Library and Learning Resources
In this session:

Library induction
• Using the library
• Libguides
• The library catalogues

Literature Searching
• Keywords
• The databases

Referencing
• LSBU Harvard referencing

Where to find help
Using the Library
Borrowing

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Books</th>
<th>DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (BA, BSc)</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate (PG Dip, CPE, MA, MSc, LLM)</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>

Fines!
For late return when overdue items are on hold:
• £2 per day per item (up to a maximum of £20 per item)
• 2 day grace period
Auto-renewals

All items will automatically be renewed, **UNLESS**: 

- The item is reserved by another borrower.  
- There is another issue with your library account (e.g. outstanding charges, or your account has expired.)
<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Barcode</th>
<th>Due Date</th>
<th>Renewed?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>C++ for everyone</em></td>
<td>Horstmann, Cay S.</td>
<td>005.133 HOR</td>
<td>Barcode: 30102009189760</td>
<td>Wednesday 26 June 2019</td>
<td>RENEWED</td>
</tr>
<tr>
<td><em>Designing media</em></td>
<td>Moggridge, Bill.</td>
<td>006.7 MOG</td>
<td>Barcode: 30102009669407</td>
<td>Wednesday 19 June 2019</td>
<td>REJECTED</td>
</tr>
<tr>
<td><em>Nonobject</em></td>
<td>Lukić, Branko.</td>
<td>745.5 LUK</td>
<td>Barcode: 30102009698281</td>
<td>Wednesday 26 June 2019</td>
<td>RENEWED</td>
</tr>
<tr>
<td><em>Gamestorming: a playbook for innovators, rulebreakers, and changemakers</em></td>
<td>Gray, David.</td>
<td>658.4022 GRA</td>
<td>Barcode: 30102009698398</td>
<td>Wednesday 26 June 2019</td>
<td>RENEWED</td>
</tr>
<tr>
<td><em>Fiber-optic communication systems</em></td>
<td>Agrawal, G. P.</td>
<td>621.38275 AGR</td>
<td>Barcode: 30102009672914</td>
<td>Wednesday 26 June 2019</td>
<td>RENEWED</td>
</tr>
</tbody>
</table>
To **borrow** and **return** books from the library, please use the self-service machines.
Study Spaces
• Group Study
• Quiet Study
• Silent Study

Library Help desk on 1 East
Student IT Support on 1 West

11 Bookable Study Rooms
Digital Devices

- Computers on every floor except Level 3
- MFDs (Multi-Function Devices) – Printing, scanning and photocopying
- Laptops – 10 hour loan period
- Large format printers
Accessibility
Disability and Dyslexia Support (DDS)

• Extra time on books you borrow
• Private study areas if you qualify
• Extra help in the library
• Assistive technology
• Photocopying and scanning
• Books by post
• Books put aside for you

• More details on what the library offers on LibGuides

Contact a disability advisor to register
– 0207 815 6454 or disability@lsbu.ac.uk
– Student Life Centre helpdesk
The LibGuides

https://libguides.lsbu.ac.uk/subjects/home

School of Built Environment & Architecture

- Architecture
- Civil Engineering
- Construction
- Environmental and Energy Engineering
- Estate Management and Property
- Surveying

- Library catalogues
- Databases
- Training materials
- Contact details
- Current awareness
The Library catalogues
How to search

The Library Catalogue

Books
DVDs
Databases
Journals

The Discovery Service

Books
DVDs
Databases
Journals

Journal articles
Newspaper articles
Journal articles

Written by experts in your area:
• Academics
• Practitioners
• Researchers

Can be:
• results of a piece of research
• a literature review
• a case study

Peer review
• Quality check
• A process by which the methodology and results are discussed and checked by independent experts in the same field.

How to access them
• Not via Google!
• Mostly online
• Massive databases containing thousands of journals and millions of articles

You are expected to use journal articles in your assignments
Finding an article from a reference

Building a search strategy
Keywords

• Identify alternative terms
  • synonyms (similar/identical meanings)
  • alternative spellings

• Keep a note of every search you do
  • adjust key words as you go along
Researching your topic

What are the keywords?

What are the risks and opportunities of integrating existing buildings into a zero-carbon policy?
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<table>
<thead>
<tr>
<th>Keyword</th>
<th>Alternative / related words</th>
</tr>
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<tbody>
<tr>
<td>EXAMPLE: news</td>
<td>EXAMPLE: media or television</td>
</tr>
<tr>
<td>KEYWORD 1:</td>
<td>OR</td>
</tr>
<tr>
<td>Integrating</td>
<td>ALTERNATIVES FOR KEYWORD 1:</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 2:</td>
<td>OR</td>
</tr>
<tr>
<td>Existing buildings</td>
<td>ALTERNATIVES FOR KEYWORD 2:</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 3:</td>
<td>OR</td>
</tr>
<tr>
<td>Zero-carbon</td>
<td>Zero energy green</td>
</tr>
</tbody>
</table>
Focussing and broadening your search

Use **AND** to focus your search (this will give you fewer results)
  eg renewable energy **AND** cost

Use **OR** to broaden your search (this will give you more results)
  eg pollution **OR** waste **OR** contamination

Use **NOT** to exclude a topic (this will give you fewer results)
  eg green energy **NOT** wind power
Truncation and phrase searching

Use * to find different possible endings to a word
eg manag* would find manage, manages, manager, management, managing etc

Use “” [quotation marks] to search for a phrase
eg “sustainable energy” AND “government policy”
What are the risks and opportunities of integrating existing buildings into a zero-carbon policy?

