

Guide to library resources:
**Career Development
& Training**



ECU Library

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I need to ... find items listed on a reading list

- is it a book or a journal citation?
- is the item held in the Reserve Collection?
- is the item held by the Library?

• Is it a book or a journal citation?

Example of a book citation

Worthing, M. & Buck, C. A. (2008). *Escape the mid-career doldrums : What to do next when you're bored, burned out, retired, or fired*. Hoboken, NJ: John Wiley & Sons.

Authors	Worthing, Mary & Buck, Charles A
Date of publication	2008
Book title	<i>Escape the mid-career doldrums : what to do next when you're bored, burned out, retired, or fired</i>
Edition of the book	1 st (as it's not mentioned in the citation)
Place of publication	Hoboken, N.J
Publisher	John Wiley & Sons, Inc.

Journal article citation

Vermeulen, R. & Admiraal, W. (2009). Transfer as a two-way process: Testing a model. *Journal of European Industrial Training*, 33(1), 52-68.

Vermeulen	Vermeulen, Rita. & Admiraal, Wilfried.
Date of publication	2009
Title of article	Transfer as a two-way process: testing a model.
Title of journal	<i>Journal of European Industrial Training</i>
Volume no.	33
Issue no.	1
Page nos.	52-68

• Is the item held in the Reserve Collection?

Recommended readings (print or online format) which have been listed in unit outlines are often placed in *Reserve*. To search for items placed in *Reserve*, use the search box on the library homepage or the catalogue & search the collection by lecturer or unit code.

• Is the item held by the library?

to check for a book

search the catalogue by author, title or author/title

- the catalogue lists print & online [Electronic] versions separately
- if the item is held at another campus or currently is out on loan, use the REQUEST button in the catalogue to place a request/reservation (speak to the Library Loans staff to reserve a 3-Day loan item).
- off-shore & remote students can request a chapter or 10% of a book using the online form at <http://www.ecu.edu.au/library/contacts/docdel/index.htm>

to check for a journal title

search the catalogue by journal title

- use the REQUEST button in the catalogue to place a request for a journal article held at another campus (\$3.30 fee per article) OR - use the “Article locator” link on the library homepage

I need to ... find dictionaries and encyclopaedias

English language & bilingual dictionaries are shelved at **R423**

Oxford English Dictionary Online (OED) (2006).

<http://0-dictionary.oed.com.library.ecu.edu.au/>

Subject specific dictionaries & encyclopaedias

- subject dictionaries and encyclopaedias are usually shelved at their subject number in the Reference collection. As the library doesn't have a dictionary specifically on training or career development, you may need to look at dictionaries on management or education e.g. R658.03 for management & R370.03 for education (as these will pick up training, adult education terms)
- use the keyword search option on the catalogue using the terms: e.g. **management dictionary** or **education dictionary**

International Encyclopedia of the Social & Behavioral Sciences (2001). [http://0-](http://0-www.sciencedirect.com.library.ecu.edu.au/science/referenceworks/0080430767)

[www.sciencedirect.com.library.ecu.edu.au/science/referenceworks/0080430767](http://0-www.sciencedirect.com.library.ecu.edu.au/science/referenceworks/0080430767)

This encyclopedia has several chapters which covers topics of interest

e.g. [Adult Education and Training: Cognitive Aspects](#)

I need to ... find books on a topic

- search the catalogue by keyword
 - search the catalogue by subject
 - useful subject terms for Career Development and Training
 - useful Shelf Numbers (or Call Numbers) for Career Development and Training
 - key e-book packages
- **search the catalogue by keyword**

Use the keyword search option as it's the quickest way to find books on a topic, use the keyword search

Hint:

Use the catalogue's *limit/sort function* button to set your results list preferences. E.g. display online items only, newest items first, most relevant items first, videos only, display Joondalup items only.

- **Search the catalogue by subject**

Each item held is given a “subject term”. Subject terms are based on terms listed in the *Library of Congress Subject Headings* list.

