

## Information Skills 1

### Library catalogue additional functionality

The purpose of this section is to introduce you to some of the ways that you can use the library catalogue beyond a simple book search.

#### Use the truncation symbol \* (asterisk)

The truncation symbol instructs the computer to “search for all words beginning with ... “. There are three reasons for using the truncation symbol:

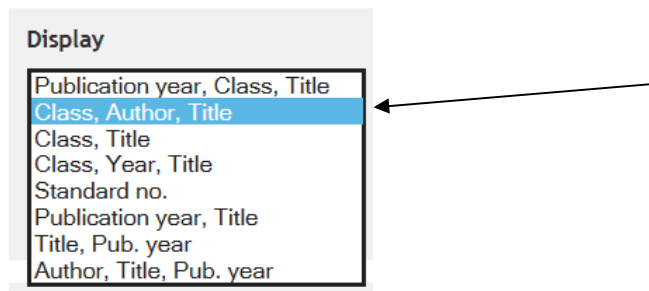
- To save time e.g. Mann and atone\* (for mann and atonement)
- To reduce the chance of making a spelling error e.g. sugi\* (for sugirtharajah)
- To include different forms of a search term in a single search e.g. chaplain\* (to include chaplain, chaplains, chaplaincy)

#### Search by module code

Using module codes such as TMM1147 or TMM1361 as search terms retrieves all the books on the module reading list.

#### Sort results e.g. by classmark

The default order in which the results of a search are listed is by date, with the most recent books listed first. You can change the order by selecting a different order from the drop down menu under Display. For example, you may find it helpful to produce a list in classmark order, which is the order in which books are arranged in the library.



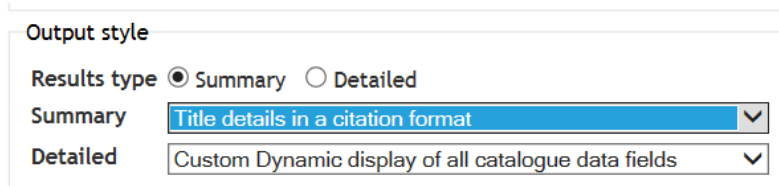
#### Save results

To save the results of your search, you need to be logged in. Mark the results you wish to save, click on Add to favourites and either choose a name for a new list or select an existing list.



## Print and download results

A number of formats are available for printing and downloading the results of a search, but some are better than others. If you want to copy and paste a citation into a document, I recommend the citation format, which is available under the Print option.



Output style

Results type  Summary  Detailed

Summary Title details in a citation format

Detailed Custom Dynamic display of all catalogue data fields

For downloading I recommend HTML zipped:



Output Format

Format HTML, zipped

## Subject searching

You can also use the library catalogue to search for books on a particular subject, though this is more straightforward for some subjects than for others. It is most straightforward when the vocabulary used to describe the subject is well established, and when books on the subject tend to be shelved in the same place. It is hardest when the subject is multidisciplinary or consists of multiple aspects, or when it is too narrow (no books) or too broad (too many).

Here are some tips for searching the catalogue by subject:

**Search by class number.** Start by entering one or two search terms. Have a look at the results and see if you can spot the class number or numbers which occur with the most frequency. Class numbers represent subjects, so if you can identify a class number which represents your subject, you can use it as a search term. For example:

The Trinity    231.2                      Bereavement            254.6, 362.15

The search for bereavement throws up two numbers because books on the subject tend to be shelved in two different parts of the library, depending on the perspective: pastoral theology (254.6), and counselling (362.15).

**Broaden the search.** If your search is highly specific, you may find nothing, or very little, on the catalogue. Broadening the search means looking for books which may include a chapter on, or references to, your subject within a wider coverage. For example, a search for prison chaplaincy may not turn up very much, but books on chaplaincy in general could be useful – you can use the contents page or index to check.

**Use alternative search terms.** Some subjects can be represented by a variety of different words or phrases. So if at first you are not finding many books, or you simply want to find more, try using alternative or related search terms. For example, youth work and young people retrieve a slightly different set of results.

## Online journals: ATLA & the Religion & Philosophy Collection

The Religion & Philosophy Collection and the ATLA Religion Database are both supplied by Ebsco, so sometimes they are referred to as the Ebsco databases or Ebsco online journals. The two databases look very similar and work in much the same way, so most of the functionality described below applies to both. But the nature of each database is subtly different, and you need to be aware of the differences.

First, ATLA is a much bigger database. It indexes more articles. So if you do the same search on each database you will get more results from ATLA. But ATLA is not primarily a full text database. Its primary function is to act as an index to the literature, which it does very well, and sometimes it also provides a link to the full text. But much of the time it simply gives you a reference, and you may need to track down the article itself from somewhere else. The Religion & Philosophy Collection, on the other hand, is a full text database. This means that the full text is almost always available. Overall I would still recommend ATLA, but the best option is to use both.

