

International Year One: 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 11

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:

- **European Newsstream**

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

- **EBSCO Discovery**

For more in-depth research; search thousands academic and business journals . Good for business research, marketing and management. Provides access to company information. 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***



**Make use of
the skills and
knowledge of
the Learning
Centre staff**

- **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)

Use Brightspace

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

- **Searching the Internet**

The internet is full of information resources for you to use for your studies. However, it is **VERY** important that you use information from reputable sources only.

*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 sources you use. As a minimum, when searching the web, you should be making use of search engines such as **Google Scholar** rather than Google itself so you know you will find some "scholarly"/ academic literature. **Website: <http://scholar.google.co.uk/>***



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**

It is **highly** recommended that you make use of **Open Access Depositories** that give you access to free, full-text scholarly articles from hundreds of universities and colleges worldwide. Examples include:

- **CORE (COncecting REpositories)** Free access to millions of open access research papers. **Website: <https://core.ac.uk/>**
- **Digital Commons Network** Brings together free, full-text scholarly articles from hundreds of universities and colleges worldwide. **Website: <http://network.bepress.com/>**

- **Directory of Open Access Journals** Gives access to some very useful “peer reviewed” journals for you to use. This means that articles have been checked by fellow experts. Suitable for those carrying out in-depth research. **Website:** <http://www.doaj.org/> **ALSO available in Ebsco Discovery.**
- **JURN** Finds content in over 3,000 FREE ‘open access’ ejournals in the arts and humanities. Provides a useful list of the journals included. **Website:** <http://www.jurn.org/>

Useful Websites

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

- **Finding Company Information (Guide 18)**
- **Finding Information on Business & Economics (Guide 20)**
- **Finding Information on Accounting & Finance (Guide 21)**
- **Finding Information on Marketing (Guide 23)**
- **Finding Information on Management and Organisational Behaviour (Guide 24)**

Don't Forget Books! Your tutor(s) will probably recommend key texts that you should read as part of your studies: most of these should be available in the Learning Centre, in either print or in electronic format. 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/>

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

