Beyond the reading list – Exploring YorSearch and Google Scholar to identify books and articles on a subject: workshop exercise

Most assignments require you to use quality information that is up to date, objective and relevant. The following exercises have been designed to give you the opportunity to explore YorSearch and Google Scholar to identify information resources on a subject (literature searching), as well as showing you how to access ebooks and ejournals.

If you have any questions during the workshop please ask for help. If you have any questions following the workshop related to searching for information on a subject or general questions about the Library you can contact your Academic Liaison Librarian, Lindsey Myers (lindsey.myers@york.ac.uk).

The Library Catalogue

All of the Library’s stock (books, ebooks, journals, ejournals and other collections) is listed on the Library Catalogue, YorSearch http://yorsearch.york.ac.uk. YorSearch is installed on stand-alone terminals in the Library, and is linked to the University’s Student home page.

Check that you understand how to use the Library Catalogue to find the location of a known book. Ensure that you are familiar with the Key Texts online booking system. Ask Library staff if you have any questions, and see the Getting help section at the end of this handout for sources of help.

Exercise 1: Using the YorSearch Library Catalogue to find books on a subject

You are likely to want to identify all the books in the Library’s collections which are relevant to a subject of your choice. It is possible to use the search options on the Library Catalogue to define quite precisely the nature of the material you are looking for.

For practice, imagine that you want to find all the books in the Library on the subject of the sociology of education, specifically inequalities in higher education relating to race/ethnicity.

1. Start from the University of York homepage www.york.ac.uk, and follow the links to YorSearch: Student home | Library catalogue.

2. Select the Library Catalogue tab (if not already selected), enter the keywords “higher education” race and click the Search button. Enclosing words in double quotes (“like this”) searches for books that contain two or more words next to each other; use double quotes to search for a phrase. (Note that the Library Catalogue is not case-sensitive).
3. Identify the item: Degrees of choice: class, race, gender and higher education by Diane Reay, Miriam David & Stephen Bal. Then click on Details to view the subject headings (descriptors) for this item.

4. Each subject heading acts as a link to other records on the Library Catalogue which relate to the same subject. Click on the Subject Universities and colleges -- Sociological aspects.

5. How many books in the Library’s collections have been indexed with this heading?

Click on the Get It link to find out where an item is in the Library, how many copies there are, if items are out on loan and when they are due for return.

If you have any questions about using the Library Catalogue, refer to the sources of help at the end of this handout.

Access to ebooks

Publishers are increasingly providing electronic access to their most popular books. They charge high prices for this service but often provide discounts for universities, especially if an institution agrees to purchase a complete package of ebooks from a single company.

The University of York Library subscribes to several ebook host services. One of the largest is ebrary, incorporating over 20,000 books in the fields of humanities and social sciences.

- For information about ebooks in general, see: http://subjectguides.york.ac.uk/ebooks

- For a quick guide to the ebrary service, see: www.ebrary.com/corp/collateral/en/Quick_Guides/Quick_Guide.pdf

Note: If you are accessing ebrary from off campus, you will need to install the ebrary reader plugin on your computer by following the on-screen instructions.
Exercise 2: Using the YorSearch Library Catalogue to access electronic books

Follow the instructions below to practice accessing a book hosted by ebrary.

1. Return to the YorSearch homepage, and search for the following book: 
   **Grenfell, M. and James, D. Bourdieu and education: acts of practical theory.**

2. When you have found the correct record, click on **View It** and then click on the external link to the ebook hosted on the provider’s website.

3. The **University of York log in** prompt will appear in a new window. Log in with your University username and password.

4. After a few seconds’ wait, you should reach the ebrary website, displaying the full text of the book in QuickView format. The ebrary host service offers a choice of two display formats:
   - **QuickView**, which incorporates a navigable contents page for each book plus basic search and annotation features;
   - **ebrary Reader**, offering advanced annotation tools including functions to **bookmark**, **copy/paste** or **print** selected text. The ebrary Reader software is installed on the campus network, and may be downloaded free-of-charge for your own PC or laptop by following the on-screen instructions.