### Searching ATLA & the Religion & Philosophy Collection

The first thing you will notice when you search the databases is that you tend to get a lot more results than when you search the library catalogue. This is because the number of articles indexed is greater than the number of books in the library. But otherwise the search works in much the same way. Each article has an associated “catalogue record”, and this is what you are searching when you enter a search term. It is not unusual to retrieve far more records than you actually need, so often you will want to find some way of reducing the number of results in a helpful way. But on other occasions you won’t find much at all, and on those occasions you will want to broaden your search in order to increase the number of results.

**Narrow the search.** Here are four ways in which you can reduce the number of results. A search for Jonah is a good example because it is a well-defined subject and produces a lot of hits. Enter the search term on both databases and compare the results. On ATLA it produces over 1400 records.

Limit To

Full Text

Scholarly (Peer Reviewed)  
Journals

2000 Publication Date 2017

- Full Text. This filters out the records which do not include a link to the full text. On ATLA this reduces the total to c. 500.
- Peer reviewed. This filters out those articles which have not been peer reviewed and which are therefore likely to be of inferior academic quality. On ATLA this eliminates more than 100 records.
- Date filter. ATLA indexes articles going back to the nineteenth century. If more recent records are more relevant to your needs, you can apply a date filter to your search.

These three filters are a useful way of reducing a large set of results to something more manageable. But a fourth way is to make use of the Subject Headings. Subject headings are applied by indexers to reflect the content of each article, and because the same word or phrase is used consistently to represent the same subject, they have the effect of gathering together relevant articles under a single heading. You can use these headings to search the databases more precisely.

- Subject headings. In our example, ATLA invites us to select one or more of the following subject headings from a drop-down menu (with the number of records in brackets).

**Subject** ▼

- bible. jonah (29)
- jonah, (biblical prophet) (12)

**Broaden the search.** If your search is highly specific, you may get very few results. You could try using alternative search terms (as when searching the library catalogue), but here are two other ways in which you can increase the number of relevant results. A search for *messy church* is a good example because it is a well-defined subject but – surprisingly perhaps – produces very few hits. Enter the search term on both databases and compare the results.

- Search the full text. As mentioned above, the default search is of the “catalogue record”, not the full text, of the journal article. But you can choose to search the full text by ticking the box below which can be found under the Advanced Search. Remember to enter the search in inverted commas (“messy church”) to search for the phrase.

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**Also search within the full text of the articles**



- Subject headings. Subject headings can also be used to broaden your search. Have a look at the results so far, and you will see the subject headings which have been added to each record. Identify subject headings which are relevant to your topic. Only you can make that judgement, but here are some which you might consider:

Church work with families  
Church work with children  
Non-church-affiliated people

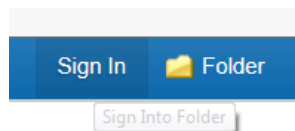
You can now use the subject headings as a search term. The easiest way to do this is to click on the title of the article to view the full record, and then click on the subject heading which has now become a hot link. You will find that this produces far more – hopefully relevant – results than your initial search.

**Subjects:** [Church administration](#); [Social change and church](#); [Church – Biblical teaching](#); [Church work with families](#); [Visibility](#); [Hospitality](#) -- [Religious aspects](#) -- [Christianity](#)

## Additional functionality

The purpose of this section is to introduce you to some of the ways that you can use the Ebsco databases beyond a simple search for articles.

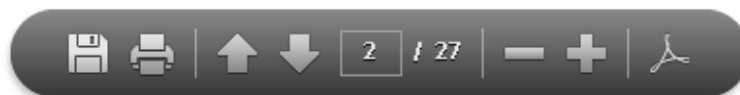
**Personal account.** You can create a personal account, which will enable you to save results between sessions. Click on Sign In and select Create a new account.



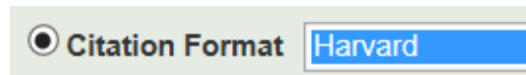
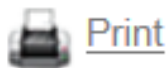
**Save results to folder.** Click on the magnifying glass symbol and select Add to folder.



**Print or Save full text.** Ebsco allows you to print articles in full and save PDFs permanently. Open the PDF and click either on the disc symbol (to save) or on the printer symbol.



**Copy and paste a citation.** From the full catalogue record, select Print. Select a citation format from the drop-down menu, and click on Print. Copy and paste the citation, which will include the electronic source and the date on which you viewed it.



Mann, ST 2017, 'Performative Prayers of a Prophet: Investigating the Prayers of Jonah as Speech Acts', *The Catholic Biblical Quarterly*, 79, 1, pp. 20-40, ATLA Religion Database with ATLASerials, EBSCOhost, viewed 23 January 2018.

