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This booklet will help you to find and use information resources essential to your studies.

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If you are visually impaired and need a large print copy of this guide, please ask the Academic Support Librarian who will be happy to have a copy produced for you.
INTRODUCTION

THE UNIVERSITY LIBRARY

The Library exists to support you in your learning. As well as giving you access to the books, journals and other resources you will need in order to be successful in your course, we are available to guide you in your information gathering activities and help you acquire the skills necessary to find and make maximum use of those resources; skills which will be of value not only during your course, but also in your future professional development.

AN ONLINE VERSION OF THE SUBJECT GUIDE FOR CLINICAL HYPNOSIS (LIBGUIDE) IS AVAILABLE AT: http://uwl.libguides.com/clinicalhypnosis (or via Blackboard)
Click the link on the Student Portal or go to: www.uwl.ac.uk/library

There are links to the Library webpages on Blackboard and the Student Portal. You can also access resources via the online Clinical Hypnosis LibGuide.

You will need to log in to access many of the resources discussed below. The username and password required are the same as those you use to access the Student Portal.

If you ever have problems with your password, ring 0300 111 4895 /ex.2222 or email ITServicedesk@uwl.ac.uk

From the Library page you can access:

- **Summon**, the Library’s Google-like quick resources search.
- The **Catalogue**, which allows you to search for and locate books, e-books, and audio-visual resources.
- **E-Journals**, our collection of scholarly and research journals available online, so that you can download articles and research papers anywhere and at any time.
- **UWL ReadingLists**, which enables you to search for an electronic version of a reading lists by module name or module code
- **UWL Repository**, gives access to the digital archive of research, scholarly and enterprise output
- **Databases**, which allow you to identify guidelines, research papers and research reviews published on a range of topics.
- **Your Library Account**, through which you can renew your book loans and reserve books.
- **Guidance and information** on Library services and how to use Library resources.
SUMMON

Summon allows you to search catalogue, e-journals and newspaper articles, and databases and the LibGuides all at the same time. It allows you to identify the key sources for your subject as well as access the full text online quickly where it is available.

This is not a replacement for in-depth literature searching, but if you want to get an overview of the resources available in your topic, you will find Summon very helpful.

Summon is the first of the five tabbed searches on the Library homepage.

FINDING BOOKS: THE CATALOGUE

Print Books

Use the catalogue search on the Library webpage or the online LibGuide, or the dedicated Catalogue PCs in the Library:

Enter the author and title, the title, or a few words describing the subject, and click Search.

Example: Stella Cottrell’s ‘The study skills handbook’:

Clicking on the book’s title will tell you where the book is on the shelves, and how many copies are currently available.
Always use the catalogue to locate your books. Some key subjects and their associated class-marks are listed below to help you find your way around the shelves.

- Hypnotism therapeutic use 615.8512
- Physician-patient relations 610.696
- Cognitive therapy 616.89142
- Anatomy & physiology 612
- Medical ethics 174.2

E-Books
When you search for books in the Catalogue, you will also find e-books. E-books can be read from your computer screen, or in some cases downloaded onto a portable e-reader or tablet device. They don’t have to be borrowed or renewed and can be read from anywhere. Many e-books have clickable contents pages and search boxes to allow you to locate pages where a word or phrase is used.

You can limit your Catalogue search results to E-books using the Refine Your Search options on the left hand side. Click on the title to view the catalogue record for the e-book you wish to use.

On the next page, click the to the electronic book link to access the e-book.
You'll now be asked to log in, using your email username and password. The e-book will then appear on the screen.

Scroll down and click the **Read Online** icon on the right to read the e-book. Click on the **Download** icon to see if the e-book is downloadable as a PDF if you want to read the e-book on your portable e-reader device.

If you are reading online, use the left and right hand arrows to navigate backwards and forwards through the book.

You can also navigate through the book using the Table of Contents on the left hand side, or use the Search to find a particular term within the book.
AUDIOVISUAL RESOURCES

**DVDs**
The Library has a collection of DVDs related to nutrition and health subjects. You can find these by searching the Library Catalogue.