Hints

- as it's expected that the user knows the correct thesaurus terminology, use the catalogue's keyword search option to find a relevant book, then scroll down the page to see which subject terms have been use
- use the American way of spelling e.g. organization
- some of the subject headings do not reflect current terminology e.g. "personnel management" instead of "human resource management"

- **Useful subject terms for Career Development and Training**

[Achievement motivation](#)
[Adult education](#)
[Adult learning](#)
[Career development](#)
[Career change](#)
[Career education](#)
[Career changes](#)
[Educational counseling](#)
[Employees – training of](#)
[Executives – training of](#)
[Job hunting](#)
[Motivation](#)
[Occupations](#)
[Performance](#)
[Professions](#)
[Resumes \(Employment\)](#)
[Vocational guidance](#)

- **Useful Shelf Numbers (or Call Numbers) for Career Development & Training**

Due to the nature of the subject, Career Development & Training Items are shelved at different locations in the library. Within a Call Number, items are then sorted alphabetically e.g 658 AAA, 658 ABA...

Main shelf numbers for sport & recreation management are:

374	Adult education
331.2592	Adult learning
658.0072	Business research methods
331.7	Career change and guidance
650.14	Career promotions or Job applications
650.1	Career success
370.72	Educational research
158.7	Industrial psychology
658.3124	Management & professional training
371.425	Vocational guidance
808.066	Writing skills

- **Key e-book packages**

Many of our online business books are available mainly through [Ebook Library Collection](#) & [Safari Books Online](#).

I need to ... find journal articles & other data

- why use journal articles?
- what are library databases?
- where are library databases located?
- databases with a management focus
- databases with an educational focus
- databases with a legal focus
- databases for company information
- statistical information databases

- **why use journal articles?**

Journal articles generally contain specific and more up-to-date information than is found in books. There is a high expectation that students use journal articles when researching for an assignment

- **frequency:** journals may be published at regular or irregular intervals
- **individually numbered:** each journal issue is usually dated and numbered
- **print or online formats:** most of the journals available at the library started out in print format & are now available online
- **level of academic scholarship:** some journals are published for the general public, some to keep professions up-to-date & some are academic in quality and these are published to disseminate research findings. Academic journals are also called scholarly journals & included in this category are the peer-reviewed or refereed journals.

Audio on different types of journals:

http://www.ecu.edu.au/library/media/Types_of_Journals.mp3.

- **what are library databases?**

Library databases index collections of books & journal articles. Items listed in library databases are sometimes not available at ECU Library.

Databases are:

- searchable: Library database are searchable by keywords, author, journal title etc.
- sources indexed vary: Some databases are "aggregates" (i.e. collections sourced from many different publishers e.g. Proquest 5000) while some databases are publisher collections e.g. SpringerLink
- content indexed varies: some databases index a journal from cover to cover while others index only selected articles of interest
- subscription databases & ECU authentication: as the library subscribes to most of the databases & online resources listed, you will need to authenticate with your ECU ads login & password to gain access when off-campus.

If you decide to use Google Scholar, keep in mind that Google does not have access to many subscription titles & therefore may not index items listed in library databases.

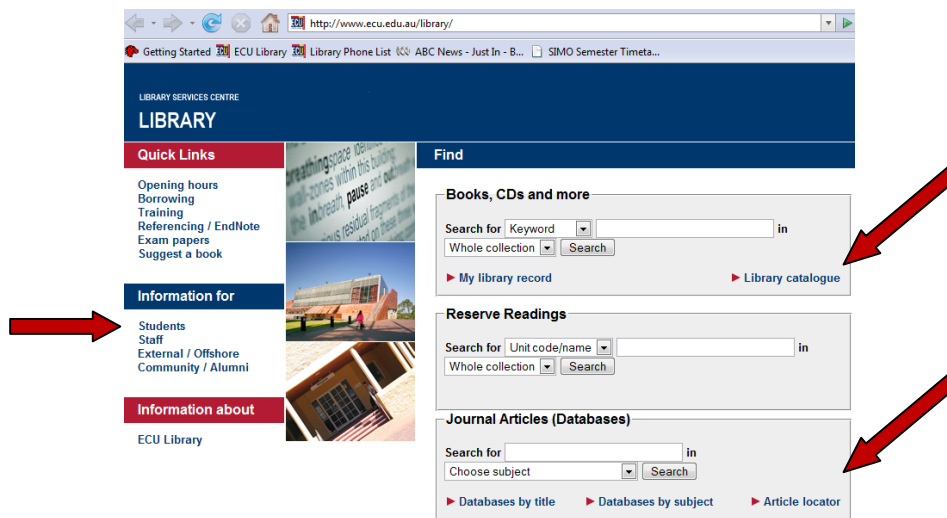
- If an article you want is listed in Google but is asking for a viewing fee \$\$\$, remember to check that title against the ECU Library's catalogue as we may already have a subscription to it.