**Publication search.** You can search for a particular article for which you already have a reference by selecting Publications from the blue header and browsing the alphabetical index of titles. Click on the title of the journal, then the year, and finally the issue number.



**Scripture search** (ATLA only). You can search by scripture reference, down to the level of an individual verse. Select Scriptures from the blue header and browse down the hierarchy, choosing the Expand option as required. For example:

John [Expand]  
Chapter 3 [Expand]  
Verse 16 (hotlink – click to select)

## **E-books: Ebsco, Dawsonera, and SCM**

The Ebsco E-book Religion Collection comprises over 5,000 titles. Occasionally tutors will refer to particular books which you can find there, but the collection primarily serves as an additional searchable resource, so you would search it in much the same way as the Ebsco online journals databases. You will find that the functionality is much the same, but that you get fewer results for the same search. This is because you are searching 'only' 5000 catalogue records, compared with the many hundreds of thousands of records which comprise the online journals databases.

The Dawsonera collection is much smaller, just a handful of books, all of which have been purchased specifically because they are core texts on a reading list. Tutors will refer specifically to the availability of books in this collection during the course of the module. It is highly unlikely that you will need to 'search' this collection. You will simply browse down the list of titles until you find the one you are looking for.

The SCM collection currently comprises 80 titles from the Hymns Ancient & Modern publishing group, which includes SCM Press and Canterbury Press. It is available via the Common Awards Hub on Moodle. Most, but not all, of these titles are on reading lists.

The rules about what you can print and download from the e-book collections are much stricter than they are for the online journals. This is because of copyright, and publishers use digital rights management (DRM) software to enforce the rules. So for example, although you are permitted to download e-books from both the Ebsco E-book Religion Collection and Dawsonera, you will find that they 'expire' after 24 hours. This shouldn't be a problem – you can simply download the book again the following day – but just don't be surprised when it happens.

You may find the rules on printing and copying more restrictive. The publisher decides how much you can print or copy at any one time (it is usually 5%, though this may vary), and the DRM software prevents you from going over the limit. Dawsonera is especially restrictive. It requires you to use a personal login in order to print or copy, and keeps a record of how much you have printed and copied over the course of a 12 month period. Ebsco is slightly less restrictive. It doesn't require you to use a personal login, and therefore keeps no record from session to session. You cannot download the SCM e-books at all, but you can copy within the usual copyright limits.

### **Ebsco E-book Religion Collection**

You will find that the e-book collection functions in much the same way as the online journals databases. You can open an e-book PDF and read it online just as you would a journal article. But note that if you choose to download the e-book to read offline, you will need to check that your device meets the viewing requirements.

#### **Viewing Requirements**

**Desktop:** Adobe® Digital Editions 1.7.1 or higher is required for offline viewing.

**Apple® and Android™:** The EBSCO eBooks app is available on the App Store® or Google Play™

**Kindle:** PDFs can be created in the eBook Full Text view and transferred using Send To Kindle

## Dawsonera

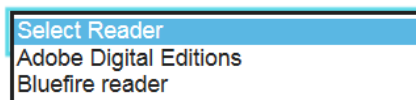
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If you are on site, you do not need to sign in in order to read the text online, but you do need to sign in in order to use any of the other functionality, such as printing and copying. If you are off site, you will need to sign in anyway.

Note that if you choose to download the e-book to read offline, you will need to check that your device meets the viewing requirements.

Reader Software



## Journals: a summary

The purpose of this section is to summarise where to look for journals and journal articles. Your tutors may have recommended that you browse particular titles, or journal articles may be referenced on a reading list, or you may have come across a citation in something you have read either in print or online, and wish to follow it up. For whatever reason you may be wishing to track down a journal, here is a checklist to follow:

**The list of Print Journals on the library website.** This is an alphabetical list of the library's subscriptions and it includes a holdings statement. All the titles listed here are available in hard copy in the library, and some of them – where indicated – are also available online.

**Ebsco's Religion & Philosophy Collection and the ATLA Religion Database.** See Publication search above. Bear in mind that not all the articles indexed are available in full text.

**The journal website.** Occasionally you will find that the content is available free of charge from the journal's website, or indeed from another online source. More often you will find that there is a fee. Major publishers sometimes offer a sliding scale of options, ranging from 24-hour access to permanent download.

**Access to Research.** This is an initiative between major journal publishers and public libraries to make journal content available free of charge through the public library network. Check the list of participating publishers to see if it includes the publisher of your journal.

<http://www.accesstoresearch.org.uk/publishers>

**Ask the librarian.** When you have explored the options above, you are welcome to ask the librarian for assistance in tracking down journals articles.