Department of Library Services
Aim of the presentation:
- Tackle an assignment
- Information sources
- Information literacy
- General aspects
Assignment writing process

- Find **concept information**
- **Search** for information
- **Locate** the information
- Read, interpret and decide what to use
- Put your research in **writing**
- **Construction**
- **Evaluation**
Where to start!

• Identify the **CONCEPTS** (definitions/related terms)

• **Sources** to consult (paper/electronic format)
  • Dictionaries
    – Language
    – Subject related dictionaries
  • Thesaurus / Synonyms
  • Encyclopaedias
  • Policy Documents
Dictionaries

• Language dictionaries
  – Multi-language dictionaries
  – Explanatory dictionaries
    • Oxford English Dictionary
    • HAT
Dictionaries (cont.)

• Subject related dictionaries

  -- Oxford Dictionary of Education (EDUN 370.3 DICTIONARY)

  -- A Dictionary of South African Education and Training. (EDUN 370.3 DICTIONARY)
Available information sources

- Human information sources (e.g. Teachers/Lecturers)
- Institutional information sources (e.g. Dept of Education)
- Internet
- Textbooks (dictionaries, encyclopaedias, books, etc)
- Journal articles
- Audiovisual material (e.g. dvd’s)
- Newspaper articles
- Etc.
A Book has got a
- Title
- Author/s or editor
- A publisher and place where published
- Year of publication

Book has got a
- contents page and an index

Library books has got a
- CALL Number and are shelved numerical
alphabetical on the shelf
- Books are searched to be located via the library
catalogue
Journal Articles

Journal article has got a
- Author
- Title
- Journal title,
  year of publication
  volume,
  issue and
  page nr

Availability in electronic format

Difference between a magazine and a journal

Similarities between a magazine and a journal

Searched via the
- Database list or
- Google Scholar
Apparatus

Types of apparatus
- Placards
- Cd’s and DVD’s
- Educational apparatus
- Hand puppets
- Big Books

Purpose – to be used in teaching

Searchable via the CATALOGUE of the library
Newspaper articles

A Newspaper article has got a
- Title
- Author or association
- Newspaper title
  - year
  - date
  - page nr

Paper format
- Electronic format via the newspaper website
  - Via newspaper databases e.g. SAMedia
Broad Search
- Theme or topic (assignment)
- Keywords

Narrow search
- Bibliographic information is available
- Specific reference
  Author
  Title
  Year of publication
Search Foundations

Use of AND/OR/NOT

Quotations

Truncation
“Advanced Searching”

NOT

AND

OR

Find all pages that have the word cats but don't have the word dogs.

Find all pages that have both the word cats and the word dogs.

Find all pages that have the word cats and all pages that have the word dogs.
Quotations

Placing quotations around a specific phrase will help you narrow results in order to find information containing that exact wording.

“….. …….. …. …..”

eg. “South Africa”

OR use the exact phrase option where available
Truncation allows you to include all the inflected forms of the search term in the search. (* / ? / # )

Teach* = teach
= teacher
= teachers
= teaching
Searches will now be done on the following three search engines and differences will be shown:

Search engines:
1. Google
2. Google Scholar
3. Library sources

Search keywords: teaching strategies
Obviously, teaching strategies should be carefully matched to the teaching ...

Search results from:

Using keywords: teaching strategies

Results show e.g.
1. Images
2. A university website
3. An independent college
4. A blog
5. etc.
Evaluate results from the web

Current
- When last was the website updated?
- Publication date of other sources used. (bibliography???)

Reliable
- Were reliable/acknowledged sources used to back it up? (bibliography???)
- Are different views given?
- What is included and what has been left out?

Authoritative
- Who created the information? What are the credentials of that creator?
- Who published or sponsored the information, and are they reputable? What interest or perspective is being represented by the creators or publishers of the information? Are there advertisements on the website that suggest who’s paying to produce the information?

