

Guide to library resources:
**Children and
family studies**



ECU Library

Introduction to the Library

Searching for information can be as informal as browsing the shelf to using the Library's web-based resources. Knowing what to look for and how to do it will save many hours during your studies. This guide is designed to help you find your way around the information resources available in ECU Library. It includes suggestions on developing a search strategy, understanding references, using the catalogue and finding journal articles.

Liberty is the library's web-based learning package. It is a detailed guide to finding information including specific examples which can be worked through. Liberty can be found at <http://www.ecu.edu.au/library/liberty/index.html>

Help is also available at the Library Reference and Enquiry desks and from the EA Faculty Library Team. <http://www.ecu.edu.au/library/faculty/cont-fea.html>

In researching your topic you may need to go beyond the services of ECU Libraries. As an ECU student, you have access and reciprocal borrowing privileges at the other university libraries:

UWA
Murdoch
Curtin University of Technology
Notre Dame
Central Tafe

You can search their Library catalogues from the ECU Library catalogue page or at <http://www.ecu.edu.au/library/collections/catalogues.html>

Developing a search strategy

You have just received your first assignment. Where do you start? A search strategy means thinking through the steps needed to complete the assignment. While you will develop your own method over time, here is a starting point.

Define the topic and scope of your assignment

- Know what your lecturer requires. Ask questions.
- Work out a time frame. When is the paper due? How much time do you need to satisfy what is being asked of you? Set a cut off point when the search ends and the writing begins. You may need to allow extra time in case materials you need are at another campus or already out on loan.
- Use subject dictionaries and encyclopedias to obtain an overview of your topic and identify terms to search on in the Library catalogue and electronic databases. These are found in the Reference Collection and online at:
<http://www.ecu.edu.au/library/findwebsites/index.html>

Which resources do I use?

There is an expectation that you will source references from as wide a range of different formats as possible, for example: videos, DVDs, journals, electronic databases, microfiche or an Internet site. If the assignment is more historical or introductory you may rely more on

books. For very current trends or specific topics, journal articles (in hard copy or electronic formats) and Internet sites may be more useful.

Your unit outline contains a list of references that is often a good starting point.

Referencing and organising your information

Be sure to acknowledge all quotes as well as any ideas that are not your own by referencing their source both in the text of your work and in a list of references at the end. Plagiarism is the deliberate copying of ideas or words of another person or source and passing them off as your own: eg copying and pasting text from the Internet.

The following points will help you recognise references from your reading lists as well as write your own. **Remember - always copy the full referencing details of every photocopy, Internet site, Electronic Database or book that you have taken information from.** This will save the frustrating task of retracing your steps when it comes to referencing at the end.

It is also a good idea to keep a note of what indexes and other search tools you have used (even if not successful) so you don't repeat your steps. If you are saving a search from an Electronic Database include the search history, which details the keywords that you have used in your searches.

Make sure that you have a copy of the Referencing Guide. They are available from the ECU Bookshop or online from the Library Homepage:
<http://www.ecu.edu.au/LDS/pdf/refguide.pdf>

Recognising parts of a reference

BOOK REFERENCE

Author *Date of publication* *Title of book* *Place* *Publisher*
↓ ↓ ↓ ↓ ↓
Beckett, C. (2003). Child protection: An introduction. London: SAGE

JOURNAL ARTICLE REFERENCE

Author *Date of publication* *Title of article*
↓ ↓ ↓
Hunt, G. (1992). Parenting: A survey of community needs.
Children Australia, 17(3), 9-12
↑ ↑ ↑
Journal Title *Volume & issue* *Page numbers*

BOOK CHAPTER REFERENCE

Author of chapter *Date of publication* *Editor of book* *Title of book*
↓ ↓ ↓ ↓
Tsuchiya, K. (2003). Buddhism. In L. Ridgeon (Ed.), *Major world religions: from their origins to the present* (pp. 59-115). London: Routledge Curzon
↑ ↑ ↑
Pages of chapter *Place* *Publisher*

SAMPLE FULL TEXT ARTICLE FROM ELECTRONIC DATABASE

Conley-Jung, C. & Olkin R. (2001). Mothers with visual impairments who are raising young children. *Journal of Visual Impairment & Blindness*, 95(1), 14-29. Retrieved December 15, 2001, from Education Full Text (WilsonWeb) database
↑ ↑
Date Retrieved *Electronic Database*

Reserve Collection

There is a Reserve Collection at every campus library. It is where high demand materials are kept for short term use. Materials can include books, videos, DVDs, and CD-ROMs. Only Edith Cowan University staff or students may borrow from the Reserve Collection.

E-Reserve

E-Reserve is an electronic collection of journal articles, conference papers and chapters/sections of books. Whilst material in the reserve collection is available in print form, increasingly material will be available as e-readings via E-Reserve. As with access to other online library services, E-Reserve can be accessed on or off campus. You will need to authenticate to use E-Reserve items. 'Electronic copy available' indicates that access will be via a pdf scanned copy of the item, while 'electronic document' indicates that you will be linked via a database to the item. As with items placed in the print Reserve Collection, E-Reserve items can be accessed via Reserve Collection icons of the ECU Library catalogue, by Unit code or Lecturer's name. Alternatively, you can search the catalogue by the item's author or title. If a unit code has items available in both the print Reserve Collection and online in E-Reserve, these items will be listed together on the same list.

