Discovering information for engineering students.
Getting started - your top ten tips for using the library

sheffield.ac.uk/library/getstarted

Find out about:

• library sites
• borrowing books (getting your PIN)
• online resources
• workshops and webinars
• help and support
The physical library space
The Information Commons

- key textbooks in all subject areas
- self-service reservations 24/7
- group study rooms
- self service laptop loans
- collaborative
- quiet spaces
The Diamond

- approximately 1,000 study spaces
- power points and USB charging points
- 16 group rooms
- media suites
- open 24/7
- level 4 – reference copies of text books
Western Bank Library

- research material in all subject areas
- print journals
- quiet reading room overlooking Weston Park
The Library on your desktop
Where do you search for information?
The Library on your desktop (via StarPlus)
Borrow 25 books at a time

One week loan period

Automatic renewals
(unless a book is needed by somebody else!)

Weekly e-mails to remind you which books you have on your account
Getting your Library PIN to borrow books

This web page enables you to administer your computer accounts. You can:
* Request your Ucard PIN be sent to you by email
* Choose a new Ucard PIN  * Change or Synchronise your passwords
* Request a new Remote Access (VPN) password
* Display the status of your recent password synchronisations or changes
* Display information about your computer system accounts
* Get Novell filestore information

Please login

Login name
Password

Please select an option:

1. Display your Ucard Number and PIN
2. Choose a new Ucard PIN
3. Change passwords
4. Synchronise passwords

Login
Evaluating the information that you find
Just Google it?

Advantages
• Free and familiar
• Can offer a basic introduction to a topic
• Can always find some results

Disadvantages
• Anyone can publish – you often don’t know who the authors are
• Can’t tell if the information is accurate or reliable
• Low level of detail
• Too many search results

More on choosing the right sources
Access subject Guides from the Library webpages – click Study then click the Quick link on the right side of the page - http://sheffield.libguides.com/
**Currency**  When was it published? Is the information too old? Does it have a date on it? When was it last up-dated? How important is it that you have up-to-date information?

**Relevancy**  Does it fit your assignment? Will your project be stronger if you include this information?

**Authority**  Who has published or written the information? Do you trust them? Is it easy to find out anything about them? Who was it written for?

**Accuracy**  Is the information correct? If you’re not sure check with another source to see if they say the same thing. Are the details correct?

**Purpose**  Why does the information exist? Is it trying to sell you something, persuade you or give you an opinion?
Is Wikipedia a credible source?

Wikipedia is useful for finding an introduction to a topic or keywords to use in your searching but it should only be a starting point.

Do not cite Wikipedia in your work.

Follow the references given to verify statements. Some may be appropriate to cite in your work but some may not. Always be critical!
Reference your sources
When to reference...

• When discussing an idea, theory or thought that is not your own

• When including a direct quotation

• When summarising someone else’s words
Referencing is a two-part process

- Part 1: A Citation in the text
- Part 2: A Reference list at the end of your assignment
Correct referencing is not only an essential component of academic writing, but will also help you to avoid plagiarism. Learn how to reference correctly in the style required by your department, as well as how to avoid plagiarism, using the guides below.

**Harvard BETA**
This new style referencing guide is in BETA, and is being used by our early adopter departments this academic session. It adheres to the Harvard British Standard, with interpretations of rules where required made in a standard TUOS style. This new tutorial has feedback buttons, where you can provide us with feedback on the new style.

**APA BETA**
This new style referencing guide is in BETA. It adheres to the Publication Manual of the American Psychological Association, with interpretations of rules where required made in a standard TUOS style. This new tutorial has feedback buttons, where you can provide us with feedback on the new style.

**IEEE BETA**
This new style referencing guide is in BETA. It adheres to the Publication Manual of the Institute of Electrical and Electronics Engineers, with interpretations of rules where required made in a standard TUOS style. This new tutorial has feedback buttons, where you can provide us with feedback on the new style.

Check with your module tutor which referencing style you should use. Guidance is available on the Library web pages for Harvard and IEEE referencing - [http://librarydevelopment.group.shef.ac.uk/referencing.html](http://librarydevelopment.group.shef.ac.uk/referencing.html)
Help and support
Access the Information Skills Resource from the library homepage – click study and then click the quick link on the right side of the page - http://librarydevelopment.group.shef.ac.uk/index.html
Information Skills Workshops and webinars

- Discovering information for your assignment
- Evaluating information
- Plagiarism and referencing

More information and booking
Here when you need us

There are lots of ways you can get in touch if you need help:

- Library Helpdesk – library@sheffield.ac.uk
- ask questions via Live Chat
- talk to us at library information desks
- contact your librarian – Emily Stock (e.stock@sheffield.ac.uk)