**Television Programmes**
Anything broadcast in the last few years is now available through an online service called **Box of Broadcasts**. You can find this resource listed on the Library’s Databases A-Z. This service allows you to watch previously broadcast programmes online, to mark a future programme for recording, and to create your own personal collection of recordings.

**Academic Video Online: Premium** is a part of Alexander Street platform available via Library’s Databases A-Z. This multidisciplinary collection of videos allows students and researchers to analyse unique and valuable content from over 500 producers and distributors around the world. It includes videos covering health sciences as well as social sciences. The films are also available in transcript form. This service allows you to create your own playlists as well as making clips.
BORROWING AND RENEWING YOUR LIBRARY ACCOUNT

Loans and charges
Undergraduate students are allowed to borrow up to 10 items (12 for postgraduates and staff). Items will be available to borrow for different lengths of time according to how highly they are in demand.

3 week loan: Most of the books in the Library can be borrowed for 3 weeks. Overdue 3 week loan items are charged at 20 pence per day overdue.

1 week loan: Some high-circulation books and all DVDs can be borrowed for 1 week. 1 week items have a 1 week label on the spine. Overdue 1 week loan items are fined at 50 pence per day overdue.

Restricted loan: Some items in very high demand are kept behind the Library Enquiries desk, and are only available on request. They can be borrowed for 24 hours only. There is an overdue charge of 50 pence per hour for restricted loan items.

Reference: These items cannot be borrowed, and can only be used within the Library. Reference items have a Reference label on the spine.

Renewing Loans
Students can renew items up to 3 times, either in person at the Library or via your Library Account.

You will need your borrower number (beginning with P on your student card) and your library PIN (if you do not know your PIN, please contact the Library, or click Get New PIN to reset it). Reserved items cannot be renewed!

Reserving Books
You can reserve a book if all the borrowable copies are on loan. You can also do this if there is a copy available for loan at a different site.

Search the catalogue for the book. Click its title to get the full record and then click the Reserve This Item button.
You will then be asked to log in to your Library Account.

Enter your P number from your student card and your Library PIN.

**Important:** Please ensure that you select the correct site you want to collect it from. So either Paul Hamlyn Library (if you are based in London) or Berkshire Hub (if you are based in Reading).
LITERATURE SEARCHING: FINDING JOURNAL ARTICLES AND SYSTEMATIC REVIEWS

As part of evidence-based practice, you will be expected to conduct thorough literature searching to inform your written work. This means you must try and locate the relevant information on your topic. Primarily, this will be articles and research papers in professional and academic journals, and systematic reviews of studies.

DATABASES

Databases are bibliographic services containing records for journal articles and other information sources (e.g. conference abstracts and book chapters) for a particular subject.

The key databases for Clinical Hypnosis are:

PsycARTICLES - provides scholarly peer-reviewed articles from American Psychological Association on clinical, health, industrial, social branches of psychology.

Academic Search Elite - general research database covering academic subjects from all disciplines.

Medline - indexes the journal literature in clinical medicine and biosciences.

CINAHL - the most comprehensive nursing and allied health database.

Access the Databases A-Z via the Library webpages, or via the Nutritional therapy LibGuide:

To access a particular database, click on the letter it begins with:

Then click on the title of the database to log in, using your usual network username and password.
Searching databases – some tips

− You should plan your search before you start using the databases – make sure you know exactly what you’re looking for
− You should search several databases to be sure you have all the relevant articles – no one resource will cover all the information
− You should record which databases you searched, what search terms you used, when you searched them, and how many results you got

Free Text and Subject Heading Searching

Most databases allow you to do two types of searching:

Free text/Keyword searching: This will look for the search terms you enter anywhere in the title and abstract of the articles recorded in the database.

Subject Heading searching: This allows you to search the database for articles which have had particular Subject Headings applied to them by the database from a controlled list of subjects.

Planning your search

It is important to be methodical when planning and conducting your literature search, to make sure you get all the relevant information. Follow the steps below.

1) Scope your search
It is important to be specific about what you are looking for and why. What type of research do you want? How recent must it be? From where in the world? Try and turn your topic into a question (or a series of questions) that you want the literature to answer, e.g.:

“Is there any evidence that hypnotherapy helps to beat cancer?”