Note that you can search for journal articles via the E-Reserve by the author or title of the article. However, the standard way to access journal articles is to find out whether the ECU Library system holds the particular journal title for the correct dates in print or electronic form. To do this, search Journals for the title of the journal and if the journal is available electronically you would follow the links through till you reached the correct journal article.

Using the ECU Library Catalogue

Knowing how to use the ECU Library Catalogue is an essential step in effective library use. It is an index to all material held at all Edith Cowan University Libraries as well as providing access to the collections of the other University Libraries in Perth, Central TAFE Library the State Library and public libraries.

These catalogues give the option to search for:

Title
Author
Subject or
Keyword

The search option you choose depends on the information you have and the material you wish to find.

Title and author

To search for a specific book, choose the **title** or **author**. The author option may be best if the title is common, e.g. *Education*. Since all titles are listed in alphabetical order, type in as much of the exact title as you know.

Keyword Search

This option allows you to search for a word (or combination of words) from the titles or subject headings, as well as fields within the catalogue entry (e.g. contents notes, corporate authors). Use this approach when first searching by topic.

Subject Search

To search for material on a particular subject, the subject option can be useful. The search results will provide you with all items held within the library collection on your topic, using consistent terms assigned by the library. The easiest way to perform a subject search is to locate a highly relevant record that you have found doing a keyword search, then clicking on the most appropriate subject term that has been assigned to the record. Then double click the term to bring up all records that are about that subject. An alternative method is to click on subject , type in your term and see if you are referred to the appropriate subject by a See reference, e.g. Intelligence See Intellect.

Limit Search Option

This allows you to limit the results found to specific criteria such as year of publication, additional words, type of material – e.g. video, computer software or campus location.

Some tips:

- Always search the more unusual aspect of the reference. For example, if the title is a common one, e.g. *Introduction to psychology* but the author has an uncommon surname then search under author.
- Always look up the main item. For example, an article is found **within** a journal. **The journal is the main item. The same for a book chapter.**

Reference Material

The first step in any research enquiry is to define your concepts. Clarify your topic by identifying keywords/terms, synonyms, alternative words to use in your search. Obtaining an overview of your topic is an important second step in any research. Seeing where the specific parts of your topic fit into the larger scheme of knowledge can provide a useful perspective from which to start your essay. Subject dictionaries, encyclopaedias, and handbooks are good starting points in these initial stages of research. All these types of material are held in the Reference Collection. A few examples of such sources are:

International encyclopedia of the social and behavioral sciences, R300.3 INT, also available online; The Dictionary of Developmental and Educational Psychology, R155.03 DIC; The International Encyclopedia of Sociology, R301.03 INT; and The Encyclopedia of Child Abuse, R362.7603 CLA.

Some useful Reference Collection items:

R011.62	Various annotated lists of children's books
R016.1554 CHI	Child Development Abstracts and Bibliography. This is a printed index with summaries of the content of selected books and journal articles
R028.52	Various guides to children's literature
R150.3 +	Dictionaries and encyclopaedias of psychology
R300.3 INT	International encyclopedia of the social and behavioral sciences*
R301.03	Various dictionaries of sociology
R306.8745 STR	Grandparents: an annotated bibliography on roles, rights and relationships
R319.4 AUS	Australian Bureau of Statistics publications
R319.4 AUS	Yearbook Australia
R319.4 AUS	Western Australian Yearbook
R348.02 AUS	Acts of the Parliament - Commonwealth of Australia
R348.022 WES	Acts of the Parliament of Western Australia
R354.94 NAT	National Guide to Government
R361-362	Various directories of social service agencies and organisations
R361.003 ENC	Encyclopedia of Social Work
R361.003 TIM	Dictionary of Social Welfare
R994.003 AUS	The Australian Encyclopaedia

*Available online

Shelf numbers in Children and Family Studies

At these numbers on the shelves you may find material useful to your course.

155+	Developmental psychology
155.4	Child development
155.413	Children's cognitive development
155.418	Children's social and emotional development
305.23	Sociology of childhood (children in society and history)
305.5	Social classes
305.8	Ethnic groups and issues
306.8+	Sociology of the family
306.856	Single parent families
306.89	Separation and divorce
361+	Social services and welfare

362.7+	Services for children and young people (incl. day care, institutional and foster care, adoption etc.)
362.76	Abused and neglected children
362.82	Services for, and problems of families (incl. family violence)
371.9	Special education (incl. exceptional and disadvantaged children, learning disabilities)
372+	Primary school education
372.216	Play centres
618.92	Disorders and diseases of children and infants
649.1	Child rearing and home-care of children
790.19	Recreational activities and programmes for children

Journals

A list of important journals in Children and Family Studies follows. Some are held on the library shelves at the numbers given below.

