

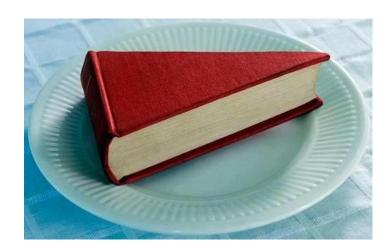


# May I help you?

Services & resources of the Library system

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Social sciences libraries

15th October 2014







## WELCOME!

# Today we will see how to:

- search resources available at Padua University libraries and locate them;
- have access to the library services like document delivery, off-campus access, bibliographic management...





All Padua University libraries belong to the **University Library System** (*Sistema bibliotecario di Ateneo* = SBA) which coordinates libraries' main activities and services.

http://bibliotecadigitale.cab.unipd.it/





#### Using the library

The resources shelf (ITA)
EasySearch
Off-campus connection
Reference management
Training courses
Interlibrary loan
Document delivery
About publishing
Digital repositories

### What are you looking for?

Books and journals Articles and databases Citations Digital collections Ask a librarian

#### About you

Students Scholars Visitors





## SBA developes advanced services such as:

- Online Public Access Catalogue (OPAC);
- Access to scientific databases;
- Availability of electronic journals;
- Inter-library loan and Document delivery service;
- Bibliographic management (RefWorks);
- Off-campus access to the library resources (auth-proxy);
- Introduction courses and personal reference.





Padua University Library system has chosen an organisation by network of libraries (*POLI*) according to the different scientific areas.

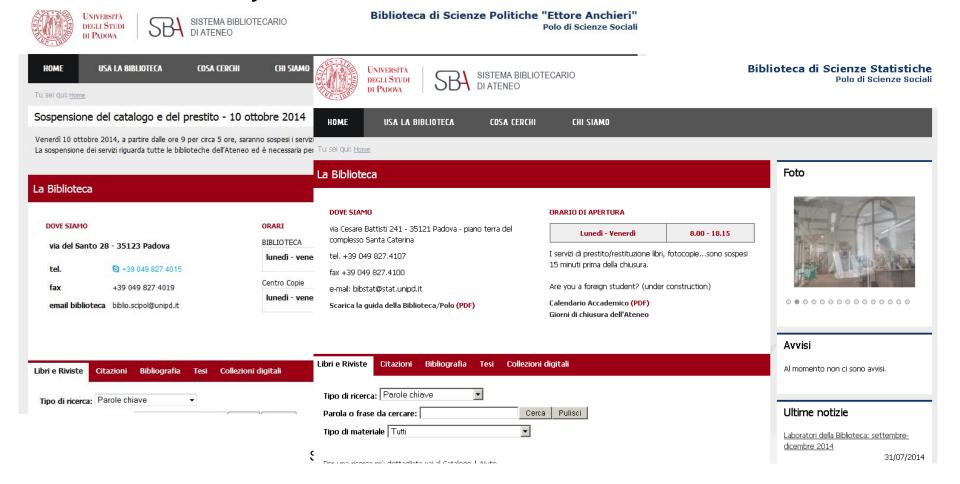
The network of **Social Sciences Libraries** is called *Polo di Scienze sociali* and includes the following libraries:

- Biblioteca di Scienze Politiche Political Sciences Library
- Biblioteca di Diritto Comparato Comparative Law Library
- Biblioteca di Scienze Statistiche Statistical Sciences Library
- Centro di Documentazione Europea European Documentation Centre
- Biblioteca di Geografia Geography Library
- Biblioteca di Scienze Economiche & Aziendali Economics Library
- Emeroteca del Polo di Scienze Sociai Social Sciences Journal Library





# Visit the website of <u>Political Sciences Library</u> and of <u>Statistical Sciences Library</u> and discover all the services reserved to you!







# How can I access a SBA library?

- In some libraries you are requested to leave your university card at the information desk - in order to enter and to have access to all of the documents.
- Most of library material is available on open shelves, but there can be collections not immediately accessible to the public.
- In all the libraries your are requested to show your university card in order to borrow books.





# What can I find in my library?

### **Printed material**

- Books
- Journals
- Newspapers
- Encyclopaedias
- Cartographic material
- Dictionaries

### **Electronic material**

- E-journals
- E-books
- Databases
- CD/DVD's





# What can I do in my library?

- search the online catalogues for books, journals and other materials;
- ask the librarians for assistance;
- photocopy part of the library materials in accordance with copyright regulations;
- use PC to search bibliographic databases or to check your email.