To set up Google Scholar to link to ECU Library's holdings, follow the instructions in the following link:

http://www.ecu.edu.au/library/system/google_scholar.htm

- **where are library databases located?**

Go to the library homepage: www.ecu.edu.au/library



- **To search for a database title** (e.g. Proquest , Emerald),

Use the title option in the Library catalogue to search for the database title, bookmark the catalogue page for future use.

OR

Choose Databases by title (located below Journal Articles (Databases))

- **To search for databases on a subject (Career Development & Training)**

Click on "*Information for students / Staff*" (left side of library homepage) & locate the link to "Resources by Faculty & Subject" on the side tool-bar

OR

Choose Databases by subject (located below Journal Articles (databases))

- **To search across multiple databases concurrently**

The “Quick” search box on the library homepage

- automatically searches Proquest 5000, Emerald, Academic OneFile, APA-FT and eLibrary Australasia
- leave the search box empty (if you enter multiple terms, it may treat the search as a phrase search)
- at “Choose Subject” prompt, select “Business
- click on the Search button
- use the Advanced search box to enter your search

OR

Select your own set of databases to search

- click on Databases by Subject
- click on MetaSearch
- in the 1st column click on “Business”
- in the 2nd column click on “Career development & training”
- click on the GO button
- click on a tick box next to the database listed

- **databases with a management (training) focus**

ProQuest 5000

ProQuest 5000, is a suite of databases indexing over 10,090 publications, with almost 60% available in cover-to-cover fulltext. Content level varies from practical & theoretical information to scholarly.

Search the entire ProQuest 5000 suite or select specific business databases. There is an option to translate articles into a selected range of languages.

Emerald

Emerald is a fulltext database of over 175 quality peer-reviewed journals with indexing available from 1967 & fulltext archives going back to 1994. Subjects include major management disciplines, accounting, engineering, computing, marketing, operations, & economics. All articles are available online.

Academic OneFile

This multi-disciplinary database indexes more than 8000 journal titles. Only journal articles selected by the editors are indexed or available in fulltext. Articles can be machine translated into a selected range of languages. (Expanded Academic Index is a sub-set of Academic OneFile).

APA-FT

Published by the National Library of Australia, APA-FT is very useful for Australian coverage. Only journal articles selected by the editors are indexed or available in fulltext.

E-Library Australasia

e-Library Australasia is a full-text database with information drawn from more than 2,000 full-text magazines, newspapers, books, transcripts, maps, pictures, educator-approved websites from Homework Central®, and audio/video files.

ABIX (Australasian Business Intelligence)

Access ABIX through the News & Companies tab on **LexisNexis** database. ABIX is a business information database with an emphasis on Australia, New Zealand and the Asia-Pacific region. (fulltext not included).

Factiva

Keep up to date with current news. Factiva provides fulltext indexing and access to over 9,000 sources including newswires and newspapers etc. Content is searchable by topic, publication source, company, subject, industry, region, language, date range.

TVNews

TVNews is a searchable database of videos sourced from Australian television news, current affairs and selected documentaries from the free-to-air networks. TVNews is updated daily.

Web of Knowledge

Web of Knowledge is the umbrella name covering three ISI databases

- the **WEB OF SCIENCE** citation index (tracks who cites whom),
- **CURRENT CONTENTS** (indexes the current content pages of over 8000 scholarly journal titles, abstracts written by authors)
- **JOURNAL CITATION REPORTS** (shows journal impact factors i.e. a measure of how frequently a journal's articles are cited)

AIM Management & Training Database (AIMMAT)

This database covering management, training, human resources, communication and marketing and is produced by the Library of the Australian Institute of Management NSW Training Centre Limited.

- **databases with an educational (training/learning) focus**

The following databases are useful for articles on learning/adult learning & teaching/training.

A+ Education

Formerly known as AEI: the Australian Education Index, A+ Education covers Australian education, management, policy administration, psychology, sociology, teaching and training.

ERIC (Proquest or EBSCO)

ERIC is a database specialising in education, including training and adult education. It is a database of over 1.2 million items and indexes not only journals but also includes books, conference papers technical reports etc.