For the purposes of this exercise, use the QuickView display:
Above the full text display, the ebrary toolbar enables you to navigate and annotate the text:

- **InfoTools**: Click on a word from the text, then select the appropriate option from the InfoTools drop-down menu, e.g., a dictionary definition, a fuller explanation in the form of an encyclopaedia entry, or the option to **create a note** which will be retained in your view of the text. Be aware that the external websites linked to this menu incorporate content which does not necessarily have academic value, such as Wikipedia and YouTube.

- **Search**: Once you have carried out a search within the current book, click the left arrow to go to the previous occurrence of the word, and the right arrow to go forward to the next occurrence.

- **Magnification**: Adjust page magnification.

- **Highlight**: Highlight an area of text. Use the drop-down button to the right of this icon to select a colour. Your highlights will be retained in your view of the text.

5. To practice navigating the ebrary display, **search (this) document** for references to Paul Hirst. The Table of Contents (TOC) shows the chapters in which this term is mentioned, indicated by an icon which represents a magnifying glass: \(\mathbb{Q}\). Click on the icon to navigate to the first reference to Paul Hirst. On what page number does the term first appear? \(\mathbb{A}\) ..........................................................

Investigate the other Toolbar features (any highlights or notes which you add will only be visible to you).

6. When you are ready to move on, **Search ebrary** for books in their collection which refer to the sociology of education. How many titles have you found? \(\mathbb{A}\) ..........................................................

Be aware that by default, this searches the entire text of every book in the ebrary collection. Although the results are sorted according to Relevance (number of occurrences of your search term), many of the books found will make only a passing reference to the sociology of education. Note: You can **Focus** your search using the subject categories suggested by ebrary.

If you wish to search for a term which appears in the title or subject of a book, use the Advanced Search interface.

7. When you are ready, click the **Sign Out** link in the top right-hand corner, and close the ebrary window.

Using the ebrary Reader, you can **print** pages for reading offline, or **copy** and **paste** text into another file. Be aware that, under UK copyright law, you are entitled to print or download no more than one chapter or 5% of an ebook (whichever is longer). Repeated attempts to exceed this limit are likely to lead to the lockout of all University of York accounts from an ebook, or the publishers withdrawing the book from the ebrary host.
Journals

Journals, also known as serials or periodicals, will normally contain well-researched and up-to-date (at the time of publishing) material. Journals are a good place to find information which: is up-to-date; is scholarly/academic; is written by specialists in the subject; provides an insight into current thinking, debate and research in the area; covers a topic in depth; may not be covered in books or other publications. In addition, you can often find a journal when you can’t find a book as most of the journals the Library subscribes to are available electronically.

How to recognise a journal reference:

![Diagram of a journal reference example]


Exercise 3: Using the YorSearch Library Catalogue to find journal articles on a subject

It is possible to use the Search Everything option on the Library Catalogue to identify journal articles on a subject. Search Everything searches a number of bibliographic databases to which the Library subscribes but not all databases. Take a look at RMIT University’s What’s a library database? video, if you need to know more about bibliographic databases: www.youtube.com/watch?v=KKIbnNLCh8g

Note: Using the Search Everything option on the Library Catalogue will only identify journal articles for which the Library has electronic access, so you will always be able to read the articles you find.

For practice, imagine that you want to find journal articles on the subject of the sociology of education, specifically inequalities in higher education relating to race/ethnicity.

1. Return to the YorSearch homepage, then select the Search Everything tab and click on the Advanced Search link. See the example on the next page, if you are unsure of the instructions given below.

2. Enter the keywords higher education into the first search box. Then select Title from the Any drop-down menu and is (exact) from the contains drop-down menu. Using is (exact) will search for the phrase higher education. You also specified that the search terms must found in title field.

3. Enter race OR ethnicity into the second search box. Then select in the title from the Any drop-down menu, but retain the option contains. Using OR combines search terms so that each search result contains at least one of the terms: either race OR ethnicity. Note: OR must be entered in CAPITALS to work on the Library Catalogue.

4. Then select Articles from the Material Type: menu and enter the date 01 01 2008 in the Start Date: and click on Search. Your search will now return journal articles (only) and only those articles published since 2008.
5. Click on the Show only link Peer-reviewed Journals, to limit your search to good quality academic journal articles. Many academic journals are peer-reviewed, this means that an expert on the topic has reviewed the article before it is published in the journal to ensure quality.