## The main tools for the bibliographic search are:

 Catalogs: A list of the documents possessed by one or more connected libraries, containing information about the physical location of the documents and much more;

## – Data Bases:

- 1. Bibliographic databases: organized digital collections of references to academic literature, especially journal and newspaper articles (e.g. <u>Scopus</u> and <u>Web of Science</u>);
- 2. Full-text databases: collections where you can find the whole text of the document you are looking for (e.g. <a href="SocIndex">SocIndex</a> or <a href="EconLit">EconLit</a>).





# **OPAC** (Online Public Access Catalog)

- It is the comprehensive catalog of books, journals, e-books and e-journals possesed by the <u>Library System of Padua</u>: all the Padua University libraries togheter with the main libraries of the city of Padua.
- It is used to locate and retrieve a document.
- It can be accessed everywhere by everyone.

Pay attention! You can't reach single articles through OPAC: for that kind of documents you need to search databases.





- You can search the <u>Catlogue</u> through different strategies:
  - Basic search
  - Search by fields
  - Advanced search
  - Search by lists





#### Catalogo Generale: Ricerca semplice Cambia catalogo...



## A basic search offers you the possibility of choosing:

- The field that you want to search
- The kind of publication that you want to find







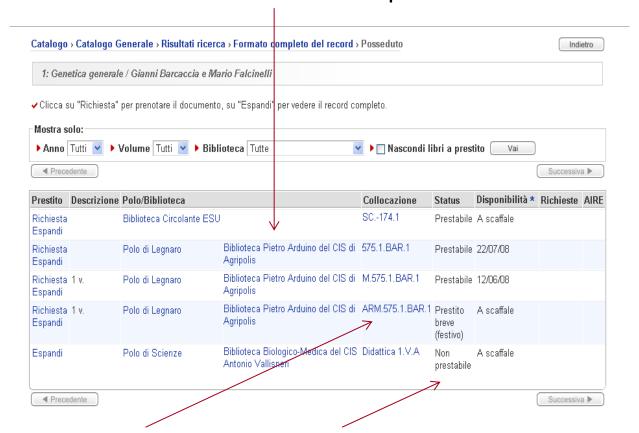
## The search by fields gives you the possibility of:

- Searching different fields of the catalog simultaneously
- Filtering the results you've found out





## Retrieve it! You can see which libraries possess the document,



the location and the availability of the document.





- You have the possibility to retrieve printed documents in different ways:
  - By a local loan (only for books).
  - By photocopying (remember that according to the law you can photocopy only 15% of a book).
  - By asking for the service of document delivery, if you need an article published in an academic journal not owned by SBA libraries.
  - By the service of Interlibrary loan (only for books), if the book you're looking for is not present in SBA libraries.





If the catalog search brings you to an e-journal or an e-book...



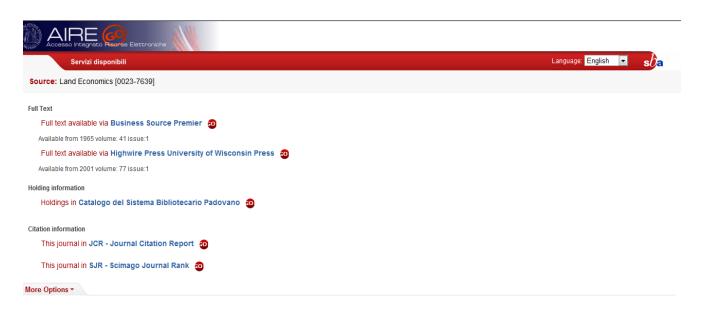
... you can get the full-text by clicking on button







 AireGo bottom displays a list of advanced services for your resource: not only the access to the full-text, but even the *Impact factor* of the journal, document delivery, bibliographic management, google scholar...







## **The Digital Library of Padua**

provides you with a single access point to all the electronic resources & the related services of UNIPD libraries.

If you are looking for scientific articles, databases, digital collections, thesis... this is the right starting point!







Try the <u>CERCAFACILE</u> (easy-search) service of BDP. It's the easiest way to find an electonic resources. Are you looking for articles about *statistics of corruption*? Select the *Bibliography* field, then the disciplinary area and finally digit one or more key-words.







If you need to make a more specific and accurate search enter the **Portale AIRE** from the *Articles and more* field of Cercafacile.







Another comfortable tool to see all the resources selected by the Library System for single disciplinary areas is the Digital Library's

## SCAFFALE DELLE RISORSE

(Resources shelf).

With this service you can select the electronic resources also by language and by type (fulltext databases, eprints, multimedia, thesis, online newspapers, search engines...)





# **BSE, SocIndex, Econlit, International political sciences abstracts, JSTOR...** check every social science's resource and find the most useful for your work.

