

**ITILT (Information Literacy)**

An online self-study support resource for undergraduate students with brief modules on topics such as: Focussing Your Research Question; The Information Gap; Search Strategies; Advanced Searching; Evaluating Information; Organising and Synthesising information; Current Awareness and Plagiarism This resource is accessed via [Blackboard](#).

**Staff and Postgraduate Research Support**

A service offered to postgraduate students, researchers/research teams to assist them to carry out searches and the organisation of search results more efficiently and effectively.

Lecturing staff can also avail of these services to support course development and to find multi-format material to support their teaching.

Management staff interested in supporting their decision making with an evidence-based information approach could also avail of a number of the services below or the complete package.

Due to the staff time involved in this programme participation may be limited subject to demand.

**Services Offered****◆ Reference interviews**

A one-to-one session with a client asking a series of open and closed questions that encourage the client to clarify their subject and put boundaries on it. The purpose of the reference interview is to allow the library staff member to gain as much understanding of the client's view of a subject that will enable them to carry out a Subject Analysis. It is also a useful exercise in helping the client clarify the subject area for themselves.

**◆ Subject Analysis**

Following on from the reference interview, library staff would consult general reference material to put flesh on a subject and also define its boundaries, such as currency or geographical area. The result of the subject analysis is a brief description of the subject with a list of keywords, alternative keywords, names, phrases, companies and other relevant labels that can then be turned into a search strategy.

**◆ Search Strategy**

Taking the results of the subject analysis and turning them into a search strategy using truncation, Boolean operators, wildcards etc.

**List of recommended resources, including:**

- Library subscribed-to Online Resources
- Social Networks
- News outlets
- Specialised search engines
- Blogs
- Podcasts
- Image, video and Slide presentation databases
- Devising a list of recommended resources that the client should apply the search strategy to. An indication of what would be on this list would emerge from the subject analysis and then be added to with more searching.

**◆ Assistance setting up and using referencing applications**

One-to-One, small group or large group sessions on using referencing applications that would include, setting up accounts, importing citations, exporting citations and referencing style.

**◆ Assistance setting up search alerts, RSS feeds**

One-to-One or small group sessions, with follow up sessions, on setting up and manipulating search alerts and rss feeds and how they can be incorporated into a private web site or fed to an email account. This task may require some monitoring over time as alerts and feeds need to be altered and developed with experience of the results they produce.

**◆ Copyright control**

One-to-One, small group or large group sessions offering assistance in ensuring that content used, especially from shared or open sources, complies with copyright. This would be of particular use to lecturers using online material to support online teaching.

**◆ Initial searches with recommended results**

Following on from the subject analysis, search strategy and list of references, applying the search strategy to that list of references to compile initial findings and present them to the client, who would then be responsible for updating such content.

# LIBRARY RESEARCH SKILLS AND INFORMATION LITERACY TRAINING

*This guide outlines the services the Library offers in terms of a library training programme or tutorials for undergraduate students.*

*The guide details the level at which students would normally cover various topics in Library classes or tutorials. It also covers services offered to postgraduate students and staff, including: tutorials; research support; and subject analysis.*

If you would like to arrange a training session or tutorial, or discuss anything in relation to these training programmes then please contact the relevant **Academic Liaison Librarian**.

Business, Computing & Humanities - **Catherine Murray**

Science, Technology, Engineering & Mathematics – **Tony Murphy**

Health & Social Science - **Donal O'Sullivan**

IMCP - **Donal O'Sullivan**

## Research Skills I

An introductory training programme for first year students offering a basic foundation in using the library's print and online resources.

### Topics covered include:

- ◆ A general overview of library facilities and services.
- ◆ Details of borrowing rights, renewals, fines.
- ◆ How to search for print books on the catalogue.
- ◆ Searching and accessing e-books via the catalogue.
- ◆ How to search the library's online databases through Multisearch (Basic Search Skills).
- ◆ Finding past exam papers online.
- ◆ Introduction to Citations and Referencing..
- ◆ Accessing a referencing / citation online module (Epigeum)

### Suitable for:

First year students or students new to IT Tralee.

### When should you attend:

Semester 1 - 2.

### Support Materials:

Various print guides; online LibGuides; Online Resources; ITilt (Plagiarism & Copyright). Epigeum (Avoiding Plagiarism)

## Research Skills II

An intermediate training programme for second and third year students building on Research Skill I with more in-depth research skills and more developed search strategies.

### Topics covered include:

- ◆ Sources available in the subject area in both hard copy and electronic format.
- ◆ Searching / accessing e-books via the catalogue.
- ◆ Creating an ebrary account and using the Bookshelf feature
- ◆ Search the library's online databases through Multisearch (Advanced Search Skills).
- ◆ Finding online journal articles and materials for assignments.
- ◆ How to access the information on the databases. Print/email/export.
- ◆ How to build a search strategy and conduct the search.
- ◆ Searching specific databases in the subject area.
- ◆ Saving searches, RSS feeds and alerts.
- ◆ Citations and Referencing.

### Suitable for:

Second or third year students beginning a research assignment.

### When should you attend:

Semester 3 - 6.

### Support Materials:

Various print guides; online LibGuides; Online Resources; ITilt (Plagiarism & Copyright). Epigeum (Avoiding Plagiarism)

## Research Skills III

An advanced training programme for fourth year and postgraduate students building on Research Skills II with a detailed literature review, advanced research skills, with more systematic and comprehensive search strategies and referencing.

### Topics covered include:

- ◆ Creating a search strategy for your research topic.
- ◆ Boolean logic.
- ◆ Literature review.
- ◆ Finding online journal articles.
- ◆ Using relevant subject databases.
- ◆ Evaluating information sources.
- ◆ Saving searches, RSS feeds and alerts.
- ◆ Other sources: Advanced Google, Google Scholar.
- ◆ Avoiding plagiarism.
- ◆ Citations and Referencing.
- ◆ Harvard Referencing.
- ◆ Exporting bibliographic references from databases.

### Suitable for:

Fourth year students or postgraduate students beginning a major research project or thesis.

### When should you attend:

Semester 5 - 8.

**Support Materials:** Epigeum: (The Literature Review; Research in the Humanities/Sciences); ITilt (Chapter 3. Search Strategies; Chapter 5. Evaluating Information; Chapter 9. Plagiarism and Copyright). Various print guides, online LibGuides.

## Tutorials (Undergraduate and Postgraduate)

Library staff offer one-to-one and small group tutorials that can be booked by students at any level and can be tailored according to the specific research area. Small group or one to one sessions arranged in consultation with the relevant School Librarian.

### This training could include:

- ◆ Defining the subject area for research.
- ◆ Developing a comprehensive search strategy.
- ◆ Searching library resources.
- ◆ Systematic Searching for a Literature Review



### Epigeum (Research Skills Online)

15 online courses covering all aspects of a research skills training programme, including: Avoiding Plagiarism; Ethics; Research Methods; Project Management; Intellectual Property in the Research Context; Managing your Supervisor; Career Planning; and Getting Published.

This resource is accessed via the Library Admin page on [Blackboard](#).