2) Choose your resources
Select the databases likely to contain the kind of material you have identified through your scoping.

3) Choose your search terms
This step is in two parts: identifying search concepts and then make a list of synonyms for each concept.

Concepts: look at your search question and pick out the concepts that must be included in a result for it to be relevant to you, e.g.:

“Is there any evidence that hypnotherapy can cure cancer?”

Synonyms: databases are very literal - they will only search for the exact terms you enter. You must make sure you have identified all the ways your concept might be described in the title/abstract of an article, and include all these in your search to be sure you have found all the relevant results. You can make lists for each concept to be sure you have included all the synonyms, as in the example below:
Searching EbscoHost

Select Basic Search. Then select all databases and click Continue button.
Do a Keyword search by entering the main keywords from your research question and pressing Search:

- hypnotherapy
- hypnosis
- hypnotism
- hypnoanalysis
- complementary therapies
- medical hypnosis
- cancer
- tumour
- malignant growth
- cancerous growth
- cancer patients
- cancer treatment
To broaden your search you need to add an asterix. So for example, hypnotherapy might be truncated to hypno*. That would search for all the words containing the combination of letters before the asterix with different endings.

If you are unsure whether your keywords are recognised by databases you are using, you may want to look at the menu on the left hand side displaying related vocabulary under Subject: Thesaurus Term, Subject Heading or Subject:
Advanced search (EbscoHost)

Looking at the alternative vocabulary under Thesaurus you may want to either change your search terms or add additional terms using OR operator (see below):

![Search interface]

You can use the Refine Results options to the left hand side to filter your results by date, source type, geography and more.
FINDING THE FULL TEXT OF RESULTS

Databases are bibliographic services, and do not usually contain the full text of articles. Once you’ve identified journal articles/papers you wish to read from your database results, you need to obtain articles themselves.

The 360 Full Text Link Resolver

Next to each search result in the databases, you should see a button that says 360 Link to Full Text:  When you click on this link, the link resolver tool will take the details of the articles and look into UWL’s electronic subscriptions to see if we have access to the article. If so, it will open the item in full text in a new window and you can start reading.

If the full-text is not available, the 360 window will tell you. However, due to publisher restrictions, the tool cannot always tell if we actually have access to the article, and may tell you we do not have access to it when in fact we do. You can check this by going to the e-Journals Search.

The E-Journals Search

On the Library website’s homepage (http://www.uwl.ac.uk/library), you will find five search tabs – Summon, Catalogue, e-Journals, UWL ReadingLists and UWL Repository. Select e-Journals, and search for the title of the journal your article is in – not the title of the article itself. Click the magnifying glass to search for e-journals.

If we have a subscription to the journal, the record for the title will tell you what holdings we have access to and from which provider(s). For example, the record below shows that UWL has access to Human Biology from 2005-present via our subscription with Academic Search Elite, or from 1929-1995 via Proquest.

Human biology from 01.01.1929 to 31.12.1995 in Proquest: Periodicals Archive Online: JISC Collections Selection:2013-2018 from 01.06.2005 to present in Academic Search Elite
If the article you want falls within those holdings, click on the relevant provider to access the journal and browse/search for your article. Each provider will structure their content differently – look for the option to search within the journal, or for the archive/back issues to browse.

Logging in

In order to make sure that only those who are eligible can access the resource, you will need to authenticate yourself with a username and password. You can do this both from within UWL and remotely. When you click on a link to a database, journal or article, you may see one of the following log-in screens. In both cases, your username is your student ID, and your password is the same as the one you use to access the Student Portal/Blackboard.

A small number of resources (for example Local Government Chronicle) may require additional log-in details. There is a list of these, with the usernames and passwords required, on the Library’s Blackboard page – click on the UWL Library link in Blackboard, and scroll down for the list of log-in details.
Journals in print

If we don’t have access to an item electronically, we may still have it in print. Details for UWL’s print journals can be found in the Library Catalogue, the second tab on the Library website’s home page (http://www.uwl.ac.uk/library). Search for the title of the journal the article you want is in, and look at the catalogue record for holdings and location information.