Aree disciplinari	DigiZeitschriften - das deutsche digitale Zeitschriftenarchiv	Tipo di risorsa
AGRARIA, VETERINARIA (45) BIBLIOTECONOMIA E SCIENZE DELLINFORMAZIONE (8) BIOLOGIA (105) CHIMICA, SC. DEL FARMACO (124) ECONOMIA, STATISTICA (53) FISICA, ASTRONOMIA (13) GEOLOGIA (21) INGEGNERIA CIVILE ARCHITETTURA (47) INGEGNERIA INDUSTRIALE E DELLINFORMAZIONE (40) LETTERE, LINGUE, ARTI (146)	[Mostra/nascondi descrizione]  © Cerca con il portale Aire  © Directory of Open Access Journals - DOAJ - Search Articles  [Mostra/nascondi descrizione]  © Cerca con il portale Aire  © Dizionario biografico degli italiani  [Mostra/nascondi descrizione]  © Cerca con il portale Aire  © EconLit (EBSCO)  [Mostra/nascondi descrizione]	Banca dati bibliografica (20) Banca dati fulltext (9) Catalogo (0) Collezione di periodici (12) E-Prints (1) eBooks (14) Enciclopedia, Dizionario (2) Motore di ricerca (4) Multimedia (10) Portale tematico (5) Quotidiano (1) Tesi (0)
MATEMATICA, INFORMATICA (24)  MEDICINA (48)  POLITICHE DELLUNIONE EUROPEA (7)	© Cerca con il portale Aire  © Encyclomedia : quida multimediale alla storia della civiltà europea  [Mostra/nascondi descrizione]	Lingua  ARABIC (0)



# my**Print**

You can use your university card to make copies, according with copyright rules.

Enter in Ricoh website: <a href="http://padova.ricohmyprint.it">http://padova.ricohmyprint.it</a> and ask for an account







Use our pc station for your bibliographic research. Enter with your institutional email @unipd.it or @studenti.unipd.it

Otherwise use <a>Off-Campus connection</a>!







Did you find interesting articles through Padua Digital Library? You don't need to be *on-campus* to download their full-text.

With the <u>auth-proxy</u> service you have access to the electronic resources even *off-campus*, from Italy and abroad.





You are just requested for an institutional email address, like @studenti.unipd.it or @unipd.it.

But please fulfil the use policy!

If these conditions are violated, publishers can prevent access to the resources of the entire community of users of the University.





# **Document Delivery**

An article held your interest but it was published in a journal **not owned by our University**? Ask to *Social sciences Emeroteca* a Document delivery service.

You can make a request up to a maximum of 4 articles per week, by loging at <u>NILDE</u>. For copyright reasons you will receive the print version (not a file!)

Waiting period may vary, depending on the provider libraries. Emeroteca staff will promptly notify you when the document arrives.



Are you working on your PhD dissertation or on a paper? Problems with the setup of your references?

RefWorks is a online bibliographic manager designed to help researchers at all levels easily gather, organize, store and share all types of information and to instantly generate citations and bibliographies.





Take a look to RefWorks tutorials and FAQs.

It's easy to use and it can really semplify your work, with advaced services like:

- export research data from hundreds of different databases;
- import web page bibliographic information;
- insert citation text directly in your work sheet;
- generate bibliographies choosing between hundreds of citation styles.



# Copyright

Troubles with copyright regulation? Do you want to learn more about Creative Commons licenses?

You know that in the digital era it is more and more important to be familiar with your rights both as author and as user.

Visit the <u>copyright pages of SBA</u> for documentation, useful links and news. You will discover how scientific dissemination can coexist with the respect of copyright.



## Reference service

Are you writing your PhD dissertation or an research article? SBA also offer to you a personal reference service: professional librarians provide you with direction to library collections and expertise on multiple kinds of information from multiple sources. Just schedule an appointment!





# Don't miss your train!



Are you in trouble with the Library system resources & services? Check the list of courses that librarians prepared for you: www.cab.unipd.it/Corsi-SBA-Iscrizione

Knowing your library

#### Come to:

- · welcome day
- open day library



Searching for books, journal and articles

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- Instruments: Catalogues, Digital Library

#### If you are a student:

- How to survive to your thesis
- Refworks

Developing your research

#### Sign in:

#### DATABASE AND WEB RESORCES

- political sciences
- economic sciences
- law sciences
- statistical sciences

#### If you are a phd student or

#### a teacher:

- Scientific communication and Open Access
- Research evaluation
- Copyright and plagiarism
- Refworks





So...

See you soon at the Social sciences libraries