6. How many peer-reviewed journal articles are found with your search? 

7. Make a note of two useful articles that your search retrieved. Note: You need to take note of the full citation (author/s, year of publication, article title, journal title, volume, issue, pages) to reference articles in your assignments.

<table>
<thead>
<tr>
<th>Article 1</th>
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<tbody>
<tr>
<td>Article 2</td>
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</table>

**Ejournals**

Electronic journals, or ejournals, are the electronic versions of printed journals (sometimes with additional technical enhancements such as web links incorporated into the text). Most publishers of printed academic journals are developing Web-based versions of their titles, and the Library subscribes to ejournals whenever possible, as they allow the reader to gain rapid access to the articles, with additional useful features such as searchable text, options to email/save articles, etc.

**Exercise 4: Using the YorSearch Library Catalogue to access ejournals**

Follow the instructions below to reach a journal article online.

1. Return to the YorSearch homepage (click on **New Search**) and using the Library Catalogue option search for the **journal title** (not the journal article title) from the reference below:


2. **Refine** your results: click on the Resource Type **Journals**, in order to eliminate records for books.
3. Identify the appropriate record and then click on the View It link. View It shows all the host services which provide access to that ejournal:

![Sociology Journal](image)

Note: Electronic access may be offered by more than one host services. Different host services may provide access to a different range of years.

4. For this exercise, use the Sage Journals service by clicking on the link. Please note that the article you’ve been asked to locate cannot be access from the Sage Deep Backfile Package as full text finishes in 1998.

5. If you see the University of York log in prompt, log in as required. A new window will open for the host Sage Journals.

6. You will need to navigate to the journal article by clicking on the year (2001) and then the matching issue (35 4). You then see the contents page and a link to the Full Text (PDF) of the journal article. Maximise this window if necessary.

   Note: You can print or save the article in PDF format. When you are ready to move on, close the open windows.

   ![Note](image)

   Note that under UK copyright law, you are entitled to print or save no more than 1 article from each issue of an ejournal.
Google Scholar

In the last few years, the Google search engine producers have used Google’s searching technology to develop another search engine with the academic community in mind, called Google Scholar, which is at: http://scholar.google.co.uk

Google Scholar is more like a database than a search engine, hence its inclusion in this handout. It is also very popular but must be used with care.

You can use Google Scholar to search specifically for academic-type material such as peer-reviewed articles, theses, books, preprints, abstracts and technical reports. It will retrieve information from academic publishers, professional societies, preprint repositories and universities, as well as electronic journal articles.

When you use a campus-networked PC, Google Scholar will automatically link to the University Library Catalogue so that you can check whether the books and journal articles in your list of results are available in the Library. Where the Library has a subscription to the full-text electronic version of a journal article, a link will take you directly to that article. If you are using a PC off campus, it is possible to set your preferences within Google Scholar so that you can still see these links. To do this:

- Click on Settings (top right corner) and then on Library links.
- In the Library links section, type in university of york and click on search.
- Then click the tick box next to University of York (UK) – Full text at York.
- Click on Save.

There are a few points to bear in mind about the results that you retrieve:

- The online documents which the search engine retrieves are not necessarily available to you: i.e. the University of York will not necessarily have full text access to the resources that Google Scholar finds;
- School websites are included in Google Scholar so the scope is not always appropriate for UK Higher Education.

Exercise 5: Using Google Scholar to find books and/or journal articles on a subject

For practice, imagine that you want to find books and/or journal articles on the subject of inequalities in higher education relating to race/ethnicity.

1. To get the best out of Google Scholar it is advisable to use the Advanced Search facility. Click on the drop-down arrow in the main Scholar search box to select the Advanced Scholar Search. Here you can carry out a more sophisticated search with dates, phrases, author names and other options. See the example on the next page.
2. Search Google Scholar, enter the search terms and select in the title of the article for where my words occur as shown in the example above.

3. When you have found some useful search results on Google Scholar, look for the Full text at York link by some references. Full text at York means the ejournal or ebook is subscribed to at York and therefore the article or chapter is available to you in full text to read online.

4. Make a note of two useful articles that your search retrieved. Note: You need to take note of the full citation (author/s, year of publication, article title, journal title, volume, issue, pages) to reference articles in your assignments.

