

# **Electronic Information Resources for Academic Skills**

Mgr. Tereza Schwarzová Matýsová

Ústřední knihovna FF MU

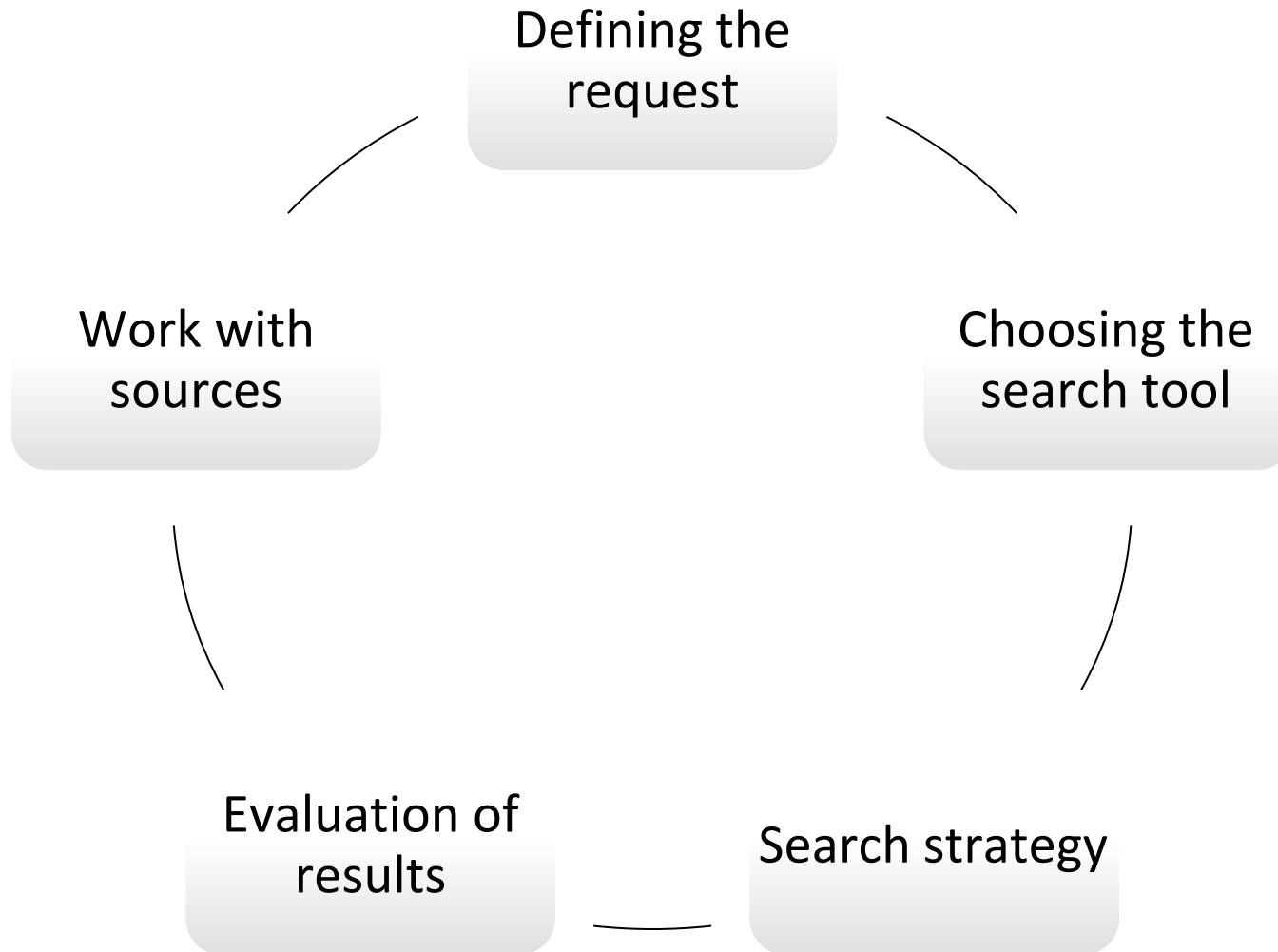
October 14, 2024

# Agenda

I

- Brief overview of information resources
- Search principles
- Services and resources of the [Electronic Information Resources Portal](#)

# Road to information



- Defining the request
  - What are we looking for?
  - What information is missing?
- Choosing the search tool
  - Where will we search?
- Search strategy
  - How will we search?
  - What keywords will we use?
- Evaluation of results
  - Will this source be useful
- Work with text
  - How are will we take notes?
  - How will we make citations?

