Department of Clinical Speech and Language Studies

Introduction to the Library for new Postgraduates

Michaelmas Term 2014
Learning Outcomes:

At the end of this session students should:

• Be familiar with the TCD Library facilities, databases and services available to them
• Understand how to conduct basic literature searches using the key databases relevant to the discipline (PubMed, Web of Science, EMBASE)
INTRODUCTION TO THE LIBRARY – FACILITIES AND SERVICES

✓ Library Locations
✓ Collections
✓ Resources
✓ Facilities & Services
✓ Opening Hours
✓ Locating Books
✓ Borrowing Books
✓ Fines
✓ My Library Account
✓ Printing, Photocopying & Scanning
✓ Accessing Electronic Resources From Off-campus
✓ Seeking Help
Berkeley Lecky Ussher [BLU]

Business
Classics
Drama & Film
Economics
Education
Languages
Linguistics
Hamilton Library

Computer Science
Engineering
Health Sciences
Mathematics
Natural Sciences
Statistics
Clinical Speech
John Stearne Medical Library

Trinity Education Centre, St. James’s Hospital
RESOURCES

- Encyclopaedia
- E-books
- Theses
- Online Resources
- Course Material
- Journals and Magazines
- Books
- E-Journals
- Newspapers
- Government Publications
- Databases
- DVDs and Videos
- Maps
<table>
<thead>
<tr>
<th>Term</th>
<th>Berkeley, Lecky, Ussher, Hamilton</th>
<th>John Stearne Medical Library</th>
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</thead>
<tbody>
<tr>
<td>Monday–Friday</td>
<td>09:00 – 22:00</td>
<td>09:30 – 22:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:30 – 16:00</td>
<td>09:30 – 13:00</td>
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</tbody>
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Opening Hours may vary. Please check noticeboards and Library website.
# Opening Hours: Service Counters

<table>
<thead>
<tr>
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<th>Berkeley, Lecky, Ussher, Hamilton</th>
<th>John Stearne Medical Library</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>09:30 - 19:45</td>
<td>09:30 - 21:45</td>
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<tr>
<td>Friday</td>
<td>09:30 - 16:45</td>
<td>09:30 - 21:45</td>
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<tr>
<td>Saturday</td>
<td>09:30 - 15:45</td>
<td>09:30 - 12:45</td>
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</tbody>
</table>

Opening Hours may vary. Please check noticeboards and Library website.
Closed Access

✓ Many items are held in storage, either on campus or in the Santry Book Repository.

✓ Requests for these items are usually made online, via My Library Account
Locating Books

✓ Collections may be searched, via our catalogues, repository and databases

✓ Our catalogue record will instruct you on the availability and location of a resource
Locating Books

Finding a book using **STELLA** search:

Christine Dollahan

The handbook for evidence-based practice in communication disorders

Paul H. Brookes Pub., 2007
Locating Books

Finding books and journal articles using STELLA search:

Aphasia
Rehabilitation
II  Open Access Collection

Prefixes:

✓ Most Open Access material in the BLU has no shelfmark prefix

✓ Some material in the BLU has the legacy prefix **ARTS**

✓ No prefix in the Hamilton Library

✓ **SJR** in the John Stearne Medical Library
Borrowing privileges are dependent on your status in the University and the type of material that you wish to borrow

1. Undergraduates and Diploma Students
2. Higher Degree Postgraduate Students
3. Students Registered with Disability Services
4. Staff
5. Visiting Readers
2. Higher Degree Postgraduate Students

- Up to 10 items in total at any one time
- Normally from Open Access or Closed Access
- 4 items from the Undergraduate Lending Collection (if all other Open Access or Closed Access copies are on loan)
- 4 items with the prefix P-MUS LEN (Printed Music)
- 4 items from the Counter Reserve (Short Loan) Collection
**Borrowing Books**

- **Fastlane Self-Service**: use to borrow, renew and return Open Access books (see next slide for more information)

- **Service Counters**: use to borrow, renew and return books, including Counter Reserve items. Closed Access items are also issued here.
Fastlane Self-Service Machines

✓ Books may be borrowed & returned here (except Counter Reserve items)
✓ You may only check out books in accordance with your **borrowing privileges**
✓ You may be prevented from borrowing if you owe fines or have overdue books
✓ Take care to follow instructions on screen
**Standard Fines**

- Students are charged fines for overdue items to encourage their return on time.
- Standard loans €0.50 per item, per day - this increases to €1 per day after two weeks
- Counter Reserve (Short Loan) Collection items €0.25 per item, per hour
Login to My Library Account

Trinity College Students and Staff

College Username:

College Network Login Password:

LOGIN

Visiting Readers with Library Card

Barcode Number:

PIN:

LOGIN
Research Methods in Practice

Items

Location
Hamilton Counter (stack items)  PL-580-170

Details
Description  xxvi, 606 pages : illustrations ; 26 cm.

