Library

Using Library Search

Contents

What is Library Search?

Library Search allows you to find and link to full-text material, including journal articles, books, and book chapters across all subjects in the Library's collections. Other indexed materials include newspaper articles, trade publications (professional literature) and conference proceedings.

Coverage: Library Search indexes most of the information that the Library buys or licences. This includes ebook collections, individual ebooks, journals we buy directly from publishers, journal articles in databases, as well as book chapters and other types of information in databases. This makes it an excellent starting point for finding information.

There is some material that is not included in Library Search because of restrictions imposed by publishers and linking issues with some resources. If you are looking for some specific types of information, e.g., music scores, or legal information such as case law or legislation, use the **Specific Search** options under the Library Search box or a subject database. Check your subject guide, or ask for help if you are not sure.

Accessing Library Search on and off campus

Library Search is on the Library homepage. You do not need to log in to search. You will only be prompted to log in with you want to read full text documents. However, when you are using Library Search from off campus you will see a prompt at the top of the screen which says 'Off Campus? Log into access full text and more content'. Click on that link to log in with your GUID and password.

Logging in is not essential, but it will mean that you avoid having to log into individual ebooks and ejournals when you want to access the full text.

How to search

Library Search is quick and easy to use. You can find information in three easy steps:

1. Enter search terms or phrases into the single search box
2. Refine results using filters
3. Link directly to full text or more information.

Library Search searches across print and online resources but you can limit results to full text online resources if you want to.

Start your search by entering key words or phrases into the search box. You may be searching for a specific book, journal article or for information on a topic you want to research.

You can simply add the keywords to the search box, or you can use some search operators to make the search more effective.

Search operators focus or broaden a search to make it more comprehensive or specific. They can help you to get to the information you need more quickly, especially when you are searching across such a large amount of information.

Using search operators
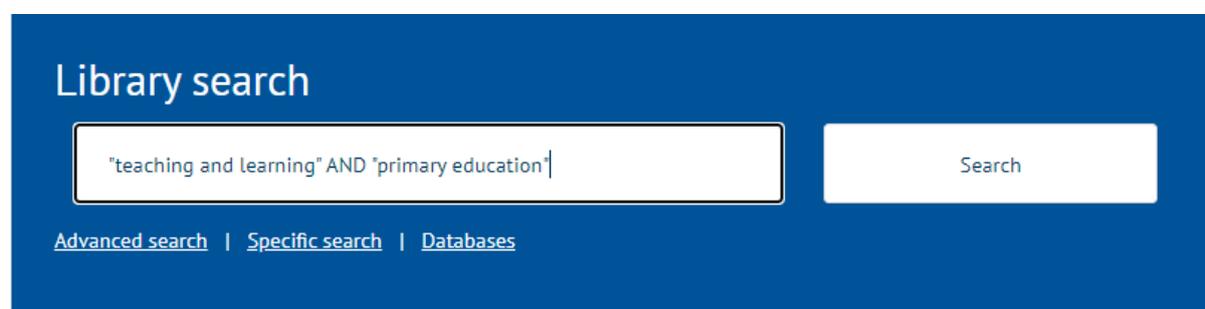
This example uses a phrase search and the AND operator. It will find documents with both phrases. If you simply added all the words in the search box without the quotation marks, you would get lots more (and less relevant) results.

Phrase searching

Use quotation marks when you want to search for a phrase. Some examples: "primary education", "human resource management", "project management", "sustainable engineering".

Using quotation marks means that the words are searched together and in this order. It makes a big difference to search results.

Only use quotation marks when you are searching for a phrase.

AND, OR and NOT (Boolean operators)

Use the operators 'AND', 'OR' and 'NOT' to focus or widen your searches. Boolean operators are common to most databases and search engines. Use capitals for the search operators.

- AND combines search terms and focusses a search as all terms must appear in the search result
- OR broadens a search and is a way to search for related or synonymous terms.
- NOT allows you to exclude results from a search.

