

Reference Databases Course Outline

Duration:

Half day

Databases Covered:

Reference platform: SACat Plus, SA Citations, SA News

Target group

Learners participating in this programme are assumed to have basic computer and Windows literacy. Learners will mainly include serious information seekers needing information for reasons such as research, studies, market expansion, personal upliftment etc.

Objectives of the workshop

The session covers the methodology of where and how to look for and find references to books and articles. The Reference Platform consists of databases like SACat and ISAP amongst others which contains bibliographic information referring to books, journals, audio-visual items, technical reports, electronic resources, news articles and other information material.

Topics covered

1. Overview of databases available to find details of books, journals, audio-visual items, technical reports, electronic resources, news articles and other information material
 - a. In depth detail of each of the above database's content
 - b. Coverage and content of each database
 - c. Main use of each database

2. Interface

- a. Navigational Buttons
- b. Explanation of different panes
- c. Various hyperlinks

3. Searching

- a. Basic Search
- b. Advanced Search
- c. Refine a search
- d. New search
- e. Searchable parts of the item
- f. Saved Searches
- g. Search History

4. Viewing of Records/ Results

- a. Brief and full display formats of records
- b. Navigating between search results

5. Marking, Printing and E-mailing of records

- a. Display marked Items
- b. E-mail button
- c. Print display button
- d. Mark result button
- e. Mark all results button

6. Advanced Search Strategies

- a. Boolean
- b. Proximity
- c. Truncation
- d. Wildcards

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7. Linking finding books and articles to Interlending

8. Assessment of competence

- a. Hands-on exercises
- b. Discussion of hands-on exercises