Reserve it
Select
- Hamilton Counter (stack items)  PL-580-170 IN

I would like to pick up this title from:
- Hamilton Library
- BLU Counter
- John Steane Library
- Hamilton Library
- Early Printed Books Reading Room

Other Sources
- Classic Catalogue
- External Sources
- View MARC display

Recently Added:
People who looked for this may want these recent additions:
Research methods in practice : strategies for description ...
Research methods in practice : strategies for description ...
Researching beneath the surface : psycho-social
Requesting Items from Storage

Viewing/Sorting/Cancelling Stack Requests
Saving, Emailing & Exporting Records

Saving Items to List
Reserving an item that is checked out to another reader
Renewing a book that you have already checked out.
Renewing Items

Mr Joe Murphy

Search

Advanced Search

Mr Joe Murphy

Visiting Readers - Change PIN

Holds (0)
Preferred Searches
My Lists
Checkouts (1)
Fines/Fees ($1.00)

The following item(s) will be renewed, would you like to proceed?

YES  NO

1 item checked out

<table>
<thead>
<tr>
<th>TITLE</th>
<th>BARCODE</th>
<th>STATUS</th>
<th>CALL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human anatomy / Frederic H. Martini, Michael J. Timmons, Robert B. Taillitsch ; with William C. Ober, art coordinator and illustrator ; Claire W. Garrison, illustrator ; Kathleen Welch, clinical consultant ; Ralph T. Hutchings, biomedical photographer.</td>
<td>50154705</td>
<td>DUE 12-09-14</td>
<td>S-LEN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAMAGED/NO</td>
<td>611</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USE</td>
<td>N5*5,5</td>
</tr>
</tbody>
</table>

Print
ACCESSING ELECTRONIC RESOURCES FROM OFF-CAMPUS

✓ Off-Campus access to licensed electronic resources (books, databases and journals) is available to staff and students

✓ Search for resources via the library website, databases or STELLA SEARCH. When you click on the link to a resource, you will be directed to a secure login page.

✓ Use your College username and network login password to authenticate
Accessing Electronic Resources From Off-campus

Login to My Library Account

Trinity College Students and Staff

College Username:

College Network Login Password:

LOGIN

Visiting Readers with Library Card

Barcode Number:

PIN:

LOGIN
Off Campus Access to Library Electronic Resources

Access to the Library’s subscribed databases and e-journals is available to Trinity College students and staff by logging in here with their College username and network login password.

Username: 
Password: 

Login

For more information about this service, see the Off Campus Access page.

If you experience any difficulties logging in to this service, please contact IS Services Helpdesk.

Questions relating to electronic resource subscriptions should be directed to the Library directly.

Remember: Keep your password secure. Disclosing your password to others can give them access to your personal resources including your email, and online student record.

Access to the Trinity College Data network and associated IT resources is granted only to authorised persons for the purpose of approved College activities. Activities may be monitored for administrative and security purposes. Use of the College network and resources implies consent to such monitoring and acceptance of all published College policies including the ”IT and Network Code of Conduct” and ”The College IT Security Policy”.
Multi-functional Devices (MFDs) are available for photocopying, printing and scanning (throughout the College).

Provided by DATAPAC

Managed by IS Services

Notice must be taken of copyright regulations in the Library when making any copies
Information Systems Services

Printing, scanning & photocopying in College Libraries and computer rooms

The printing, scanning and photocopying facilities in the College Libraries and computer rooms are managed by IS Services and the College Library, and provided by Datapac. There are multi-function devices (MFDs) in the College Libraries and College computer rooms located throughout the campus, and in some off-campus locations.

It is possible to print from any computer in the computer rooms to any of the Datapac MFDs, whether on or off campus, as printing from these computers works on a 'follow-me' system. This means that after you have sent a job to be printed, it will print out on whatever Datapac MFD you choose to release the job from.

Note that in order to be able to use this service you must first credit your print account, see the first link in the list below for details on how to credit your print account.

If you need assistance with the service then please see our Getting help section.

- Crediting your print account
- Printing instructions
- Scanning instructions
- Photocopying instructions
- Prices
- Printer and kiosk locations
- Printing from the TCDconnect service
- Tutorial videos
- Frequently asked questions
- Getting help
Datapac service--Pricing

Below are the prices of using the printing, scanning and photocopying services provided by Datapac in the College Libraries and computer rooms.

Printing and photocopying prices

A4 black and white single-sided: 5c
A4 black and white duplex: 8c

A4 colour single-sided: 15c
A4 colour duplex: 28c

A3 black and white single-sided: 10c
A3 black and white duplex: 15c

A3 colour single-sided: 30c
A3 colour duplex: 55c

Scanning prices

3c per page
Datapac service--Managing your print account

Your College ID card acts as an identification card for the Datapac service in the College Libraries and computer rooms. Before using the printing, scanning and photocopying service you must credit your print account, following one of the methods outlined below. Note that this service has its own PIN, separate to your College network login password.