Here are some examples:

- "human resource management" AND leadership
- (youth OR teenager OR "young adult" OR adolescent) AND (drugs OR alcohol)
- "citizen education" NOT voting

Use brackets to control the search when you are combining multiple search concepts.

Truncation and wildcards

Use an asterisk on the stem of word to find different endings. Some examples:

- psycholog* to find psychology, psycholigist, psychological
- manage* to find manage, manager, managerial, managerialism

Use the question mark within a word to replace a single letter. This is useful for alternative spellings. Some examples:

- organi?ation to find organisation or organization
- wom?n to find woman or women

Proximity searching

Use a proximity search to find words appearing near one another in a document. It allows you to search more flexibly when a phrase might be too restrictive. Use quotation marks round the words you are looking for and the tilde symbol **~** indicating how close the search terms need to be. For example:

"change management"~15 would find articles discussing management and change, where the terms appear within 15 words of each other. As a general rule, within 15 words might find terms in the same sentence and within 50 words may find terms within the same paragraph.

Advanced Search

If you are finding too many results or you want to set some limits before you search, you can use the 'Advanced search' option. This lets you limit your search to specific fields in a record e.g., the author, title or abstract.

To use Advanced Search, choose the 'Advanced search' link under the main search box. You will then see a screen with several options for limiting your search as well as drop-down options for the fields you want to search.

Refining your search results using filters

The number and variety of information sources indexed by Library Search, from across all subject areas, means that it is likely that you will have a large number of search results. You easily refine your results using some filters. These are shown on the left of the results screen.
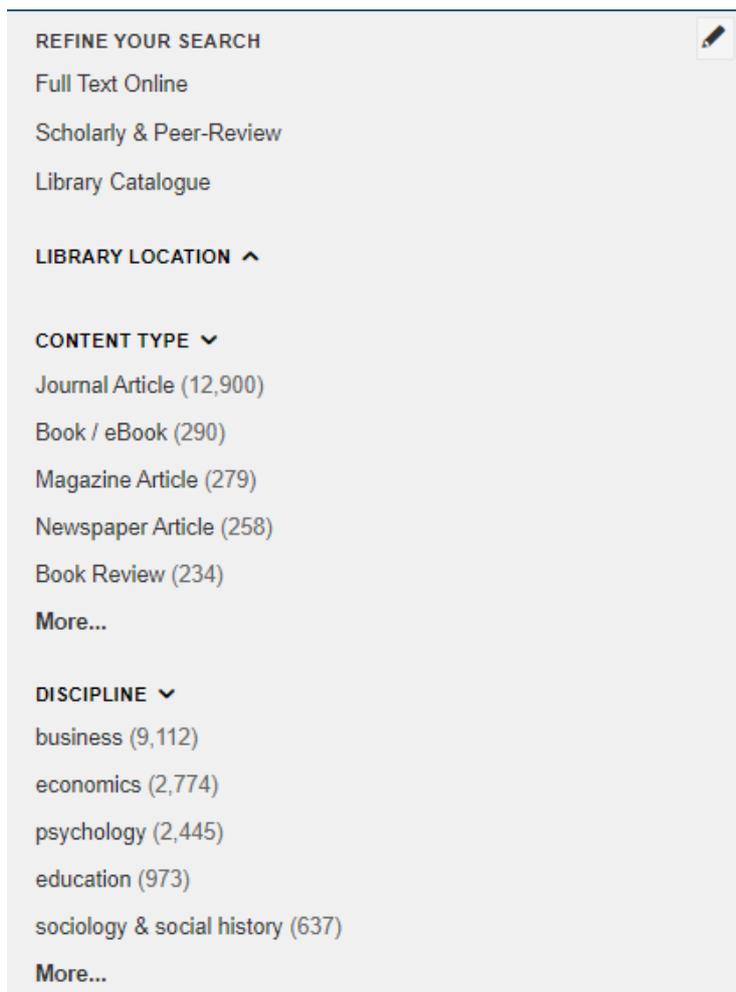
REFINE YOUR SEARCH

Full Text Online

Scholarly & Peer-Review

Library Catalogue

LIBRARY LOCATION ⌃

CONTENT TYPE ⌄

Journal Article (12,900)

Book / eBook (290)

Magazine Article (279)

Newspaper Article (258)

Book Review (234)

More...

