Finding resources using the Library Webpage

1. Introduction
The aim of this session is to provide you with the tools and skills to get access to the library, find your way on the library webpage and more important, how to search for the books, academic journal articles, theses and other additional sources.

Additional sources include specific database for additional information e.g. Sage Research Methods Online as well as using Google Scholar.

2. Skills Development
After working through the different sections you should be able to:
Access the library webpage
- Find a book
- Find an article
- Find a thesis
- Use Google Scholar for additional information
- Databases applicable to your studies

3. Activities
The step by step on how to access the library, find your way on the library website and search options to find books, chapters, academic journal articles theses and other sources.

3.1 Accessing the Library
It is important to remember to work from the Library webpage to get access to our paid content e.g. journal articles.

Working through the Library webpage ensures that you go through the authentication system to get access to the full text of the articles.
- Library registration and borrowing privileges
- Password for Access to electronic content ‘Off Campus’

3.2 Finding your way on the Library webpage: (http://www.up.ac.za)

Most important options on the webpage include the two search options. The search option in the blue toolbar on top and the search option at the bottom of the page.

My Library Space have different options to manage your library account, contact us via Ask a Librarian and provide access to Subject guides and ClickUP.

4. Search Everything: broad searching

This search option will search across all content worldwide or at the University of Pretoria libraries or a specific branch library. Be aware that you might find thousands of documents ranging from books articles theses or DVD’s. Luckily we have filters to limit the results!

Step 1: Click on Everything
Step 2: Type a keyword in the search block e.g. “African philosophy”
Inserting the “… ” ensure that the system is searching the two words African and philosophy next to each other as one concept.

Step 3: Click on magnifying glass next to search block OR press **Enter key** on your keyboard.
Step 4: Results will appear.

Step 5: Set the Filters/limiters: tick the filters that you want to use.
- **Sort by** Library and reference, can be set to date
- **Library** refer to where the search was performed (University of Pretoria Libraries)
- **Content** refer to sources available in full text
- **Format** refer to different types of sources e.g. books
- **Databases** should remain marked (ticked)
• **Author** should remain marked (ticked) except if searching for a specific author
• **Year** CHANGE to the last five years if applicable
• **Language** it will be mostly English sources but can be used as an option

**Limiters on WorldCat**

![Image of 3,158 Results with options for sorting, library, content, and format.]
After setting the Filters/ Limiter

<table>
<thead>
<tr>
<th>Selected Filters</th>
<th>Library and Relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Pretoria Libraries</td>
<td></td>
</tr>
<tr>
<td>Last 5 Years</td>
<td></td>
</tr>
</tbody>
</table>

Library

- Libraries Worldwide
- University of Pretoria Libraries

Year

- All Years
- Last 5 Years
- Last 10 Years
- Last 25 Years
- Custom Year Range:

  from [2011] through [2016]

Change Year
To limit the results more, add another keyword e.g. “Education”

*Note: using this option will result in a new search. This would require resetting your limiters.
Step 6: interpret the result screen

Individual record

3. *African philosophy of education reconsidered on being human*
   by Yusef Waghid
   eBook 2013
   Other Editions & Formats
   Database: WorldCat
   Held by: University of Pretoria Libraries

*All sources electronically available will display

Results screen interpretation: different formats and shelf indication

1. *Philosophy and African development: theory and practice*
   by L. D. Ketla
   Print book 2011
   Other Editions & Formats
   Database: WorldCat
   Held by: University of Pretoria Libraries

Printed book available in Merensky Library on Level 1 in the open collection
Shelf number 199.9 Philosophy
Currently taken out and back on the 18th of June 2016

2. *African philosophy of education reconsidered on being human*
   by Yusef Waghid
   eBook 2013
   Other Editions & Formats
   Database: WorldCat
   Held by: University of Pretoria Libraries

3. *African Philosophy and the Decolonisation of Education in Africa: Some critical reflections*
   by PHILIP HIGGS

*Other collection indications*

- *Open collection means books that can be borrowed.
- Reference collection books means only for use in the library.*
• Study collection has a prefix GV in front of the shelf number means can be borrowed for 2 hours only.

• Education Library Study collection EDUGV 001.42 FIRST means book in the Education Library, in the study collection that can be borrowed for 2 hours.

