Library Research Skills: Bachelor of Nursing

92327: Workshops for Practice Readiness

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Library Catalogue and Find Articles

You can access the Library Catalogue directly from any page on the website where you see this space:

The UTS Library Catalogue has one search space for searching for many types of materials.

It is particularly good for doing initial searches on your topic to find specific titles of books and other material in the library collection but also UTS subject related material. There are many useful features, including Google books previews for some titles. Use this search to find UTS Subject related resources. Simply use the subject number to search.

The library also has a “Find Articles” search which allows easier access to journal literature available via UTS Library. However, you should still find it preferable to use the traditional specialist health databases.

If you have any feedback about these services, please let us know!

Use the Feedback link in the top left corner.
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...*

Books held in the Library Retrieval System (LRS)

Books held in the LRS appear in the catalogue like this:

To request the book, just click on the blue ‘Request from LRS’ button. You will need to log in using your UTS student number and password, then select which campus you wish the item to be delivered to. You will receive an email and/or SMS when it is available for collection from the Open Reserve/Holds area.

During semester, delivery times at the City Campus are approximately every two hours, while delivery to KC is the next business day. More information about the LRS is available at [http://www.lib.uts.edu.au/borrow/lrs-requests](http://www.lib.uts.edu.au/borrow/lrs-requests).

**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](http://www.lib.uts.edu.au/borrow/lrs-requests) for more information.
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 Hospital Infection – the journal title in the last citation by Widmer. 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!
Searching a topic in Databases to find Journal Articles

Databases are where you can do a topic search for a wide range of information but particularly journal articles. Our topic is Handwashing...

To find them go to the Library’s website: http://www.lib.uts.edu.au/ .... Simply click on Find Databases

Then select the category for “Health”. Select the “Nursing” subcategory and find “Health Collection (Informit)” in the list. You may need to scroll down a little:
Searching in Health Collection (Informit)

This database is one of the many Australian databases available via Informit. We’ve chosen this to begin with, not because we need Australian content necessarily, but because it uses ‘key word’ searching and isn’t so big that we’ll be overwhelmed with results! Try entering “Handwashing” in the Simple search:

However, this retrieves just 10 results…. So try adding a few more words:

**Type in** Handwashing OR hand wash* OR hand hygiene

(The * is a truncation symbol and will search for any words which start with the letters before the *)

Using OR between words or phrases which mean much the same thing as each other (Synonyms) is a good strategy to retrieve more results if at first you retrieve too few. This second search retrieved many more results… I retrieved 106. If you would like to make your search more specific – that is, if you would like to retrieve articles about a specific aspect of Handwashing (like behaviour, or habits etc or anything else), first select “Advanced Search” and copy and paste your first search in the first line… in the second line enter another concept/word:
The important thing to remember is that the concept you are looking for can be expressed in a number of ways:

- **Handwashing** is also sometimes referred to as **Hand hygiene**.
- If you search for **Handwashing** as a single word, you will get different results if you search for it as two words: **Hand Washing**.

Have a look at our search history (select “My Search History” at the top of the page, and compare the results for each set:

<table>
<thead>
<tr>
<th>Recs</th>
<th>Query</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>(Handwashing OR hand wash* OR hand hygiene) AND habit*</td>
<td>Create alert</td>
</tr>
<tr>
<td>2</td>
<td>Handwashing OR hand wash* OR hand hygiene</td>
<td>Create alert</td>
</tr>
<tr>
<td>1</td>
<td>Handwashing</td>
<td>Create alert</td>
</tr>
</tbody>
</table>

**Boolean operators**

Using **AND** will narrow your search and result in a smaller set.
Using **OR** will expand your search and result in a larger set.
Searching in CINAHL

CINAHL stands for Cumulative Index of Nursing and Allied Health Literature. It indexes more Nursing journals than any other database. Having said that, it is a good place to start, but don’t expect to find everything you need there...

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

The following screen results:

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. Once you make a selection, the screen changes a little and the “Search Database” button turns green. Some headings have a “Scope” note – this usually gives a definition which can sometimes be helpful.

