Library Search | Ketu

Library Homepage > Search box in the middle of the screen  [http://www.otago.ac.nz/library](http://www.otago.ac.nz/library)

Library Search will help you to find print and electronic Books, Articles and more on your topic. Just enter your keyword/s, author, or title, then narrow your results by type, date, etc.

- **Sign in** first for best results (or you will exclude many relevant resources)
- Once signed in, you can **Request** items or scans of articles, chapters, etc.
- Use the **Advanced Search** to enter your search strategy

NOTE: Library Search does not include everything that the library has access to, so you’ll also want to repeat your search in the recommended databases listed on your Subject Guide.

Subject Guide  [http://otago.libguides.com/peace](http://otago.libguides.com/peace)

Library Homepage > Services for Teaching > Subject Guides > Peace and Conflict Studies

Subject Guides bring together the main resources that the library holds to support research in your subject areas. Explore the tabs for links to find **Journals, Databases, Books** and more!

- Also look out for **Other Relevant Subject Guides** to identify more useful databases.
Article Databases

Library Homepage > Article Databases  
http://www.otago.ac.nz/library/databases

Once you are familiar with the best databases for your research topic, you may find it is faster to access these via the A-Z lists on this page, or Popular Databases list (on the right).

Database Search Tips

- Use the Advanced Search whenever this is available, to enter multiple search terms.
- Use AND between lines/boxes to combine more than one difference concept.
- Use OR between words to find synonyms, acronyms or equally relevant words.
- Use “quotation marks” to find exactly the phrase that you entered.
- Use an asterisk* (or other truncation symbol) to find variant endings to a word.
- Limit/refine results (before/after searching) to Academic/Scholarly/Peer Reviewed.
- Limit/refine results (before/after searching) to a relevant Publication Date range.

Many databases will let you Create an Account, to save your searches, results, etc.
Many databases will also let you set up an Alert, if new relevant content is added.

Article Link

Sometimes your results will describe relevant articles, books, and book chapters, but not provide access to the full-text. If this is the case, you will see the Article Link icon or the link text Otago Article Link (e.g. in Google Scholar):

Click on this button or text link. This will use the citation details to search across our library resources to see if we have a copy. If we don’t hold it, you can place an interloan request.

Interloan Service

Library Homepage > Services for Research > Interloans  
https://otago.vdxhost.com/zportal

This service allows you to request both loans and copies (scans) of any material that is not available here at Otago. We’ll find out if another library has a copy that they can share.

- All copy requests are FREE.
- All loans from Australian or NZ libraries are FREE.
- Overseas Loans cost $25, which can be charged to a department, research grant or paid for personally.
Click on **Create Request** for copies of book chapters and journal articles and then fill in the request form.

OR

Click on **Search & Request** to find a record for a book by Title/Author then click on **Get It** to automatically fill in the request form with the full details for the book.

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**Book Recommendation Form**

Library Homepage > Online forms (Quicklinks in page footer) > Book Recommendation

[http://www.otago.ac.nz/library/online_forms.html](http://www.otago.ac.nz/library/online_forms.html)

Use this form to recommend books for the library to purchase (print or ebooks).

- Please indicate on the order form if you would like to place a hold on the book (we’ll let you know when it arrives in the library, and set it aside for you to borrow first).
- You can also order books through your supervisor, or Subject Librarian if you prefer.

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**EndNote – Easily Manage your Bibliography!**

EndNote is software that you can use to organize your references, store PDFs, and create perfectly formatted bibliographies instantly in the citation style of your choice. EndNote is available on the student desktop, or you can purchase a copy of the software from ITS ($25). Just let me know if you’d like to book a time for me to teach you how to use it (60-90 mins).

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**Thesis Information**

Library Homepage > Find > Thesis Information

[http://otago.libguides.com/thesisinformation](http://otago.libguides.com/thesisinformation)

Consult this page for links to support, and for help with:

- Planning your thesis
- Finding existing theses
- Reviewing the literature
- Copyright (e.g. using images, graphs)
- Writing your thesis (format, style)
- Submitting your thesis (formatting, binding, submitting electronic copies)
- Publishing (where to)

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**Leaving Town? Contact the Distance Library Service**

Library Homepage > Services for > Distance Students  
[http://otago.libguides.com/distance](http://otago.libguides.com/distance)
If you are planning a research trip, etc. then the library can send you books and electronic copies of journal articles and book chapters. Contact the Distance Library Service to sign up.
  - Freephone: 0800 347 826 or 0800 distant (NZ only) (24 hour answer phone)
  - Email: distance.library@otago.ac.nz
  - Phone: 64 3 479 8940 (24 hour answer phone)
  - Online Request Form

Reciprocal Borrowing If you live in one of the main centres around New Zealand you may use the local University Library to borrow books (excluding the University of Auckland). You’ll just need proof of your enrolment here at Otago, and your address details to join up.

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Services for Research

Library Homepage > Services for Research

This page includes links to many of the services described above, and other useful links:
PostGraduate Workshops Across the University

There are many different university support services offering workshops for PostGraduates.

Library PostGraduate Workshops

Keep an eye on the library website, for our series of workshops for PostGraduate students.

Graduate Research School Workshops and Events

Throughout the year, the Graduate Research School holds numerous workshops and events. 

http://www.otago.ac.nz/graduate-research/study/community/events/index.html

Workshop materials from all GRS doctoral sessions is available on the GRS Blackboard site.

Student Learning Development Workshops

Student Learning Development > Research & Thesis

http://www.otago.ac.nz/hedc/students/index.html

Offer regular workshops on topics such as: thesis writing, publishing during candidature and presenting your research at a conference. See

http://hedc.otago.ac.nz/workshop/list.do?type=SLC

Workshops offered through the year include:

- Managing the writing process
- Presenting research at conferences
- Preparing for the oral examination
- Publishing during candidature
- The research journey
- Leading postgraduate groups
- Thesis writing for postgrads
- Engaging with the literature
- Planning for academic careers
- Introduction to qualitative research
- Introduction to quantitative research
- Mixed methods research
- Collaborative writing

IT Training Courses

Student training on such programs as Endnote, Word, PowerPoint, R and SPSS are offered by Information Technology Services. Workshops are subsidised for students, but there is usually a small charge ($5 - $20) to attend. Courses offered throughout the year include:

- Endnote overview (Mac or Windows PC)
- Excel Kick Start (the basics of Excel, as well as formulas, functions and charts)
- Excel Graphs (making good graphs for those familiar with making basic graphs in Excel)
- Word (basic courses include: Kick Start, Headings, Styles, Inserting Objects)
- Word Thesis formatting (advanced features to help prepare a thesis or long document)
- Introduction to SPSS (set up a data file, modify data and do simple statistical analysis)
- Making conference posters (preparing a poster and laying out text and graphics)
- R data analysis walkthrough (set up a data file, modify data, run analyses, plot graphs)
Any More Questions? Talk to Your Subject Librarian!

Phone/email me with your query, or to make an appointment with me:

  o Email: christopher.seay@otago.ac.nz
  o Phone: 03 479 8976