

If you answer **NO** to any of the following statements contact your Faculty Librarian or Research Help desk staff on (02) 4221 3548.

Library databases

	YES	NO
I know Article Finder is a good starting point to search for journal articles across multiple databases		
I am aware of the top 3 relevant databases for my area of research		
I know to search the Libraries Australia database to locate books, journals and theses held in Australian libraries		
I know to search the Web of Science database to determine if an author or journal article has been cited (Web of Science covers all disciplines)		
I know the ULRICHS database will help me identify relevant, refereed journal titles		
I know the JCR database will help me identify relevant, refereed journal titles and will also provide impact factors		
I know the FirstSearch database requires an additional password which is available from the Library – ask staff at the Research Help desk or contact your Faculty Librarian		
I know the PapersInvited database will help me identify relevant conferences		
When searching a database I can ... <ul style="list-style-type: none"> truncate a search term to broaden results <i>eg. advertis* to retrieve advertise, advertisement, advertising</i> combine terms to narrow results <i>eg. advertising AND internet</i> combine alternative terms to broaden results <i>eg. internet OR world wide web</i> 		
I can limit a database search ... <ul style="list-style-type: none"> to review articles to articles within a particular journal or within refereed / peer reviewed journals to articles by a particular author by year of publication 		
I know how to print, save, email database records		
I know how to save database records to import into EndNote		
I know I can test my research skills at: Library homepage > Information for > Researchers > Self assessment > Discover your research skills		

Library catalogue

I know how to...	YES	NO
check my borrowing record under <i>My Library</i>		
check my reading history under <i>My Library</i>		
search for journals (print & electronic) under <i>Search Guru</i>		
search for: books, dictionaries, encyclopaedias, theses under <i>Search Guru</i>		
limit a catalogue search by: Year of Publication, Format (<i>eg. ebook</i>) under <i>Search Guru</i>		
email catalogue records		
set up preferred searches and mark them for email alerts		
place a hold on an item out on loan		
access other libraries' catalogues under <i>Classic Catalogue / More options</i>		

Keeping up to date

I know...	YES	NO
how to keep up to date using email alerts or RSS feeds		
the <i>Keep up to date</i> guide is available from <i>Library home page /Information for / Researchers / Keep up to date</i>		

Support

I know...	YES	NO
I can make an appointment with my Faculty Librarian if I need help		
I can make an appointment with the Research Training Librarian if I need help with information on the <i>Research Resources</i> web page or if the Faculty Librarian is unavailable		
I can request material from other libraries using the Document Delivery service		
the Library has 2 Postgraduate rooms, one with computer facilities		
the Library runs face-to-face workshops specifically for HDR students		
I can suggest an item(s) for purchase		
the Library has online tutorials available from <i>Library home page /Help / Teach Yourself: online tutorials</i>		
Library guides, such as information on Patents, Standards and Statistics are available from <i>Library home page / Resources by topic</i>		
about my Borrowing rights i.e. number of items and for what period		
I can apply to borrow from other university libraries		
the Library website includes links to subject related resources – <i>Resources for assignments</i>		
the Library has the Academic Space with computer facilities (Academics only)		

EndNote

I know...	YES	NO
the Library conducts EndNote training		
the Library's EndNote workbook is available from: <i>Library home page / Information for / Researchers / EndNote</i>		
citations from most databases can be saved and imported into EndNote		
catalogue records can be saved and imported into EndNote		

Theses

I know...	YES	NO
the Finding Theses guide is available from: <i>Library home page / Information for / Researchers / How to find theses worldwide</i>		
to locate relevant theses I must search a number of databases such as the Library catalogue, Libraries Australia, Dissertations Abstracts, WorldCat		

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