DISCIPLINE ⌄

business (9,112)

economics (2,774)

psychology (2,445)

education (973)

sociology & social history (637)

More...

PUBLICATION DATE

from	🗓	to	🗓

Last

Last 12 Months
Last 3 years
Last 5 years

SUBJECT TERMS ⌄

social sciences (5,544)

studies (5,046)

management (4,888)

business & economics (4,273)

human resource management (3,210)

More...

LANGUAGE ⌄

English (13,992)

Português (170)

Español (105)

Türkçe (50)

polski (35)

More...

Full Text Online

By clicking on this option your results will be limited to items available in full text online. This option is useful if you are working remotely and a trip to the Library is not an option. You can also use it with the Book/eBook filter to limit results to just ebooks.

Scholarly & peer review

Limits results to peer-reviewed academic journals sources. Note that this limit only applies to journal articles.

Content type

Restricts your results to specific types of information.   It can be useful to look at specific types of information together when you are evaluating results. For example, assess all the books published on a specific topic, or all academic journal articles.

In combination with the date filter, and using the preview options on Library Search, this helps you to evaluate large sets of results for relevance quickly.

Publication date

Use the slider to limit results to a specific date range. When you retrieve a lot of results you may want to limit results to recent publications (last 5 years or 10 years for example).

Language

Select from the list of languages represented in your results.

Detailed item records - books

Each result will display the item title, author, edition details, and part of a summary description.

To see more information about an individual item, click on or hover over **'Preview'** or choose 'Summary. For books this will show a summary of the book and sometimes also the table of contents, as well as the bibliographic information such as publisher, date of publication etc.

Where the Library has print copies as well as an eBook, you can choose to open the eBook by choosing 'Full text Online'. Live catalogue information will show if the print book is on loan or available to borrow. The shelf number and location are provided.

Detailed item records – journal articles

Journal articles in Library Search have a lot of useful features to help you evaluate their relevance to your research, as well as providing links to related literature.

Journal article results have title, author(s), source information as well as links to download a PDF of the article, read the article in full text online or link to the full issue of the journal. The Preview link provides the article abstract and associated metadata (publication information and subject headings).

The 'Cites' link lets you see the article references indexed in Library Search (which you can read in full text also). The 'Cited by' link list the citing articles indexed in Library Search. 'Cites' and 'Cited by' are useful ways to discover related information.

Citing literature and altmetrics data

The 'Cited by' link on journal article records allows you to see the citing literature indexed in Library Search. Citing literature includes the published literature citing that article. As well as the 'Cited by' link for citing literature in Library Search, you can also link to citing literature in the database Web of Science. Web of Science is a highly regarded multidisciplinary database with useful citation data. It is integrated with Library Search.

When the "Best Available Evidence" Doesn't Win: How Doubts About Science and Scientists Threaten the Future of Evidence-Based Management
by Rynes, Sara L; Colbert, Amy E; O'Boyle, Ernest H

Journal of management, 11/2018, Volume 44, Issue 8

The well documented academic-practice gap has frequently been viewed as a problem to be solved via evidence-based management. Evidence-based management focuses...

Journal Article Full Text Online

🔍 Preview ▾ Cites / Cited by

WEB OF SCIENCE
17

To see the citing literature in Web of Science click on the icon.

You may also see a small coloured icon in results in Library Search. This is called an Altmetric donut. Altmetrics are alternative metrics which show the online attention a piece of published literature has had including, likes and shares on social media, news websites, policy documents and academic networking sites.

