

## Postgraduate Students Frequently Asked Questions

www.library.uow.edu.au

For more information contact the Research Training Librarian  
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<b>Databases. How do I ...</b>	<b>Answer</b>
identify databases?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Databases</i></li> <li>• Click on your Faculty</li> <li>• Select a database. At the Ezproxy login screen enter your email username &amp; password</li> </ul>
obtain a list of <b>additional databases</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Databases / For researchers: Additional databases</i></li> </ul>
obtain the <b>password</b> for FirstSearch?	<ul style="list-style-type: none"> <li>• Ask at Research Help Desk (4221 3548)</li> <li>• Contact your Faculty Librarian</li> <li>• Contact the Research Training Librarian</li> </ul>
<b>track an article</b> to find out who has been citing it?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Databases/ W / Web of Science</i></li> <li>• Click on <i>Cited Ref Search</i></li> </ul>
locate <b>conferences</b> in my research area?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Information for / Researchers / Publishing / Finding conferences and their proceedings</i></li> </ul>
identify <b>high impact journals</b> in my subject area?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Researchers / Where do I publish?</i></li> <li>• Contact your Faculty Librarian</li> <li>• Contact the Research Training Librarian</li> </ul>
keep up to date with my research by using automatic <b>alerts</b> on databases?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Researchers / Databases/ Email alert - keep up to date</i></li> </ul>
check if another Australian library holds a <b>particular journal title, book or thesis</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Databases / By title: L / Libraries Australia</i></li> </ul>

<b>Support. How do I...</b>	<b>Answer</b>
contact the <b>Research Training Librarian</b>	<ul style="list-style-type: none"> <li>• <i>Library homepage / Contact us / Faculty Librarians</i></li> </ul>
contact my <b>Faculty Librarian</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Contact us / Faculty Librarians</i></li> </ul>
find out about my <b>borrowing rights</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Borrowing information</i></li> </ul>
apply to borrow at <b>other university libraries</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Borrowing information /Borrowing / Borrowing from other libraries</i></li> </ul>
request an <b>item not held</b> in this library?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Document delivery</i></li> <li>• Ask Document delivery staff (4221 3549)</li> </ul>
access the Library's <b>Postgraduate Rooms</b> ?	<ul style="list-style-type: none"> <li>• Ask at Research Help for the access code</li> <li>• You will need a current student ID</li> </ul>

<b>Library Catalogue. How do I...</b>	<b>Answer</b>
access the Library <b>Catalogue</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Catalogue</i></li> </ul>
check if the Library holds a <b>particular journal</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Catalogue / Journal Title</i></li> </ul>
view the <b>books I have borrowed</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Catalogue / View your borrowing record</i></li> </ul>
place a <b>hold</b> on a book?	<ul style="list-style-type: none"> <li>• If the book you require is not available, click on the <i>Hold</i> button at the top of the screen</li> <li>• Enter you details as requested</li> </ul>
<b>email</b> catalogue records?	<ul style="list-style-type: none"> <li>• Perform your search</li> <li>• From the list of records, tick the box/es</li> <li>• Click on <i>Saved Marked Records</i></li> <li>• Click on <i>Export Saved List</i></li> <li>• Type your email address and click on <i>Submit</i></li> </ul>
search <b>other Library catalogues</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Catalogue / Search other library catalogues</i></li> </ul>

<b>EndNote. How do I...</b>	<b>Answer</b>
learn about the information management program <b>EndNote</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Researchers / Publishing / EndNote</i></li> </ul>
<b>register</b> for an EndNote class?	<ul style="list-style-type: none"> <li>• Attend a free Workshop by registering at the Research Student Centre</li> </ul>

<b>Theses. How do I...</b>	<b>Answer</b>
<b>find</b> theses in my research area?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Researchers / Theses / How to find theses worldwide</i></li> </ul>
view online <b>theses</b> in my discipline?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Digital thesis / Search ADT database</i></li> </ul>

<b>More Help. How do I...</b>	<b>Answer</b>
locate <b>other topics</b> of interest?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Resources by topic</i></li> </ul>
find relevant <b>web sites</b> ?	<ul style="list-style-type: none"> <li>• <i>Library homepage / Resources for assignments</i></li> <li>• <i>Library homepage / Resources by topic / Web directories</i></li> </ul>
get <b>more help</b> ?	<p><b>Face-to-face</b></p> <ul style="list-style-type: none"> <li>• Contact your Faculty Librarian</li> <li>• Contact the Research Training Librarian</li> <li>• Ask your Postgraduate Coordinator or Lecturer if a faculty specific Library information session has been organised</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Complete an online tutorial. Tutorials are available from: <i>Library homepage / Teach yourself tutorials</i></li> <li>• Email your Faculty Librarian or the Research Training Librarian</li> </ul>