

SELF ASSESSMENT CHECKLIST

If you answer **NO** to any of the following statements contact the Liaison Librarian or Research Help desk staff on (02) 4221 3548.

Library databases

	YES	NO
I know Summon is a good starting point to search for journal articles and books across multiple databases and the catalogue		
I am aware of the top 3 relevant databases for my area of research		
I know I can use Web of Science and Scopus to extend my research (both of these databases cover all disciplines)		
I know that the Research Edge tutorial shows me how to advance my research skills		
I know to search the Libraries Australia database to locate books, journal titles and theses held in Australian libraries		
I know the ULRICHs database will help me identify relevant, refereed journal titles		
I know the JCR database will help me identify relevant, refereed journal titles and will also provide impact factors		
I know the PapersInvited database will help me identify relevant conferences		
When searching a database I can ... <ul style="list-style-type: none"> truncate a search term to broaden results <i>eg. advertis* to retrieve advertise, advertisement, advertising</i> combine terms to narrow results <i>eg. advertising AND internet</i> combine alternative terms to broaden results <i>eg. internet OR world wide web</i> 		
I can limit a database search ... <ul style="list-style-type: none"> to review articles to articles within a particular journal or within refereed / peer reviewed journals to articles by a particular author by year of publication 		
I know how to print, save, email database records		
I know how to save database records to import into EndNote		
I know I can test my research skills at: <i>Library homepage > Information for > Researchers > Self assessment > Discover your research skills</i>		

Summon, Catalogue

I know how to...	YES	NO
check my borrowing record under <i>Summon, Catalogue > My Info</i>		
check my reading history under <i>Summon, Catalogue > My Info</i>		
search for journals (print & electronic) under <i>Summon</i>		
search for: books, dictionaries, encyclopaedias, theses under <i>Summon</i>		
limit a search by: Year of Publication, Format (<i>e.g. ebook</i>) under <i>Summon</i>		
email records		
set up preferred searches and mark them for email alerts		
place a hold on an item out on loan		
access other libraries' catalogues under <i>Classic Catalogue > More options</i>		

Keeping up to date

I know...	YES	NO
how to keep up to date using email alerts or RSS feeds		
the Keep up to date guide is available from <i>Library homepage > Information for > Researchers > Keep up to date</i>		

Support

I know...	YES	NO
I can make an appointment with a Liaison Librarian if I need help		
I can make an appointment with the Research Training Librarian if I need help with information on the <i>Research Resources</i> web page or if a Liaison Librarian is unavailable		
I can request material from other libraries using the Document Delivery service		
the Library has a Postgraduate room with computers and reading chairs		
the Library runs face-to-face workshops specifically for HDR students		
I can suggest an item(s) for purchase		
the Library has online tutorials available from <i>Library homepage > Help > Teach Yourself: online tutorials</i>		
Library guides, such as information on Patents, Standards and Statistics are available from <i>Library homepage > Information for > Researchers</i>		
about my Borrowing rights i.e. number of items and for what period		
I can apply to borrow from other university libraries		
the Library website includes links to subject related resources – <i>Library homepage > Guides</i>		
the Library has the Academic Space with computer facilities (Academics only)		

EndNote

I know...	YES	NO
the Library conducts EndNote training		
the Library's EndNote workbook is available from: <i>Library homepage > Information for > Researchers > Publishing > EndNote</i>		
citations from most databases can be saved and imported into EndNote		
Summon records can be saved and imported into EndNote		

Theses

I know...	YES	NO
the Finding Theses guide is available from: <i>Library homepage > Information for > Researchers > How to find theses worldwide</i>		
to locate relevant theses I must search a number of databases such as the Library catalogue, Libraries Australia, Dissertations Abstracts, WorldCat		