If you hover over or click on this, you can see if the article has been discussed in news outlets, cited in policy documents, discussed on social media or shared online and link to those discussions or documents. This may be useful if you are researching policy or you want to explore discussions around a topic or publication.
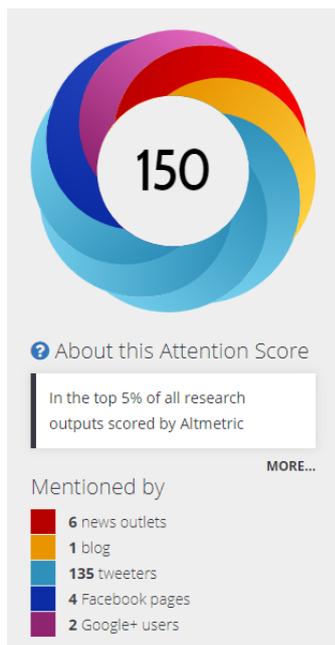
Saving Results

You can save items you find on Library Search to read later. This is useful when you are evaluating (skim reading) search results for relevance. You can add relevant items to the folder as you continue searching. Saved items are added to a temporary folder at the top right of the screen. The folder is emptied when you exit the browser so make sure you do something with your search results when you are finished searching.

You may want to link to the full text of items and download, print or take notes. You may prefer to email or export your search results to read later.

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1. Click on the folder icon to the right of each result to add it to the Saved Items folder. When you save an item the folder icon turns red.
2. When you have finished selecting items click on the folder icon next to the search box at the top of the screen.
3. This will show your saved items.

This is a temporary folder, your saved items will be cleared when you leave. You can export, email, or print your saved items at any time.

| As shown on search results | Export To ... ▾ | Print | Email |

The Research-Practice Gap in Human Resource Management: A Cross-Cultural Study
by Tenhiälä, Aino; Giluk, Tamara L; Kepes, Sven ; More...
Human resource management, 03/2016, Volume 55, Issue 2
In this study, we examine the cross-cultural differences in human resource (HR) managers' beliefs in effective HR practices by surveying HR practitioners in Finland...
Journal Article: Full Text Online

A cross-cultural examination of the relationships among human resource management practices and organisational commitment: an institutional collectivism perspective
by Rode, Joseph C; Huang, Xiaowen; Flynn, Barbara
Human resource management journal, 11/2016, Volume 26, Issue 4
Previous research has shown that human resource management (HRM) practices vary across cultures...
Journal Article: Full Text Online

International human resource management
by Reiche, B. Sebastian
Core textbook., 2018, 5th edition.
Used by over 25,000 students across 130 countries, this bestselling text, written by leading international experts in each topic, retains its critical edge,...
eBook: Full details of this resource

4. Select a citation format from the pick-list or leave as the default 'As shown on search results'. Then click on Print or E-mail as appropriate to output your results in the selected style.

Saving to EndNote Online

1. To save to EndNote Online click on the 'Export To' pick list and select EndNote.
2. Save the file (depending on the browser you are using, this may be saved to your Downloads folder).
3. In your EndNote Online account click on 'Collect' and then 'Import references'**.**
4. Browse for your downloaded file of references (it will be a .ris file)
5. From the Import option list select **'Citation'**
6. Lastly, select a group to put them in - if you don't have any groups just select [Unfiled]

7. Click on 'Import'. The references are then added to your Library.

8. Please note that this will save only the bibliographic details not the full-text. You will need to save the PDFs found via Library Search and attach them to your references manually.

9. Alternatively, use the 'Find full-text' option from within EndNote to attach PDFs to references (although this might not find all of them, so you may need to attach some PDFs manually).

Saving to EndNote Desktop

1. To save to EndNote click on the 'Export To' pick list and select EndNote. EndNote will open automatically and your references will be imported. Check that the information is complete before moving on to another search.

2. Please note that this will save only the bibliographic details not the full-text. You will need to save the PDFs found via Library Search and attach them to your references manually.

3. Alternatively, use the 'Find full-text' option from within EndNote to attach PDFs to references (although this might not find all of them, so you may need to attach some PDFs manually).

There is more information on using EndNote on the Library pages.

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