* Available electronically

Australian Journal of Early Childhood	S372.21 AUS*
Australian Journal of Social Issues	S361.994 AUS*
Australian Social Work	S361.994 AUS*
Child Abuse and Neglect	S362.76 CHI*
Child and Youth Care Forum	S362.7 CHI*
Child and Youth Services	S362.7 CHI*
Child Care Health and Development	S155.4 CHI*
Child Care Information Exchange	S362.712 CHI
Child Development	S155.4 CHI*
Child Welfare	S362.79 CHI*
Children Australia	S362.70994 CHI
Developmental Psychology	S155 DEV*
Every Child	S362.70994 EVE*
Exceptionality	S155.45 EXC*
Family Matters	S306.8 FAM*
Family Process	S306.85 FAM*
Impact (ACOSS)	S361.994 AUS
International Journal of Early Childhood	S371.21 INT*
ISA Journal (Incest Survivors Association) (1995- 2001)	S362.76 ISA
Journal of Child and Youth Care Work	S362.7 JOU
Journal of Child Psychology and Psychiatry	S155.4 JOU*
Journal of Divorce and Remarriage	S306.89 JOU*
Journal of Family Psychology	S155.924 JOU*
Journal of Marriage and the Family (1970-2004)	S306.8 JOU
Merrill Palmer Quarterly	S155 MER*
Residential Treatment for Children and Youth	S362.732 RES*
Young Children	S372.21 YOU

Latest issues of print journals are held on the periodicals display stand. Note the "S" prefix in front of the call number ("S" is for Serial - or Journal). The call number indicates where the back issues of these journals are located.

Finding Journal Articles Using Electronic Databases

Databases contain references for many hundreds of journals in a particular field.

To locate journal articles on your topic use an electronic database in your subject area.

The following databases would be suitable for the children and family studies areas, and are available via the **ECU Library Home page**. Under **Online Databases, Databases by Subject**, select **Children and Family Studies**.

ACADEMIC RESEARCH LIBRARY --- covers a wide range of journals some of which are available in full text.

APA-FT (APAIS with Full Text)--- a general Australian index to social issues and welfare material, includes some full text articles.

A+ EDUCATION (AUSTRALIAN EDUCATION INDEX) --- covers Australian material on Education and related topics with some journals in full text.

CHILD ABUSE, CHILD WELFARE AND ADOPTION --- a clearing house of information. New users must register.

EDUCATION FULL TEXT (WILSONWEB) --- an index to the social sciences which includes many full text articles.

ERIC --- a major database for education which is also very useful for topics such as child development and children's services.

PROQUEST CHILDREN'S INTEREST --- includes full text articles.

PROQUEST SOCIAL SCIENCE JOURNALS --- an index to the social sciences which includes many full text articles.

PSYCINFO --- the major international database for Psychology. PsycARTICLES for full text.

SOCIAL WORK ABSTRACTS --- covering social services, social work and related areas.

The following databases may be of interest and can be accessed via the **Databases by Title** link

EXPANDED ACADEMIC ASAP--- another interdisciplinary database some of which is in full text.

FAMILY --- from the Australian Institute of Family Studies.

Metaquest

MetaQuest is a portal that enables access to ECU's online collections. *MetaQuest* allows you to search up to 10 resources simultaneously, including library catalogues and databases, then link to fulltext where available. Fulltext linking is done using "SFX Find it" interlinking technology across a range of resources using a single search interface. You can also link directly to the resources' native interface.

Databases in *MetaQuest* are grouped together by subject categories relevant to courses at ECU, but you can also create your own list of preferred resources. *MetaQuest* allows you to construct alerts to run searches for you.

As with the Library catalogue, you can search for titles, keywords or authors. These databases provide details of article titles, the title of the journal its from, volume and page numbers and usually an article overview or abstract. It is often possible to search under the journal title and scan through the contents pages of various issues.

Many electronic databases provide the full text of the articles indexed. This means you can download, email or print the article directly. This is also an excellent way of retaining the reference details of each article used in your assignment.

Web Resources

The EA Library Web page has resources specific to the Faculty of Education and Arts
<http://www.ecu.edu.au/library/faculty/fac-fea.html>

This page has links to electronic databases and websites relevant to Children and Family Studies. It also includes lists of free E-journals and Learning assistance packages, including Liberty Children and Family Studies module.

Contact Us <http://www.ecu.edu.au/library/contacts/askus.html>

to enquire about general Library services and any problems accessing the ECU Library services and products.

E-Reference <http://www.ecu.edu.au/library/contacts/eref.html>

has an online form to lodge your reference enquiries.

Find Websites <http://www.ecu.edu.au/library/findwebsites/index.html> to access a range of electronic dictionaries, encyclopedias, yearbooks and more!

Have a look at the EA Faculty Homepage at: <http://www.ea.ecu.edu.au>

Statistics

Finding specific data or statistics is another use that can be made of the Reference Collection. In developing your argument in essays and assignments, and in preparing for tutorials, you will often need to verify facts or obtain comparative or recent social statistics.

Use the **AusStats** web based information service from ABS. This is available from the Library website, **Journal articles (Databases) and then Databases by Title.**