## Choosing a source

<b>books</b>	encyclopedias textbooks, manuals, interpretative dictionaries, conference proceedings, monographs, ...	print and electronic	→ library catalogues → specialist databases
<b>articles</b> (journals)	review articles, analyses, news articles, ...		→ specialist databases → digital libraries
so called <b>grey literature</b>	final theses, corporate literature, exhibition catalogues		→ academic and other repositories
special sources	reproductions, videos, datasets, ...	electronic	→ specialist databases → academic and other repositories

# Road to information

→ work systematically

- ◆ at the beginning, create a concept map of the topic

→ take notes

- ◆ what sources have you searched
- ◆ what keywords you used
- ◆ what search strategies
- ◆ with how much success?

→ systematically preserve the sources found ([citation managers](#))

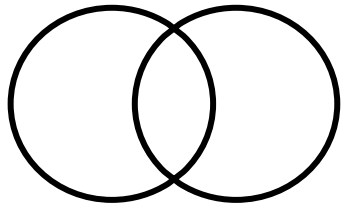
- ◆ annotate them, write down notes, what made them interesting, what they fit
- ◆ make sure you always have enough information to trace them back

# HOW to search

- defining the topic – keywords, synonyms, relationships between them
- choosing the right source – by field of study, type of document...
- see help, search examples; watch basic tutorials
- use various search function of the system
- select search criteria and restrictions
- if more information is found, refine the query, if not enough information is found, generalise the query

# Operators and wildcard characters

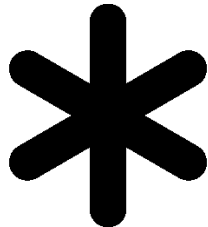
for creating a search query



Boolean operators



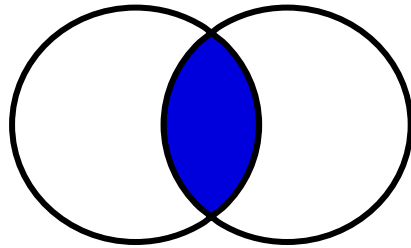
Phrase search



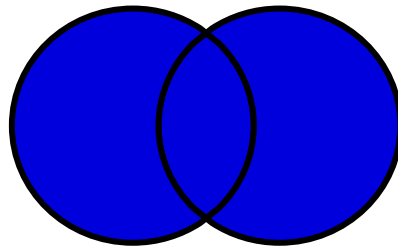
Wildcards

# Boolean operators

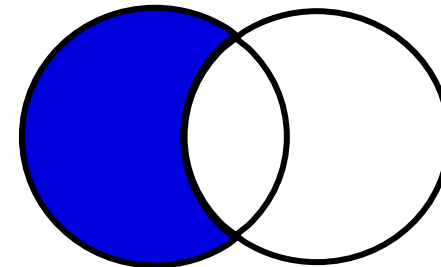
allow you to combine or exclude search terms



AND



OR



NOT

- operetta **AND** film
- criticism **OR** interpretation
- "Game of Thrones" **NOT** book



# Phrase search

" " [quotation marks] indicate the exact phrase

- "actor-network theory"
- "Steven Spielberg"
- "To be, or not to be, that is the question"

# Wildcards

- \* [asterisk] ? [question mark] replace one or more characters
  - psycholog\* (psychology, psycholoist, psychological...)
  - gr?y literature = gray and grey literature
  - ?ampus = kampus and campus

Note: They vary according to the system.

# MU Electronic Information Resources

Available through:

**EIZ MU** portal <https://ezdroje.muni.cz>

**library web** <https://knihovna.phil.muni.cz>  *Catalogues & resources*  Information  
Resources at MU

[remote access](#) for MU students and lecturers

# Services of the EIZ MU portal

- list of databases
- sources by field of study
- trial versions and news
- remote access setup
- MUNI Discovery Service

# MUNI Discovery

- allows simultaneous searching of different databases available for MUNI with one query - <http://discovery.muni.cz>
- to access the full texts it is necessary to be connected to the MUNI university-wide computer network (computers at MUNI, [remote access](#))

## Search articles, books, journals & more

Advanced search

Full Text

Peer Reviewed

Available in Library Collection

All time 

# Full Text Finder - MU resource discovery service

Full Text Finder is used to link bibliographic and abstract databases with full texts of articles available for MU, MU online catalogue or web services (Google Scholar) - so called *intelligent or context-sensitive linking*



Full Text Finder

# Example 1

Thesis topic: „**narrative analysis of film Manderlay**“

# Example 1 - solution

- MUNI Discovery => advanced search
- Into the field „**Subject terms - SU**“ insert **“narrative analysis” AND Manderlay**. The result is xy records.