PsycInfo

This database includes over two million citations and summaries of journal articles, book chapters, books and dissertations. Articles on career development and counselling are approached from a psychological perspective (indexes PsycArticles).

PsycBOOKS

PsycBOOK indexes the chapters of 800 books published by the American Psychological Association and other publishers. Articles on career development and counselling are approached from a psychological perspective (indexes PsycArticles).

- **databases with a legal focus**

CCH Online, CCH Corporations Law, CCH Tax Law

The library subscribes to CCH "looseleaf services" which typically contain expert commentary, legislation and case notes. Titles of direct interest to career planning students are *Managing training and development* and *Human resource management*.

- **databases for company information**

Jobson's Online

An online version of Jobson's Yearbook of Public Companies and Jobson's Mining Book, this database provides information on Australian & NZ listed companies.

Business Who's Who of Australia

A Dun & Bradstreet publication, this is a searchable database of company information by company name, product, turnover etc.

- **databases for statistical information**

Australian Bureau of Statistics 

This comprehensive online collection includes statistics, articles, white papers and research reports on Australian social trends, industry, economic issues e.g. *ABS 6254.0 Career experience, Australia*. For items pre-dating online content, check the ECU's catalogue library holdings. The ABS print collection is shelved at R319.4 AUS

I need to ... find career development & training journals held by the Library

To search for all career development & training journal titles held by the library, use the keyword search option using the words [training periodicals](#) or [career periodicals](#).

The following key journals are held by ECU Library either in print or online

[*Australian journal of career development*](#)

[*Career development for exceptional individuals*](#)

[*Career development international*](#)

[*Career development quarterly*](#)

[*Career world*](#)

[*Development and learning in organizations*](#)

[*Human resource management international digest*](#)

[*International journal for educational and vocational guidance*](#)

[*International journal of training research*](#)

[*Journal of career assessment*](#)

[*Journal of career development*](#)

[*Journal of management development*](#)

[*Journal of staff development*](#)

[*Journal of workplace learning*](#)

[*Occupational outlook quarterly online*](#)

[*OVAE review*](#)

[*People management*](#): the magazine for professionals in personnel, training & development

[*Pfeiffer annual*](#) (for facilitators, trainers, and consultants)

[*Training*](#)

[*Training and development in Australia*](#)

[*Training & management development methods*](#)

[*Training journal*](#)

I need to ... find ways to easily keep up to date

- **Read the new newspapers, journals & books received by the library**

New material can be read either in the library or online e.g. *the Australian financial review*, *Business news*, *Business review weekly*, *Smart Investor*, *Time (Australia)*, [Advertising age](#), may be found online through the Factiva database

- **Use a database alerting service**

Most library databases (e.g. Proquest, Emerald, the ECU Library catalogue etc.), have the facility for users to set up an alert on a specific topic or journal title. You specify the topic or journal title, specify how often you want to receive an alert & the database will notify you by email or an RSS feed whenever the database acquires new material matching your profile.

See the FAQ on database alerting services
http://www.ecu.edu.au/library/databases_alerts.html

I need to ... find dissertations

- **ECU theses**

Print copies are held at the home campus of the ECU student while microfiche versions are available on all other campuses at the following Call Numbers:

378.242 Honours (only specially nominated theses)
378.243 Masters
378.244 PhDs
378.245 Doctorate (by coursework)

Online copies - more recently published theses may also be available online through the Australasian Digital Theses (ADT) <http://adt.caul.edu.au/>

Search for ECU theses in the catalogue using the keyword search option, using the terms [Edith Cowan University dissertations](#)

- **Theses from other universities**

ProQuest Dissertations and Theses

This database is an index over 930,000 Masters and PhD. theses from universities around the world. Most business theses should be available in fulltext. If searching this database through Proquest 5000, click on the Dissertations results tab to view items found.

Australasian Digital Theses (ADT) Program <http://adt.caul.edu.au/>

ECU is a participant of a new national collaborative distributed database of digitised theses of PhD and Masters by Research. Some ECU theses have been digitised and included since 2006.

Links to Relevant Websites

Career development http://www.ecu.edu.au/library/faculty/fac-car_dev.html

Training <http://www.ecu.edu.au/library/faculty/fac-training.html>

Management <http://www.ecu.edu.au/library/faculty/fac-manag.html>

Find websites <http://www.ecu.edu.au/library/findwebsites/index.html>