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<td>&quot;Existing building*&quot;</td>
<td>ALTERNATIVES FOR KEYWORD 1:</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 2:</td>
<td>OR</td>
</tr>
<tr>
<td>&quot;Zero-carbon&quot;</td>
<td>ALTERNATIVES FOR KEYWORD 2:</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 3:</td>
<td>OR</td>
</tr>
<tr>
<td>&quot;Zero energy&quot; OR green</td>
<td>ALTERNATIVES FOR KEYWORD 3:</td>
</tr>
</tbody>
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Subject databases

Use the subject databases for more relevant and targeted searching.

Journal Articles
Reports
Conference proceedings
Full-text
Here you can find:
• journal articles, book chapters and research by LSBU staff
• theses and dissertations by LSBU students

Search the British Library's database of over 500,000 doctoral theses.

https://ethos.bl.uk/Home.do

https://openresearch.lsbu.ac.uk/
Referencing
Referencing

Why reference?

• To prove that substantial research has been done to support your analysis

• To give credit to other people’s work

• To enable others to follow up on your work

To avoid plagiarism!
What is plagiarism?

Plagiarism is the act of presenting the work or ideas of another as your own.

- Penalises honest students
- Degrades academic standards
- Reflects on your academic record
- Persistent or blatant plagiarism could lead to expulsion from the university
Is this plagiarism?

You copy and paste a paragraph of text from a website without enclosing it in quotation marks or referencing the source.

YES

This is definitely plagiarism. When you copy the exact words from another source you must enclose them in quotation marks and provide a reference.
Is this plagiarism?

You rewrite the words of another in your essay and don’t include a reference to their work.

YES

Even if you do not directly copy the author's words you must provide a reference when you refer to their work.
Is this plagiarism?

You copy and paste an image from a free website into your essay and don’t include a reference.

YES

You must provide references to images, illustrations, diagrams, data tables etc. that you copy from other sources.
Is this plagiarism?

You copy words from a book into your own work, place quotation marks around them and provide a reference.

NO

It is not plagiarism to copy words from another source as long as you place them in quotation marks and provide a reference.
Is this plagiarism?

You include a fact or saying in your assignment which is generally known without providing a reference.

NO

If a fact is generally well known or “common knowledge” then you don't need to reference it.
LSBU Harvard

- In-text citation in your assignment
- Reference List or Bibliography at the end of your assignment
In-text citation

Format: (Author, year) or (Author, year, page)

Examples:

• For end of sentence
  … other authors have denied this (Hartley, 2019).

• As part of sentence
  Hartley (2019) suggests that …

• As part of direct quote
  “transformation is key to …” (Hartley, 2019, p.74).
Example

…There have been many innovations across the globe to integrate sustainable living and building costs into the industry (Keeler and Vaidja, 2016). But how do engineers and construction workers prioritise the technology they need to develop the design and buildings of a modern world? They need to pre-evaluate the technology using recognised techniques (Shilei et al., 2018). These new designs have been impacted by the proliferation of new materials, and, as Keeler and Vaidja (2016) observe: “walls were freed from their structural role and could be made of thin, lightweight materials” (p.232). These new materials and techniques allow architects and builders to reduce emissions and create homes and buildings that meet new health targets (Scofield and Cornell, 2018) …
Reference List

- Should only contain the details of sources you’ve cited in your work.

- Put all your references in one list under the heading ‘Reference list’.

- Do not list resources by type.

- List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference.


Three or more authors

All authors appear in the Reference List

Only the first named author appears in the in-text citation

One author (Brown, 2018)
Two authors (Brown and Smith, 2018)
Three or more authors (Brown et al., 2018)

et al. = et alia = and others
Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.


Your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.
Which is the correct reference?


Which is the correct reference?


Which is the correct reference?


Which is the correct reference?


Which is the correct reference?


Referencing Tips

Take notes - Be thorough, and remember your access dates!

Be concise – Know which ideas are the authors, not your own

No ordering by type – Do not split into source types

No et al. in reference list – Must list all authors in final reference

START EARLY – Referencing requires brain power!

Formatting all the same – Copy & Paste jobs stand out
Where to get Help
1:1 support

Book a 1:1 with an Information Skills Librarian

go.lsbu.ac.uk/askalibrarian

• Database Searching e.g. Journal articles
• Referencing
• Using RefWorks

Email queries: askalibrarian@lsbu.ac.uk

Research Helpdesk (from 7th October)
3 Bridge
Mon-Fri 12.00-4pm
Any questions?