Purpose
- Is it an opinion being presented, or are there verifiable facts and data (inform/explain/persuade)
- Aimed at what reader?
If the web is your choice:

• Be clear on what you want
• Be selective, critical, use evaluation criteria
• Don’t take everything as an undisputed fact
• Shop around
• Use common sense when judging information
Searches will now be done on the following three search engines and differences will be shown:

Search engines:
1. Google
2. Google Scholar (Scientific Sources)
3. Library sources

Search keywords: teaching strategies
What is a SCIENTIFIC SOURCE?

- Author is linked to an acknowledged institution like UP
- Sources are peer reviewed and evaluated before being published
- Research gets published in world renowned sources
Search results from:

Using keywords: teaching strategies

Results show scientific sources, e.g.

1. Publisher publishing scientific articles, e.g. Wiley Online Library
2. World renowned databasis, e.g. ERIC
**Detailed example from Google Scholar**

Published in the scientific journal “Journal of research in science teaching”

Publisher: “Wiley Online Library”

Effects of science teachers' epistemological beliefs in teaching

MZ Hashweh - Journal of Research in Science teaching, 1996 - Wiley Online Library

... The purpose of this study was to test the hypotheses that teachers holding constructivist beliefs (a) are more likely to detect student alternative conceptions; (b) have a richer repertoire of teaching strategies; (c) use potentially more effective teaching strategies for inducing ...

Cited by 436  Related articles  All 6 versions  Web of Science: 86  Cite  Save
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Search keywords: teaching strategies
Department of Library Services

Download our app!
The UP Libraries app is here.
Our free mobile app lets you locate and search your library catalogue, find books and articles, renew books, connect with us, check our hours and more, wherever you are!

Search

Everything  Books  Journals  e-Reserves  Exam Papers  UPSpace  Google Scholar

My Library Space
My Library Account
Renew Library Items
Ask / Chat to a Librarian
Subject Guides
Nevada (SA Textbooks)
My TUKS Login
Download our app!
The UP Libraries app is here.
Our free mobile app lets you locate and search your library catalogue, find books and articles, renew books, connect with us, check our hours and more, wherever you are!
Search Tools to refine your search

Results
Mobile application:

Download our app!
The UP Libraries app is here.

Our free mobile app lets you locate and search your library catalogue, find books and articles, renew books, connect with us, check our hours and more, wherever you are!
General aspects

- Referencing
- Anti-plagiarism
- Accessing the Library
- Help
Referencing

Different styles of referencing techniques with different rules exist worldwide. At UP not all the faculties or departments use the same style. The Faculty of Education uses either the Harvard or the APA (6th ed.) style.
You are guilty of plagiarism if you copy something from another author’s work (e.g. a book, an article or a website) without acknowledging the source, and pass it off as your own.

In effect you are stealing something that belongs to someone else.

This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else’s work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it.

Excerpt from the Declaration of Originality
University of Pretoria
http://www.library.up.ac.za/plagiarism/docs/studentform.pdf
Implications of plagiarism

Students who commit plagiarism will not be given any credit for plagiarised work.

The matter may also be referred to the Disciplinary Committee (Students) for a ruling.

Plagiarism is regarded as a serious contravention of the University’s rules and can lead to expulsion from the University.

Excerpt from the Declaration of Originality
University of Pretoria
http://www.library.up.ac.za/plagiarism/docs/studentform.pdf
Accessing the library

• Library web page:
  • [http://www.library.up.ac.za](http://www.library.up.ac.za) (also mobile app)

• Always bring your **student card** along!
  • Access control
  • Taking of books
  • Konica Minolta services

• Facebook page

• Subject guides: Education Undergraduate Studies
Login and password

- Access to the library resources
- Wifi login (TUKS)
- Computer login

UP Library subscribes to many valuable electronic resources and research databases that are available to our users to use both on campus as well as off campus.
Help needed
visit the
Physical library
or
Electronic library
- http://www.library.up.ac.za/
- Subject Guides
- Ask / Chat to a librarian
- Facebook