



University of KwaZulu-Natal Library, Pietermaritzburg

## INFORMATION STUDIES

### Guide to finding information in the Library

## LITERATURE SEARCHING

To find relevant information on any subject you have to use many printed and online sources. Using the sources in the order below gives a progression from broad to detailed information.

At all stages of a search, look out for bibliographies or lists of works cited that might list other relevant publications. If you find something that might be useful, look it up in the Library's catalogue (see 3 below). If it isn't in the Library, use Inter-Library Loans (ILL). Remember, items may take as long as a few weeks to arrive.

You can speak to your Subject Librarian (see 9. below) for advice before you begin, for help with using any of the sources or if your search is unsuccessful.

### 1. SHORT LOAN

Lower Ground Floor. Items may be used in Short Loan or borrowed overnight.

If your lecturer has put books or journal articles here, use them first.

### 2. DICTIONARIES AND ENCYCLOPAEDIAS

Reference Collection, Ground Floor. May only be used in the Library.

Use subject encyclopaedias and dictionaries to find definitions of words and terms, synonyms and related terms to use in your search, summaries and overviews and bibliographies. Some examples are:

- Kent, A. and H. Lancour (eds). 1968-2002. *Encyclopedia of library and information science*. A multi-volume set with indexes. R 020 ENC
- Drake, M. A. (ed.) 2003. *Encyclopedia of library and information science*. 2<sup>nd</sup> ed. A four-volume set. R 020 ENC  
Updates of the 2<sup>nd</sup> ed. are available via the Library website, click e-books.
- Wedgeworth, R. (ed.) 1993. *World encyclopedia of library and information services*. 3<sup>rd</sup> ed. R 020 WED
- Wiegand, W. A. and G. E. Davis (eds). 1994. *Encyclopedia of library history*. R 020 WIE
- Prytherch, R. (comp.) 2000. *Harrod's librarians glossary ...* 9<sup>th</sup> ed. R 020.014 HAR
- Feather, J. and P. Sturges (eds). 2003. *International encyclopedia of library and information science*. 2<sup>nd</sup> ed. R 020.3 FEA
- Musiker, R. 1986. *A companion to South African libraries*. R 027.068 MUS

### 3. BOOKS AVAILABLE FOR LOAN

Second Floor

Look for relevant books by browsing on the Second Floor using the *Information Studies guide to classification numbers*. You can find a guide in the boxes next to the lift doors. Remember the guide can't list all numbers where books could be found.

Use the Library's catalogue iLink to find books or chapters in books in the Library. First, identify keywords that describe the subject you are looking for. Consult your Subject Librarian if necessary (see 9. below). Remember that words like *influence*, *effect*, *importance*, *significance* are NOT keywords that describe your subject.

#### Examples of keyword searches in the SUBJECT field

To find books about a topic in a country, type the topic and the country  
for example: LIBRARIES SOUTH AFRICA

To find different forms of a word, type its root followed by a \$  
for example: if you type LIBRAR\$, the catalogue will find LIBRARIANS, LIBRARIES  
and LIBRARY because they all start with LIBRAR

To find bibliographies on a subject, type the subject and bibliography  
for example: CHILDREN'S LITERATURE BIBLIOGRAPHY

### 4. JOURNAL ARTICLES

#### Printed journals

First Floor. Shelved alphabetically by their titles. They may be borrowed for 3 days.

One way to look for relevant journal articles is to use the *Information Studies guide to journals in the Library*. You can find a guide in one of the boxes next to the lift doors. The guide lists the print titles the Library has and gives the volume numbers and years that are available. For example:

*Herald of library science* (14, 1975 - 25, 1986)  
*Information development* (11, 1995 +)

The first example shows that the Library has *Herald of library science* from volume 14 of 1975 to volume 25 of 1986 only.

The second example shows that the Library has *Information development* from volume 11 of 1995 and still gets the journal.

#### Electronic journals

Workstations on the campus LAN via the Library website (see 8. below). Click **e-journals**, then **e-journals for subjects**, then scroll down and click **Information Studies**.