- Your print account PIN
- Checking your account balance and print history
- Purchasing credit
- Guests and Staff – create a print account

Your print account PIN

Your print account PIN acts as a password for the Datapac service. Students will receive a randomly generated PIN which will be emailed to their College email account, from helpdesk@tcdprint.ie and with the subject line ‘New PIN for Trinity Printing and Photocopying’. Guests and College staff set their own PIN when creating a guest print account.

You can use this PIN straight away, but students are advised to change their PIN to one of their personal preference.

If you lose or forget your print account PIN you must call in person to the Datapac technician with your College ID card, and he or she will generate a new PIN for you which will be emailed to your College email account.

Checking your print account balance and print history

To check your account balance and print history sign in at http://www.tcdprint.ie.
Help with printing:

✓ Tutorial videos
✓ FAQs
✓ Technical support:
  ✓ email helpdesk@tcdprint.ie
  ✓ ph. +353 (0)87 7380498 (10am-1pm, 2pm-4pm, Monday to Friday)
  ✓ In Person
    1) Room 0.03, Áras An Phiarsaigh Foyer (outside the IS Services Helpdesk) from Monday to Friday between 10am and 12pm
    2) Berkeley Library, Iveagh Hall from Monday to Friday between 12pm and 1pm and again between 2pm and 4pm
Subject Librarian Support: subject-specific advice and training

Service Counters:
- Duty Librarian Desk: reference desk services, located in Iveagh Hall (BLU Complex) and Hamilton Library
- Library Counter Service: located in all Libraries

Library Website (includes Video Guides)
What is a search strategy?

• This term can be used to describe the plan that you create before you start searching
  – Step 1: Break your research question down into different sections
  – Step 2: Think of all the different ways you can use to describe these terms
  – Step 3: Decide on the databases you are going to search
    • Make sure you know if they have any special requirements like a control language
  – Step 4: Have a fully created search string which can be applied to any database ensuring consistency and coverage
What is a control language or controlled vocabulary?

- It is a thesaurus for a particular database which gives uniformity and consistency to the indexing and thus for retrieval.
- Subject terms are assigned based on article content, allowing you to create a targeted search.
3. Free Text Search

• Use your own terms
Consider:
American vs UK spellings
Single and plural variants
Synonyms
When you have all your free text search terms compiled and your control language search completed combine them to create a “Super Search” of a subject area.
COMBINING WORDS AND SEARCHES

• Use AND, OR, to combine words/phrases or searches.
  • AND: all the words/fewer items
  • OR: any of the words/more items

• AND/OR must be typed in upper case
• Question:
Does (in-patient) speech and language therapy aphasia rehabilitation improve quality of life in adults with non-chronic aphasia following stroke?

• Possible keywords:
Aphasia, rehabilitation, stroke, adults
Conducting Basic Literature Searches – Key Databases Relevant to CSLS

- PubMed
- Web of Science
- EMBASE
What is PubMed?

- Service of the US National Library of Medicine
- Provides free access to MEDLINE
- Controlled vocabulary is called MeSH (26,000 Mesh terms). These terms “auto explode” to include related controlled vocabulary subjects
What is Web of Science?

- The Web of Science Core Collection provides access to current and retrospective multidisciplinary information from thousands of worldwide research journals, via the Science Citation Index Expanded (1945-present), Social Sciences Citation Index (1956-present), and the Arts & Humanities Citation Index (1975-present)

- No controlled vocabulary
What is EMBASE?

• EMBASE, the Excerpta Medica database, is a biomedical and pharmacological database which gives you access to the most up-to-date information about medical and drug-related subjects.
Under *More Resources*, choose *MeSH database*

Enter the terms below (one at a time):

- Aphasia
- Rehabilitation
- Stroke

Limits = Adult 19+ Years, English

*(Tip: Apply filters at the very end of your search)*

- We are also going to include “free text” language to factor in articles not already assigned MeSH headings. Check too when a MeSH term was introduced as you may have to supplement it with free text term(s) to “catch” earlier records
In the *Basic Search* box, type in

- Aphasia AND
- Rehabilitation AND
- Stroke AND
- Adult*
Under *Search*, click on *Advanced*

- Aphasia AND
- Rehabilitation AND
- Stroke AND
- “Quality of life”

Limits =

EMBASE only

Adult, Middle Aged, Aged, Very elderly
Learning Outcomes:

Students should now:

• Be familiar with the TCD Library facilities, databases and services available to them
• Understand how to conduct basic literature searches using the key databases relevant to the discipline (PubMed, Web of Science, EMBASE)
QUESTIONS