

Guide to library resources:
Counselling



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

- Be sure you 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 specialist dictionaries and encyclopedias in Psychology and the Social Sciences to obtain an overview of your topic and identify terms to search the Library catalogue and electronic databases. These are found in the Reference Collection and online at: <http://www.ecu.edu.au/library/findwebsites/index.htm>

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.

A good starting point is the list of references for your unit outline.

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've 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

<i>Author</i>	<i>Date of publication</i>	<i>Title</i>	<i>Place</i>	<i>Publisher</i>
↓	↓	↓	↓	↓
Beckett, C. (2003). Child protection: An introduction. London: SAGE				

JOURNAL ARTICLE REFERENCE

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

Psychedelics encyclopedia	R362.294 STA
Psychiatric dictionary	R616.89003 CAM
Psychiatric services directory (W.A.)	R362.209941 PSY
Psychiatry word book with street talk terms	R616.890014 FOR
Short-term psychotherapy and brief treatment techniques	R016.6168914 MAN

* Indicates is available online

Shelf numbers in Counselling

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

153.85	behaviour modification
155.2/.28	personality/personality assessment
155.3	sex role differences
155.4	child development, psychology
155.633	psychology of women
155.69	psychology of ageing
155.9	stress
157	abnormal psychology
158.1	self-help
158.2	interpersonal relations and skills
158.3	helping skills, interviewing, counselling
170, 174	ethics, professional ethics
300.72	social research
302.3	groups (decisions, dynamics)
305.4	women's studies
306.7	sexuality - sociological aspects
306.76	gay/lesbian issues
306.8	marriage and family
306.856	single parent family
306.89	divorce
361.323	counselling (in human services)
362.2	mental, emotional illness, problems
362.28	suicide
362.293	drug abuse
362.76	child abuse, neglect
362.82	family problems, violence
362.88	victims of crime
364+	criminology
364.153	sex offences, rape, etc
616.85	behaviour disorders
616.89	mental disorders, clinical psychology
616.8914	counselling; psychotherapy
616.8915	group therapy
616.89156	family therapy
616.8917	psychoanalysis
616.8982	schizophrenia
618.9289	child psychopathology

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.**

Journals

Some of the more important Counselling journals in the library are

*Available electronically

American journal of psychotherapy	Electronic
Australian and New Zealand journal of family therapy	S616.89156 AUS*
Behaviour change	S616.89142 BEH*
British journal of psychotherapy	S616.8914 BRI
Canadian journal of community mental health	S362.2 COM
Child and family behavior therapy	S616.89142 CH1*
Clinical child and family psychology review	S616.89 CLI*
Clinical psychology review	S616.89 CLI*
Contemporary psychoanalysis	S616.8917 CON
Counselling psychology quarterly	S361.06 COU*
Counselling	S361.06 COU
Family process	S306.85 FAM*
Family relations	Electronic
International journal of psycho-analysis	S150.1952 INT*
The ISA journal	S362.76 ISA
Issues in child abuse accusations	Electronic
Journal of child psychotherapy	S618.9289 JOU*
Journal of community psychology	S157 JOU*
Journal of consulting and clinical psychology	S157 JOU*
Journal of counseling and development	Electronic
Journal of family psychology	S155.924 JOU*
Journal of family therapy	S616.89156 JOU*
Journal of family violence	S362.8292 JOU*
Journal of feminist family therapy	S616.89156 JOU*
Journal of marital and family therapy	Electronic
Journal of marriage and the family	S306.8 JOU*
Journal of mental health	Electronic
Journal of psychology and human sexuality	S155.3 JOU*
Psychoanalytic dialogues	S616.8917 PSY*
Psychoanalytic psychology	S150.195 PSY*
Psychodynamic counselling	S616 .8914 PSY*
Psychotherapy	S616.8914 PSY*
Psychotherapy in Australia	S616.8914 PSY*
Psychotherapy research	S616 8914 PSY*
Psychological assessment	S616.89 PSY*
Psychology of women Quarterly	S155.655 PSY*
Women and therapy	S616.89082 WOM*

Finding Journal Articles Using Electronic Databases

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

The following databases would be suitable for counselling areas, and are available via the **ECU Library Home page**. Click **Journal articles(Databases)**, **Databases by Subject**, select **Counselling**.

PsycINFO

The major index to psychological literature covering journals, book chapters, reports and dissertations

PsycARTICLES

A database of fulltext articles in psychology

PsycBOOKS

ProQuest Social Science Journals	An APA collection of EBooks in psychology
Expanded Academic ASAP	For many US journals in the social sciences
APA-FT Apais with fulltext	An interdisciplinary index of leading research journals Australian social and welfare issues
Social Work Abstracts	International coverage of social work

The following databases may also be useful. They can be accessed via the Databases by Title link.

CINAHL Plus The major international Nursing and Allied Health database
Family and Society Plus 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. 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 the articles 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 databases provide the full text of the articles indexed. This means you will be able to 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, DVD's, and CD-ROMs. Only Edith Cowan University staff or student can 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.

Web Resources

EA Library Web page

Offers 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 Counselling. It also includes lists of free E-journals and Learning assistance packages.

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

an online form to lodge your reference enquiries.

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.

Virtual Reference Library <http://www.ecu.edu.au/library/virtref> 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/>