Inter-Library Loans

If we do not have the article you want, you can still obtain it via the Inter-Library Loan service. You can request a whole book (which will be delivered in hard copy to the Library for you to pick up), a single article from a journal or a book chapter (which will be delivered to you electronically by email). Students are entitled to up to 30 Inter-Library Loan requests free of charge. To make a request, complete the relevant form via the Library’s Inter-Library Loans page (http://www.uwl.ac.uk/library/library-services/borrowing-and-related-services/borrowing-other-libraries).
Using Other Libraries

SCONUL Access
Do you have another university library near to your home? If so you may be able to access it, and use its resources, through the SCONUL Access scheme.

Go to http://www.sconul.ac.uk/sconul-access and fill in your details to see a list of academic libraries you may be able to access, and to apply.

King’s Fund Information Centre
The King’s Fund is an independent charity working to improve health and health care in England. Their Information Centre (at Cavendish Square, near Oxford Circus) has an extensive collection of health policy and management resources. Support is available from information specialists, and there are several study places with PCs.

The Centre is open to the public free of charge. See the website for more information: http://www.kingsfund.org.uk/library/information-centre

Wellcome Library
Based near Euston, the Wellcome Library is one of the world’s major resources for the study of medical history. They also have a growing collection of material relating to contemporary medicine and biomedical science.

Anyone can apply for a 5-year membership card. See the website for more information: http://wellcomelibrary.org/using-the-library/joining-the-library/
OTHER RESOURCES

Some individual organisations make available guidelines and reports through their own websites and have 'search' functions allowing you to track down the correct document or page of information. Here is a selection of them:

Guidelines and reports

NICE Evidence Search ([www.evidence.nhs.uk](http://www.evidence.nhs.uk)) A wonderful source of a whole range of different documents such as guidelines, reports, statistics, evidence summaries, care pathways and policy documents.

Department of Health ([www.dh.gov.uk](http://www.dh.gov.uk)) website gives access to a large number of DH publications and other relevant resources.

National Institute for Health and Clinical Excellence ([www.nice.org.uk](http://www.nice.org.uk)) is an independent organisation responsible for providing national guidance on promoting good health and preventing and treating ill health.

Public Health England ([www.hpa.org.uk](http://www.hpa.org.uk)) provides an integrated approach to protecting UK public health through the provision of support and advice through guidelines and similar resources.

Care Quality Commission ([www.cqc.org.uk](http://www.cqc.org.uk)) produces policies and reports and undertakes consultations to help regulate and improve the quality of health and social care in the UK.

Statistics

Office of National Statistics ([www.ons.gov.uk](http://www.ons.gov.uk))

Health and Social Care Information Centre ([www.hscic.gov.uk](http://www.hscic.gov.uk)) is England's central, authoritative source of health and social care information and statistics.

World Bank Databank ([http://databank.worldbank.org/](http://databank.worldbank.org/)) is an analysis and visualisation tool that contains collections of time series data on a variety of topics including health. You can create your own queries, generate tables, charts, maps and easily save, embed, and share them.
REFERENCING

You have a responsibility in your academic work to correctly cite and reference the sources of information you use in essays, assignments and dissertations:

- To avoid plagiarism by acknowledging that the information, opinion or idea came from someone else.
- To help tutors follow-up your sources to check you have understood them.

Cite Them Right Online

All of the work you submit for this course must be referenced in Harvard referencing style. In September 2015, Cite Them Right was adopted by UWL as the official guide to Harvard referencing style.

To support students, the Library has purchased an institutional subscription to Cite Them Right Online service.

Cite Them Right Online offers a standard and up-to-date source for constructing citations and references in the three Referencing Styles used at UWL (Harvard, OSCOLA and APA). It also provides guidance on referencing and citation more generally, including how to avoid plagiarism.

You can access Cite Them Right Online via the A-Z Databases page, under C: http://www.uwl.ac.uk/library/library-e-resources/databases-z

The Library has created a short video guide for students on using Cite Them Right Online: http://uwl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=66b7cd02-f076-4c99-b2e1-1ed6d7dd8ca9

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If you need help or advice please contact Anna.