

Guide to library resources:  
**Community  
studies**

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## 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*

## 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, Keyword, Call number

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.

Advanced research methodology: an annotated guide to sources	R 016.30072 BAU
Annotated bibliography of Australian rural social research	R 016.30772 ANN
Australian case studies in community development, 1972-1992: an annotated bibliography	R 361.80994 WEB
Australian sourcebooks: social sciences	R 300.16 BRA
Australia's welfare	R362.994 AUS
The Blackwell dictionary of sociology: a user's guide to sociological language	R301.03 LAW
British social attitudes: cumulative sourcebook: the first six surveys	R 303.380941 BRI

A dictionary of cultural and critical theory	R 306.03 DIC
Dictionary of social welfare	R 361.003 TIM
Dictionary of sociology	R301.03 LAW
Directory, self help & support groups	R361.709941 DIR
Families in Australia: a resource guide to the issues of the 90s	R016.30685 OSU
Handbook of psychology online*	
International encyclopedia of the social & behavioral sciences (26 vols)	R 300.3 INT
National mental health report 1994: overview: second annual report: changes in Australia's mental health services in year two of the National Mental Health Strategy	R 362.20994 NAT
National mental health report 1994: second annual report: changes in Australia's mental health services in year two of the National Mental Health Strategy	R 362.20994 NAT
The Sage encyclopedia of social science research methods (3 vls)	R300.72 LEW
Social impact assessment bibliography	R 303.40994 VAN
The social science encyclopedia	R300.3 SOC
The Spinney Press social issues resource directory	R 361.002594 HEA

### **Some major areas of the Dewey Classification System relating to Community Studies**

300.72	Survey methodology
301	Anthropology and sociology
302	Social interaction, social psychology, social behaviour, social relations, social context
302.14	Social participation
302.3	Social interaction within groups

- 302.4 Social interaction between groups
- 302.5 Relation of individual to society
- 303 Social processes
- 303.3 Power
- 303.372 Social justice
- 303.4 Social change
- 305 Social groups
- 306 Culture and institutions
- 307 Communities
- 307.12 Community planning
- 307.14 Community development
- 307.3 Community structure
- 307.7 Specific kinds of communities
- 353.5 Human services (social welfare)
- 323.042 Political participation
- 361 Human services
- 361.1 Social problems
- 361.2 Social action
- 361.61 Social policy
- 361.8 Community action
- 362.2 Community psychology, community mental health, community mental health services

### **Subject Headings in Community Studies**

Aboriginal Australians  
 Children  
 City planning Australia  
 Communities  
 Community arts projects  
 Community development  
 Community life  
 Community organization  
 Community psychology  
 Economic policy Australia

Family  
 Human services  
 Men  
 Older people  
 People with disabilities  
 Political planning Australia  
 Public welfare  
 Regional planning Australia  
 Social justice  
 Social action  
 Social change  
 Social ethics  
 Social participation  
 Social sciences research  
 Women  
 Youth

## Journals

The following are some journals relevant to community studies. Back issues are held in the serials collection of the Joondalup campus library, except where otherwise indicated.

\*Indicates electronic journals. Look up individual titles under **Journal List** in the library catalogue and follow the links to the electronic version. Some links are to the journal homepage, whilst others are to a database which includes the fulltext of the journal.

American Journal of Community Psychology	S362.2042 AME*
Arena Journal	Electronic (back issues MTL/BUN)
The Australian and New Zealand Journal of Sociology	S301 AUS
The Australian Journal of Social Issues	S361.994 AUS*
Community Development Journal	S301.4 COM*
Community, Work & Family	S301 COM*
Critical Social Policy	S361.65 CRI
Evaluation and Program Planning	S300.72 EVA*
Health and Social Care in the Community	S362.1 HEA*
International Journal of Sociology and Social Policy	S301 INT*
Journal of Community & Applied Social Psychology	S302 JOU
Journal of Community Health	S362.12 JOU*
Journal of Community Psychology	S157 JOU*
Journal of Social Issues	S302 JOU*
Journal of Social Policy	S361.25 JOU*
Journal of Sociology: the Journal of the Australian Sociological Association	Electronic
Journal of the Community Development Society	Electronic
Just Policy: a Journal of Australian Social Policy	S361.610994 JUS*
New Community Quarterly	S307.14NEW
Policy Studies Journal	Electronic
Policy Studies Review	S320.6 POL*
Public Welfare	S361 PUB*
Social Alternatives	Electronic (back issues MTL/BUN)

Social Justice Research	S303.372 SOC*
Urban Policy and Research	Electronic

The following journal packages accessible from **Databases by Title** from the Journal Articles (Databases) link from the Library website have articles relevant to community studies.

Blackwell Synergy  
 Cambridge Journals Online  
 Oxford Journals  
 Taylor & Francis Online Journals  
 Wiley Interscience Journal Package

## Databases relevant to Community Studies

### APA-FT

Coverage of largely Australian current affairs, economics, politics, law, health and social science material.

**Academic Research Library** - a generalist database indexing a wide range of journals.

### Current Contents

Indexes over 8000 scholarly journals in all subject areas. Allows cross searching with Web of Science.

### Expanded Academic ASAP

A multidisciplinary research database.

### ProQuest Social Science Journals

Covers many of the main journals in the Social Sciences

## 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**.

## 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.

### **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 be will 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, or use the SFX article locator link via the Journal articles (Databases) link from the Library website.

### **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 Community Studies.

**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>