Passwords
Most Library electronic journals and databases can be used on or off campus and you should login to the Portal for access. If you have problems opening full-text, check the Passwords Guide at: http://library.ulster.ac.uk/electronic/passwd_faq/

Exam Papers
Exam papers are available online from 2001 and you can access them on the Learning Resources tab in the Portal.

Citing References
Accurate and consistent referencing is essential in academic work. The Library Social Sciences Guide to Harvard Referencing is online at http://library.ulster.ac.uk/soc/harvard.pdf. The Refworks database can also help you organise references. Refworks training sessions are available throughout the year.

Library FAQ’s
My passwords won’t work. What’s going wrong?
Check out the Library passwords guide at http://library.ulster.ac.uk/electronic/passwd_faq/ or ask us for help.

Will databases always provide me with full text articles?
Not always – use the Find It button to link to full text if available or contact the Subject Librarians for help finding full text.

Jordanstown Library doesn’t have the book or article I need?
If the book is on another campus, request it using an Intercampus Loan form. If the item isn’t in any of the University Libraries, use our Document Delivery Service. For more information about this service go to http://library.ulster.ac.uk/documentdelivery/ or ask at the Library help desks.

Social Work
Library Quick Guide

September 2012

Contact Details

Niall Burns (Sub-Librarian)  nd.burns@ulster.ac.uk  (028) 9036 6970

Joanne Knox (Assistant Librarian – Jordanstown Campus)  j.knox@ulster.ac.uk  (028) 9036 8178

Online Enquiries: http://library.ulster.ac.uk/contact/enq.php

Book Renewal and Information Line  (028) 9036 8530

Library Information Point  (028) 9036 6964

Getting started
Access all library services including the Library Catalogue, Reading Lists, Electronic Journals and Databases by logging into the Portal at http://portal.ulster.ac.uk and selecting Learning Resources.
Books and pamphlets

Use the Library Catalogue to find books in the library. You can also reserve and renew books and check your borrower record online using the My Account option.

Some useful shelf numbers

<table>
<thead>
<tr>
<th>Social work</th>
<th>361.3</th>
<th>Children’s services</th>
<th>362.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social work practice</td>
<td>361.32</td>
<td>Family welfare</td>
<td>362.82</td>
</tr>
<tr>
<td>Youth work</td>
<td>362.7083</td>
<td>Social policy</td>
<td>361.61</td>
</tr>
<tr>
<td>Group work</td>
<td>361.4</td>
<td>Counselling</td>
<td>361.06</td>
</tr>
</tbody>
</table>

Most books and pamphlets are shelved on the ground floor of the library. The short loan and part-time loan collections are shelved in the Short loan room behind the book issue desk.

E-Books: The library has a growing collection of eBooks which you can also access using the Library Catalogue.

Reading Lists: Many reading lists are available online and you can link to them through the Portal or in Blackboard.

Journals

Most library journals are now online. The Electronic Journals link on the Learning Resources tab in the Portal provides a complete list.

Tip: Use the Electronic Journals list to check if a journal title is available online e.g. British Journal of Social Work. Use library databases to find journal articles on a topic.

Web Links

Library Guide to Social Work
http://library.ulster.ac.uk/soc/socialwork/socworkweb.php
Key web resources for social work
Social Care Institute for Excellence
http://library.ulster.ac.uk/soc
Excellent website for those in the caring professions

Best Databases for Social Work

Social work

- Proquest includes
  ASSIA – Applied Social Science Index and Abstracts
  Social Services Abstracts – social work, social welfare
  Sociological Abstracts
- Social Care Online – key social work database with information on all aspects of social care
- Ovid SP includes
  Medline – health and medicine
  PsycInfo - psychology
- CINAHL – nursing and allied health
- Childlink – children, young people and families
- SAaRIH – Safeguarding Adults at Risk Information Hub

Related Social Science

- Web of Knowledge: ISI Web of Science
- Scopus
- Community Wise – communities, social policy and welfare
- IBSS (International Bibliography of the Social Sciences)
- National Criminal Justice Reference Service Abstracts
- Criminal Justice Abstracts
- British Education Index

News

- Nexis UK – local, national and international newspapers

Keeping up to date

- Zetoc Alert

Finding library databases: log into the Portal, select Learning Resources, then choose the database from the A-Z list.