

ONLINE and LIBRARY RESEARCH



How to find information in the library

Information in the library can be found in various places, depending on the medium. To assist you in locating information, please use the library catalogue, which is available on any networked computer within the school.

- Log on to networked computer
- Load up the internet screen
- Click “Taylor Library Search”

Once the catalogue has loaded, use the search box to type in your search term

If you do not have internet access, go into Start / All Programmes / Accessories / Taylor Library Book Search

Search terms

Searches can be made by **author, title or keyword**. How you enter information can influence the results – if the results are unexpected, try a different way.

For example:

- Remember keywords are not like Google... type in the important words only (ie Globalisation; Othello Criticism; Genetics). If no results under single (ie Acid), try plural. Sometimes worth trying both, as key-words and titles are both picked up in searches, so results may differ.
- Try a similar word, or think about broadening the search, for example Cooking instead of Cookery; Birds instead of Sparrows
- If searching for an author with initials, try with / without stops after the initials. Some of the information is downloaded from library software and we have no control on how it has been entered, if in doubt, try surname only and check results. Check spellings carefully.

If a book you know is in the library does not appear in the results list, then look in the card catalogue. Retrospective computer cataloguing is proactively ongoing.

Results

Search results are presented in a list format that can (depending on the search term) be quite lengthy. Each result will show the medium, and where appropriate location (Dewey number) and availability (how many copies we have, and how many are currently in stock). Results can raise several queries:

- **Periodical articles**

If the medium is Periodical Article, click on this to see the full article. These are articles that have been scanned in at a teacher's request for storage on the library system.

- Results that show "UGI" followed by a number are **Understanding Global Issues documents**, stored in files in the reference section at the top of the stairs.

The number following "UGI" refers to its volume number in the set of folders.

- Books that show **Essential Articles** as a title are reference folders, held in the reference section (as above). Books that are part of the Issues Series are also kept in the reference section.

- **Thames & Hudson's World of Art** series is shelved separately at the bottom of the art / art history section. These are in number (Dewey) order, but on their own.

- **Dictionaries and general encyclopaedias** are all kept in the reference section. Subject-specific reference books are mostly kept in their normal subject area.

- Use the **classmark (Dewey) no** shown to gauge how suitable the book will be to your needs. For example, searching for information on Ancient China will show 24 matches. A result with a Dewey number of 330 means that the book is more about the economy, but will have some reference to Ancient China to have been keyworded as such. A 700s number will mean that the book is in the Arts section, again with reference to the search term. Dewey guides can be found on top of the two card catalogues, and inside the Sixth Form Guide to the Library.

As well as the books and online resources, please bear in mind that we keep a year's worth of all the periodicals that we subscribe to, and we have folders for newspaper-cuttings on specific topics that may be of use to you. These are kept in alphabetical order of subject underneath the library printers. Although these are for reference, photocopies may be made subject to the usual procedures.

Online resources available through The Taylor Library

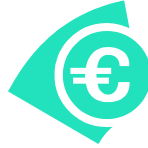
Economax

www.tutor2u.net/economax

Username: abbey

Password: menu

Economics online resource



Issues Online

<http://www.independence.co.uk>

Username: Abbey

Password: 18588

Current issues / topics (debating, PSHE, current affairs, ethics, health etc)



OED online

www.oed.com

Oxford English Dictionary



emagazine (English)

www.emagazine.org.uk

username - emagazine6

password - y37k42



History-ontheweb

www.history-ontheweb.co.uk

Username: stubbs

Password: Pt3c4FNe



Other online resources available via local library membership.

For example...

...if you are a member of **Reading Libraries** (inc Tilehurst, Battle, Caversham) the

following are a few of the online resources available to you:

Encyclopedia Britannica

News UK

Oxford Reference

Times Digital Archive

Various subject specific sites / periodicals, inc New Scientist,

Reading Libraries: <http://www.readinglibraries.org.uk/links/index.asp>

...if you are a member of **Maidenhead and Windsor Libraries**, the following are a few of the online resources available to you:

Times Digital Archive

Know UK

News UK

World Book Online

Grove Art

Grove Music

Maidenhead Libraries: <http://www.rbwm.gov.uk/web/onlinelibrary.htm>

... if you are a member of **Wokingham libraries**, the following are a few of the online resources available to you:

Credo Reference (cross-curricular)

Encyclopaedia Britannica

Oxford Dictionary of National Biography

Grove Art

Grove Music

Wokingham Libraries: <http://wokingham.spydus.co.uk/>

...if you are a member of **Bracknell libraries**, the following are a few of the online

resources available to you:

Encyclopedia Britannica

OED

Grove Art

Grove Music

World Book

Credo Reference

Infotrac

Times Digital Archive

Bracknell Libraries:<http://www.bracknell-forest.gov.uk/learning/learn-libraries/learn-libraries-weblinks.htm>

...if you are member of **Oxfordshire libraries** the following are a few of the online

resources available to you:

Encyclopaedia Britannica

Credo Reference

Grove Art

Grove Music

News UK

Oxford English Dictionary

Who's Who

Oxford Dictionary of Na-

tional Biography

Oxford Reference Online

Times Digital Archive

Oxfordshire Libraries:<http://www.oxfordshire.gov.uk/links/public/>