Printed book form the Education Library

6. **New frontiers in the teaching of African and diaspora history and culture**

   by Tunde, Babawale, Akin, Alao, Tony, Onwumah

   Print book ©2010

   Other Editions & Formats

   Database: WorldCat

   Held by: University of Pretoria Libraries

   Education Library Open Collection  EDUGV 001.42 FIRST  Available

   Educational branch library

   Prefix EDU

   Book on the shelf

Finding the latest editions

**First steps in research**  6 OF 13 AVAILABLE

by Kobus Maree

Print book 2007

Other Editions & Formats

Database: WorldCat

Held by: University of Pretoria Libraries

Education Library Study Collection  EDUGV 001.42 FIRST  Available

13 copies

Click on Other Editions and formats to see more resent editions of this book.

Note: make sure that the latest edition is available in ‘Held by University of Pretoria Libraries’
Sign in

Clicking on ‘Sign In’ will display the screen below, the same user name and passwords as ClickUp are needed. Finally one password gives access to every system needed by a student!

Sign in provide access to your own library record. It displays your contact details, books out on your name and fines if applicable.

University of Pretoria authentication screen

The authentication screen ensure that only registered students at the University get access to ClickUP and the Library Sources.
Step 7: Creating a list to e-mail.

Creating a list to e-mail

Click on the star next to the record you want save in a temporary list to e-mail. It becomes blue once it is marked. The amount of blue stars will reflect at “My List’.
Click on **My List** to display the e-mail screen and then on Select all. Click on the E-mail button to get to the email screen where you type in your email address and click on ‘Send email’.

**My list to e-mail**

[Image of My List screen]

**E-mail address prompt**

[Image of Send an email screen]

Look for `<do not reply@oclc.org` in your e-mail inbox.
5. **Advanced Search: narrow or specific search**

Using this search option also allow the combination of different fields e.g. combine Author and Keyword in the different search blocks.

Advanced search allow searching for a specific book, author or to keyword searching an a specific field. This type of search is recommended when confronted with a list of specific sources that are needed.

5.1 **Books**

Use the two or more search fields to locate a specific book e.g. Title and Author. Due to our system being new constant changes are made on a regular basis. Currently there is no need to use the ‘Format’ limiter in the ‘Advanced Search’.

**Example:**

Advanced Search

Step 1: Choose the field to search e.g. Author and Title.

Advanced search dropdown menu

The dropdown menu at the Keyword search block allow specific searching e.g. search for a specific title or author etc.
Step 2: Add a row if desired.

Step 3: Choose limiters at the bottom of the search page e.g. date range.

Step 4: Type in the desired title and author.

Step 5: Click on blue search button.

Results display in split screen

Note later editions are available: click on other editions and formats to see other editions

Basic record on the left

Detailed record on the right, click on for more information e.g. Description to see edition and contents

### Description

**Publication:** Boston : Pearson/Allyn and Bacon, ©2006.

**Edition:** 6th ed.

**Physical**

xxi, 517 pages : illustrations ; 29 cm

**Description:**

**Language:** English

**ISBN:** 0205455301 9780205455300 0205450687 9780205450688

**OCLC Number:** 57549882

**LCN:** 2005043008

**Contents:**

pt. 1. Fundamental principles of educational research -- Ch. 1. Introduction to evidence-based inquiry -- Ch. 2. Research designs and reading research reports -- Ch. 3. Research problems: statements, questions, and hypotheses -- Ch. 4. Literature review -- Ch. 5. Educational research on the Internet / James Gephry -- pt. II. Quantitative research designs and methods -- Ch. 6. Designing quantitative research -- Ch. 7. Descriptive statistics -- Ch. 8. Quantitative data collection techniques -- Ch. 9. Nonexperimental research designs and surveys -- Ch. 10. Experimental and single-
5.2 Journal article

Example:

**Step 1:** Type the title of the article in the first search block.
**Step 2:** Change ‘Keyword’ to ‘Title’ in the dropdown menu.
**Step 3:** Change ‘Title’ to Journal source in the second block.
**Step 4:** Type journal title in second search block.
**Step 5:** Click on search button.

Result display in split screen.
Step 6: Click on ‘View online’

Publishers page

Step 7: Accept Cookies if prompt.

Step 8: Click on PDF for full text.
5.3 Alternative option 2 for finding an article

- From the Library website, leave on Everything.
- **Article Title** should be in inverted commas (“…”).
- Press Enter on keyboard.