## Tip: Too many results?

- do not use too general terms
- the AND operator is convenient; "don't be afraid of phrases"
- use advanced search (keywords, abstracts)



# Multidisciplinary databases of MU

Examples:

- [ProQuest Central](#)
- [EBSCO](#)
- [SpringerLINK](#)
- [ScienceDirect](#)
- [Wiley InterScience](#)
- [JSTOR](#)
- [SAGE Journals](#)
- [Oxford Journals](#)
- [Cambridge Journals](#)

# Resources for film and audiovisual studies

- <https://knihovna.phil.muni.cz/katalogy-a-zdroje/prehled-doporucenych-zdroju/filmova-veda> - guidebook of information resources (czech only)

# Database of e-books for MU (selection)

- [EBSCO eBook Academic Collection](#) – Almost 400 000 professional e-books
- [GALE e-books](#) (selection of electronic encyclopaedic books on sociology, education, literature, etc.)
  
- for more e-books see [portal EIZ MU](#)

# Electronic library catalogues

## Complete Catalogue

- [Complete Catalogue CZ](#)
- Complete Catalogue MU <https://katalog.muni.cz/> (including the catalogue of Central Library FoA MU)
- Catalogue of Libraries of Czech Academy of Sciences - <https://katalog.lib.cas.cz/AV/> (including Centre for Classical Studies)

## Electronic catalogue of one library

- Catalogue of Moravian Library <https://vufind.mzk.cz/?lng=en>

## The whole CZ

- [Knihovny.cz](#) - portal for unified access to the services of Bohemian and Moravia libraries, searching catalogues of all participating libraries from a single search line, including the Czech Library Catalogue

Tip: [Inter-library loan service \(ILL\)](#) Central Library FoA MU

# Digital libraries - multidisciplinary (examples)

## Foreign:

- Europeana <https://www.europeana.eu>
- Internet Archive <https://www.archive.org>
- Projekt Gutenberg-DE <https://www.projekt-gutenberg.org/>
- Manuscriptorium <http://www.manuscriptorium.com>

## Czech:

- Czech Digital Library <https://ceskadigitalniknihovna.cz/>
- Digital Library of FoA MU <https://digilib.phil.muni.cz/>

# E-loan

- Scanned books from faculty library collections
- available from a PC in the library or remotely
- It is not possible to make copies

## Rules for access:

- The book must be borrowed before viewing (online)
- It is possible to only borrow one book at a time
- The loan period is 3 hours
- Available in the same number as their physical copies

# Diploma theses

- MU Thesis Archive - <https://is.muni.cz/thesis/?lang=en>
- Theses.cz <https://theses.cz/>
- DART-Europe E-theses Portal <https://www.dart-europe.org/>
- ProQuest Dissertations & Theses Global  
<https://ezdroje.muni.cz/prehled/zdroj.php?lang=cs&id=689>

# I can't find the full text: open source

- don't underestimate [Google Scholar](#) or [Google Books](#)
- don't be afraid of [Open Acces](#)
- list of academic journals available (not only) online  
[Elektronische Zeitschriftenbibliothek](#)



# I can't find the full text: libraries

- try the [library catalogue of MU](#) to find out if the magazine is subscribed to by **any of the MU libraries** in paper form

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- a large number of **libraries from all over the country** can be searched at once through the portal [KNIHOVNY.cz](http://KNIHOVNY.cz); you can then order the article in paper form via ILL ([Inter-library loan service](#))

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- a large number of libraries from all over the country can be searched at once through the portal KNIHOVNY.cz; you can then order the article in paper form via ILL (Inter-library loan service)
- If the article is not available in the Czech Republic, you can often **purchase it directly from the database**; you can order a paper copy of the article through [International inter-library loan service](#)

## **Thank you for your attention**

Mgr. Tereza Schwarzová Matýsová

For questions on this topic write to [matysova@phil.muni.cz](mailto:matysova@phil.muni.cz)

Contact us [knihovna@phil.muni.cz](mailto:knihovna@phil.muni.cz)

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