<table>
<thead>
<tr>
<th>Article 1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Article 2</td>
<td></td>
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</table>

5. How do the results compare to the ones you retrieved from your Search Everything search on the Library Catalogue (exercise 3)?
Evaluating information

The books, journal articles and web sites recommended for your course will have been evaluated for their quality by your lecturers. However, when you are asked to find your own information, you will have to judge its quality. For example, there is a lot of difference between an article on “diets which may prevent cancer” published in a popular magazine like Hello and one that is published in the British Medical Journal. For your work to meet assessment criteria at university level, you need to be able to support your research with acceptable sources of information.

Exercise 6: Using the Information Source Evaluation Matrix to evaluate the information you find

The Information Source Evaluation Matrix (ISER) is a tool to help you assess the quality of journal articles, books, websites, images, and any other form of information within the context of a specific task i.e. an assignment.

1. Select one of the references that you have noted down in either exercise 3 or 5. Go to the full text of the article you have selected (if it is not available in full text select a reference that is) and work through the evaluation criteria in the ISER detailed on the next page.

- At the top of the matrix record the task or question for which this ISER is to be used. This will help to remind you of the context (a) when you assess the information and (b) when you look back at the matrix and consider whether or not to use this information.
- Use each section to assess the value of the information given by the material you are evaluating.
- Tick the most suitable box to show how appropriate and reliable the information is within the context of your task.

😊 means the information is neither reliable nor relevant.

😃 means the information is extremely reliable and relevant.

- Identify the overall rating of the information by the most frequently used smiley.
- Make sure you record the full reference of the source and the date accessed at the bottom of the matrix.
### Information Source Evaluation Matrix

**Task/Question:**

<table>
<thead>
<tr>
<th>Who? Who is the author?</th>
<th>I cannot find any information about the author.</th>
<th>The author has produced some materials on this subject.</th>
<th>The author has produced lots of materials on this subject.</th>
<th>This author is a well-known authority on this subject.</th>
</tr>
</thead>
</table>

**Tick**

<table>
<thead>
<tr>
<th>What? What is the relevance of points made?</th>
<th>I think this has no relevance to my task/assignment.</th>
<th>This is of little relevance to my task/assignment.</th>
<th>Some of the content is relevant to my task/assignment</th>
<th>This has a lot or all the relevant information for my task/assignment.</th>
</tr>
</thead>
</table>

**Tick**

<table>
<thead>
<tr>
<th>When? When was the information produced/published?</th>
<th>I cannot find the publication date. or This information is 10 years old.</th>
<th>This information is five to 10 years old.</th>
<th>This is recent information, two to five years old.</th>
<th>This is up-to-date information, published in the last two years.</th>
</tr>
</thead>
</table>

**Tick**

**Note:** Sociological research published 10+ years ago may provide valuable information on a specific research topic. You will have to make a value judgement and ask if the information is too old for your needs.

<table>
<thead>
<tr>
<th>Why? Why has the information been produced?</th>
<th>The author's intention is to convince me of a theory/opinion but provides no clear evidence. This information is trying to sell me a product.</th>
<th>The author produced this information to disseminate knowledge/research to the general public.</th>
<th>The author produced this information to disseminate knowledge/research to the professional/trade community.</th>
<th>I found the author produced this information to disseminate knowledge/research to the academic community.</th>
</tr>
</thead>
</table>

**Tick**

**Reference:**

**Overall rating (please tick)**

[ ] [ ] [ ] [ ]
Getting help

If you have any difficulties using or understanding this handout, or with the University Library’s electronic information resources generally, here are some pointers to help:

- The Sociology Subject Guide provides information on finding Sociology resources: [http://subjectguides.york.ac.uk/sociology](http://subjectguides.york.ac.uk/sociology)
  - Books and ebooks
  - Journals and journal articles
  - News and current affairs
  - On the Web
  - Statistics
  - Theses and dissertations

- Ask for help at the Library Help Desk, or email [lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk)

- Contact the Liaison Librarian for Sociology: Lindsey Myers, email [lindsey.myers@york.ac.uk](mailto:lindsey.myers@york.ac.uk)

- Further information about Library services and resources can be found on our website: [www.york.ac.uk/library](http://www.york.ac.uk/library)