Search

![Search interface](image)

If the article is not found….

5.4 Alternative option 3 for finding an article

**Step 1:** Click on ‘Journals’ from the library homepage.
Step 2: Type Journal title in search block.
Step 3: Click on Enter.

Step 4: Click on View online.
5.5 **Example: Thesis in the University of Pretoria collection**

**Step 1**: Click on UPSpace.

**Step 2**: Type or copy and paste the title of the thesis with “…”.

**Step 3**: Press Enter key.

**Search**

![Search bar with a search query](image)

**Step 4**: Click on thesis title in UPSpace.
Step 5: Click on View / Open to see text in PDF
6. **Google Scholar**

Use Google Scholar through the Library webpage, this ensure that you encounter the authentication screen to get to the fulltext of the content that University paid for.

Accessing from articles from the Google Search Engine will result in a request screen to pay for articles or additional password screens.

Google Scholar differs from Google in terms of the type of content available. Google Scholar hosts our academic content (costs involved) while Google hosts different kinds of sources that could be general and open source in nature. Open source content is available without cost.

Google Scholar provide a quick and easy way to find a specific article as well as additional articles for assignments. It also provides access to electronic e-Books in (part or in full) available from Amazon.

Contact your information specialist for assistance or guidance if needed.

**Google Scholar from Library webpage**

Step1: On the Library webpage click on **Google Scholar**.
6.1 Specific article search on Google Scholar

Example:

Step 2: Type the article title in “…” in the search block.

Search

Step 3: Press Enter on the keyboard.

Step 4: Click on either the article title in blue or the PDF on the right.
Note the publisher on the right, this article is from the academic publisher named Sage. Clicking on the title of the article or PDF proceeds to the publisher SAGE’s page.

Sage publisher webpage

Step 5: Click on the PDF on the SAGE webpage.

6.2 Searching or additional articles (keywords)

Search

“indigenous knowledge” + “Education”

Google Scholar settings

Step 1: Click on Google Scholar
Step 2: Type your keyword in “…” this ensure that indigenous knowledge is searched as one concept and not as separate words.
Step 3: Add another concept by “+” or a space between the concepts.
Step 4: Press the Enter key.

Google Scholar Results

Step 5: Limit your results, use the dates on the left of the screen or the custom range to search article in a specific year or date range.

Step 6: Use advanced search option.

Click on the little arrow to see the next screen.
"indigenous knowledge" + "Education"
• Change ‘anywhere in the article’ to ‘in the title of the article’

• Put in a date range

Return articles published in
e.g., J Biol Chem or Nature

Return articles dated between
2013 — 2016
e.g., 1996

• Click on the search button

Limited results in Google Scholar

• Books from Amazon are indicated as ‘books.google.com’.

Note Books from Amazon might only be partly available.

• Journals are indicated by journal title, year of publication and a publisher indicated in green.
Indigenous knowledge and education from the Quechua community to school: beyond the formal/non-formal dichotomy
E Sumida Huaman, LA Valdiviezo - ... Studies in Education. 2014 - Taylor & Francis
In this article, we propose to approach Indigenous education beyond the formal/non-formal dichotomy. We argue that there is a critical need to conscientiously include Indigenous knowledge in education processes from the school to the community, particularly, when ...

6.3 Changing from Google Scholar to Google

To acess open source material ensure that your are using Google and for academic articles use Google Scholar. Start with Google Scholar and then to change to Google use the Web option in the top left corner of the screen.

*Click on Web
7. Databases to search separately

Databases from the Library webpage

**Step 1:** From the Library webpage at [www.library.up.ac.za](http://www.library.up.ac.za) click on **Search**.

**Step 2:** Choose Databases from the dropdown list.

**Step 3:** Choose appropriate letter in the alphabet according to the title of the Databases e.g. E for EBSCOHOST, S for Sage Research Methods.

**Step 4:** Choose the appropriate Database from the database list and click on e.g. Sage Research Methods.
Sage Research Methods is a full text database with article, books, book chapters, encyclopedias, dictionaries and video clips on research methodology.
Sage Research Methods

Step 1: Type keyword in search box

[Image of search bar with keyword “sampling”]

Step 2: Click on magnifying glass

Results form Sage Research Methods

[Image of search results for “sampling”]
Sample Samples are used in much of the research conducted in both the social