This is looking to see which subject headings in this database will relate to the concept we have typed in. There is a referral from Hand Hygiene to use: Handwashing. This is a great feature as it saves us from having to think of all the different ways this concept might be expressed in all the different articles.
When you click on Search database the following screen will result:

We now have one set of results with nearly 5000 articles! (See the S1 line in the Search History)

This is far too many to look at, so we need to think more precisely about what information we want the articles to have. That is, what other concepts do we want to have in our search? What about “Health promotion”? Try typing that in to the search box and see whether it finds a matching heading. It should find a matching heading in this case.

The following Search History will appear (notice that the most recent search is at the top of the list):
Now select each box and then click on “Search with AND”. This will retrieve about 78 articles. This is a manageable number of articles, but we could also use a range of limiters to reduce the number of results such as:

- Date of publication;
- Peer reviewed journals;
- Research articles?
- Age; Gender...

To set these limits select Show More>> in the left column of the results list to narrow your results:
Set any limits you think are useful – but not too many as you may end up with too few... click on Search and then have a look at your results. *Do not be tempted to limit to Full Text articles.* (See note below)

Sometimes a full text or PDF link will appear in the list. If that’s the case you can simply open it.

If there is no PDF Link you may be able to get the full text through another service via SFX. 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 find another article.

*Important note*: *Do not be tempted to limited to “Full Text”. Even though your aim is to find the full text always consider that it may actually be found in another database. Databases such as CINAHL and Medline are essentially indexes and specialise in letting you know about articles in your special subjects.*

**Organising your Results:**

You can select the articles you want to investigate further later as you scan down the list by selecting the small blue folder next to each article. 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” where you can set up your profile.
Searching in Medline

When using Medline, the default is “Advanced search” which should have the “Map term to subject heading” button already ticked. Just like with CINAHL, this allows you to search via the subject headings which have been allocated to each article record rather than doing a key word search. This should result in a more focused and accurate search as all the articles which are significantly about Handwashing will have the subject heading “Handwashing”. Search each term on its own to identify the best subject heading which describes each concept you what represented in your search. Be aware that the term used in the subject headings may not always be exactly what you expect…. But in this case it is!

Also be aware that different databases may have slightly different subject headings which reflect the specialities covered by each. Medline is also available via EBSCO.

Type in “Handwashing” in the search space and then Search

The following screen will appear:

Note the “Hints” in the green box below (not shown here) which explain about the Explode and Focus options. The “Scope” gives you more information and may provide a definition which can be handy sometimes.

Select the best term from the list. This is already ticked, even though the term is “Hand Disinfection”. Medline uses this term for handwashing. Have a look at the Scope note for more information. Click on “Continue”. If you see a list of subheadings on the next page, it’s probably best at this stage to simply click “Continue” again. Alternatively you can bypass that page by clicking on “Include All Subheadings” from this page.

You can also click on “Focus” to only get articles which are primarily about Handwashing (or Hand Disinfection).
Repeat this process for each term you want to search. Notice that your search will progressively appear in the Search History and notice that unlike CINAHL and Health Collections (Informit), the most recent search appears at the bottom.

101 articles are almost too many to scroll through, so you may wish to add further limits:

Try checking the “Limits” just below the search space... this is where you can limit to the last five years (ie 2010-2015)

You can also select where it says “Additional Limits” where there are all sorts of further things you can limit your search to. If you want to choose more than one option in each box menu, hold the control key down as you select. Don’t be tempted to use too many limits – and DON’T limit to Full text articles!!! As many articles are actually available via SFX and you might end up with too few results – or nothing! If that happens, go back and undo some of the limits. Scroll down and look at your results and find an article which fits your topic: Click on “View Abstract” to see it.
In your list of results, **SFX** is how you may find the full text if the article isn’t available in the database you search in. (Just like in the other databases). It is a linking tool which checks whether the library has the item elsewhere. If it is available it will list full text options (like shown above) and you can select any of the links. If it isn’t available it will give a similar page but with no links. In that case, look for another article.

To select your results tick the relevant boxes and then use the relevant icons at the top of the results list for save, print, email and export options. You can set up a Personal account in OVID too if you want to keep your search for later.
More 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.

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

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

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

And Tutorials for Refworks too: http://refworks.com/tutorial/

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