so few full-text articles, you will certainly miss out on some great articles available elsewhere.

Also, don’t set too many limits as you may find you end up with too few results. If that happens, go back and unselect some limits.

If there is another concept you want your article to include, try searching for it and combining it with your set. That will narrow your search as well. If it makes it too narrow, try removing one of the terms in your search.

Once you have set some limits, hit search and then scroll through your results to see what you have found. You can click on “View Abstract” to see more information about any which look relevant and click on SFX to see if we have the item elsewhere in Full text. You will notice a few with PDFs – which is the Full text.

If you would like to save your search so you can return to it later, you will need to set up a Personal Account… to do this select “My Account” at the top of the screen and fill out the form. Then return to your Search (click on “Search”) and then select “Save Search History”.
Searching Tips

Using Boolean Connectors

After entering your keywords and phrases as separate searches you can combine your searches using Boolean connectors: AND, OR (and sometimes NOT).

Use and between two or more terms to retrieve only those results which contain all of the terms, i.e. the darkest shaded area in the centre of the image below.

**AND**

**OR**

Using Truncation: Use truncation to find any ending after the truncation symbol

E.g. midwi* will retrieve:
- midwife
- midwifery
- midwives

E.g. disab* will retrieve
- disable
- disabled
- disability
- disabilities

Using Wildcards: Wildcards replace one or no characters within a word wherever the wildcard is placed. E.g. wom?n retrieves woman or women; orthop?edic retrieves orthopaedic or orthopedic

Check spelling variations: Check for spelling variations and alternative language. Sometimes English and American spelling differs. E.g. foetus/fetus, breastfeeding/breast feeding.

Use Limit fields: Many databases provide useful limit fields to help you build your search. E.g. limiting by publication year enables you to retrieve only the latest, most up-to-date information. Note that CINAHL has an especially extensive range of limit fields.

Don’t limit to full text: Limiting your search to full text may be tempting but it will actually prevent the very useful SFX tool from working. If full text is not available in the database you’re using, click on the SFX symbol to see if full text is available in another database.
RefWorks vs Endnote

RefWorks and EndNote are software services that will assist you to collect, store, organise and use your references. Both are supported by the library and special training sessions for each are provided.

EndNote has been widely adopted by many academics and students at UTS, but RefWorks is proving to be worth considering. There are advantages and disadvantages for each including:

**EndNote**
- Needs to have software downloaded
- Write and Cite works very well
- PDFs can be added to each record
- Can convert RefWorks libraries into EndNote

**RefWorks**
- Online – no software to download except for Write and cite add in. Also means it’s easily transferable - easily used on multiple computers and you don’t need to carry your library around on a USB stick or worry about version control.
- Can link with SFX
- Can convert EndNote libraries into RefWorks
- It’s easier to share libraries on RefWorks than on EndNote.

There is another very good explanation about the differences between the two on this page: [https://www.lib.uts.edu.au/question/76723/what-are-differences-between-endnote-and-refworks](https://www.lib.uts.edu.au/question/76723/what-are-differences-between-endnote-and-refworks)

Tutorials and manuals for both are available via the Library website.

There are classes arranged at both City and Kuring-gai campuses each semester and you can get information about any which are coming up soon at this page: [http://www.lib.uts.edu.au/events](http://www.lib.uts.edu.au/events)

There are also a number of online tutorials about EndNote available: [http://www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/endnote/endnote-tutorials](http://www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/endnote/endnote-tutorials)


**Referencing** : The Faculty of Health uses Harvard (UTS) as its primary referencing style.