

International Foundation- Humanities:

finding information



INTO[®]

MANCHESTER

When you are doing your coursework at INTO Manchester, you should make use of QUALITY sources, rather than just using *Wikipedia*

This handout will help!

If you are struggling to find what you need - ask the Learning Centre staff. They like to help!

Learning Centre Guide 12A

Website: <http://intolearningcentre.co.uk>

Brightspace: Library Services then e-library

E-mail: manchester.lrc@intoglobal.com

Telephone: 0161 631 1222

Online Resources

The Learning Centre has special databases to help you find **QUALITY** material - these databases are **NOT** available freely via the web

To log in to these databases from home, you need your OPEN ATHENS username and password.

Once you have your OpenAthens details, go to

<http://intolearningcentre.co.uk/online-resources/> OR in

Brightspace Library Services then e-library.

click on the **OpenAthens** logo  and log in

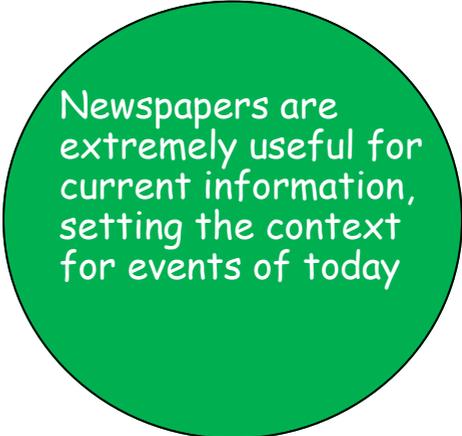
You can use the following databases from INTO Manchester or at home:

- **The Reviews**

Online access to current and past copies of *Business Review*, *Economic Review*, and *Politics Review*. Great way of keeping up-to-date with current issues. Details of how to use this database efficiently are available in a range of simple guides (**simple guides 11-16**)

- **European Newsstream**

Covers local and regional newspapers throughout Europe; includes *The Guardian*, *Independent*, *Times* and *Financial Times*. Great for up-to-date information. Details on how to use in **Simple guide 25**



Newspapers are extremely useful for current information, setting the context for events of today

- **EBSCO Discovery**

For more in-depth research; search thousands of academic and business journals You can access the databases from INTO Manchester or at home. Details on how to use in **Guide 7a and 7b: using the Ebsco Databases**

- **Electronic/ E-Books**

Electronic books cover key topics - you can use these at INTO Manchester or at home. Search for a full book or across **ALL** the pages in available books, all at the same time, for the topic you are interested in. Electronic books are available via **Ebook Central** and Ebsco via **Ebsco Discovery** **There are separate leaflets on how to use E-Books (Simple Guides 17/18)**

- **Issues Online**

Database on social issues; covers topics such as ethics in business, globalisation and ageing in society. Includes key statistics and also links to a range of e-books on social issues. Access using Ebsco Discovery



You need your **OPEN ATHENS** password to use the INTO Manchester databases from home. If you do not have one, ask the **Learning Centre staff**

To access, a special **Issues Online** password/username is needed. **This is on the screen when you go into Ebsco Discovery**

Details on how to use in **Simple guide 19**

Use Brightspace

Your teachers will put valuable material on Brightspace, the Virtual Learning Environment. **It is important that you log in and use Brightspace.**

Useful Websites

The internet is full of information resources for you to use for your studies. **Anyone can (and many do!) set up a website just to fool people/promote their own point of view, so you need to be careful about which internet sources you use.**

Use search engines such as **Google Scholar** rather than Google itself so you know you will find some “scholarly”/ academic literature. Google Scholar is available at: <http://scholar.google.co.uk/>

At International Foundation level you should **NOT** be relying on Wikipedia for all your information – this is frowned upon at University so get into good habits here at INTO Manchester!

Collect the following leaflets that list websites from bona fide (reputable) sources to help your studies:

- **Finding Information on Politics (Guide 19)**
- **Finding Information on Business & Economics (Guide 20)**
- **Finding Information on Accounting & Finance (Guide 21)**
- **Finding Information on Marketing (Guide 23)**
- **Finding information on Mathematics (Guide 32)**

If you cannot find any of these guides, please ask the Learning Centre staff.

Don't Forget Books! Your teacher will recommend key texts that you should read as part of your studies: most of these should be available in the Learning Centre. To find both paper and electronic books you need to search using the Library Catalogue. The catalogue is available via the Learning Centre website at <https://intolearningcentre.co.uk/>

The Library Catalogue gives you the “Dewey number” of the book. This will help you find it on the shelf as all books in the Learning Centre are organised in Dewey number order.

Details of how to use the catalogue efficiently are available in **Guide 4 Finding a Book in the Learning Centre**