A few of the printed journals to which we subscribe are also available electronically. Some free e-journals are included in the list.

A more systematic search for journal articles can be done by using Database-online indexes and abstracts (see under 5. below).

## 5. INDEXES AND ABSTRACTS

Indexes tell you in which journals you will find articles on your subject. Indexes list the bibliographical details of each article. Abstracts are short descriptions of the articles. Some indexes and abstracts also list articles and chapters in books.

If the journals containing the articles you want aren't in the Library, use Inter-Library Loans (ILL). Remember, items may arrive in a few days but might take several weeks.

### Databases – online indexes and abstracts

Available on the campus LAN via the Library website (see 8. below). Click **Databases** then scroll down and click the title you want.

These are usually the quickest way to find out where journal articles are because many years can be searched at once.

Many databases include the **full text** of all or some articles.

Examples of useful databases are:

- *Library and information science abstracts (LISA)* \* (1, 1969 +) – some **full-text** links
- *Library, Information Science and Technology Abstracts (LISTA)* \*
- *Africa wide: NiPAD* \* (19<sup>th</sup> century +) – includes some **full-text** items
- *Academic search premier* \* (at least 1993 +) - includes many **full-text** articles.
- JSTOR (1600-1991) all articles are full text
- *Index to South African periodicals (ISAP)* \* (at least 1987 +)
- *SA ePublications* \* - includes **full-text** articles from at least 176 recently published South African journals.
- *Social science citation index* (2004 +) via Web of Knowledge
- *SwetsWise* - includes some **full-text** articles

### Printed indexes and abstracts

First Floor. May be used in the Library only.

- *Library and information science abstracts (LISA)* (1, 1969 +)
- *Library literature* (1946 - 1947; 1949 - 1956; 1961 - 2002)
- *British humanities index* (1, 1962 - 2002)
- *International African bibliography* (1, 1971 +)
- *Social sciences index* (2, 1975 - 12, 1986; 1988 +)
- *Times index* (1975 - 2002)

\* For off-campus use, logins and passwords are available from your Subject Librarian (see 9 below)

## 6. THESES AND DISSERTATIONS

Theses and dissertations are treated as books. You can look them up in iLink under author, title or subject.

If they were done at this campus, there will be two copies in the Library:

- A loan copy on the Second Floor; may be borrowed.
- A reference copy in the Thesis collection on the Ground Floor; may NOT be borrowed. Look at T 020 ... for Information Studies theses and dissertations.

## 7. INDEXES FOR THESES, DISSERTATIONS AND RESEARCH

### Databases for theses and dissertations

Available on the campus LAN via the Library website (see 8. below). Click **Databases** then scroll down and click the title you want.

- *Digital dissertations A&I* includes references to theses and dissertations from universities around the world.
- *NEXUS: Current and completed research* from the National Research Foundation. Ask your Subject Librarian (see 9 below) for the login and password or scroll down and click SABINET Online then select Current and completed research.
- *Union Catalogue of Theses and Dissertations (UCTD)* includes all those completed at South African universities since 1918. Click SABINET Online from the list of online indexes and abstracts then select UCTD.

### Printed indexes include:

- *Comprehensive dissertation index* (1861 - 1994) B 011.7 COM
- *Index to theses accepted for higher degrees by the universities of great Britain and Ireland* (1, 1950 - 43, 1996) B 011.7 ASL
- *Current research in library and information science* (1969 - 1999) First Floor  
Continued by
- *Information research watch international* (2000 - 2002) First Floor

## 8. LIBRARY WEBSITE

Available at: <http://www.library.unp.ac.za>

Includes links to iLink, electronic journals, databases (online indexes and abstracts) as well as subject links. Some electronic resources need a login and password which you can get from your Subject Librarian (see 9 below).

For a page of links for Information Studies, click **Subject links** then **Information Studies**.

## 9. SUBJECT LIBRARIAN

Jenny Aitchison's office is on the Ground Floor. To make an appointment:

- telephone 260 5062 or
- e-mail [aitchison@ukzn.ac.za](mailto:aitchison@ukzn.ac.za)