

Guide to...

Public Service Resources

This guide is designed to introduce you to key public service and general resources. It should be used in conjunction with other guides and **Pilot** (the University Library's online tutorial). They are all available from the University Library's web site: www.libweb.anglia.ac.uk and can be accessed off-campus. Please remember you will need your **University Login** to access most online resources from the University Library website.

1. Books and E-Books

- Use textbooks (and monographs) for a good overview to a topic, or for useful background information. Books may also contain in-depth research and references to further reading.
- To find books on your reading list or on a subject use the University Library website **Quick Search for books, e-books and multimedia materials**: www.libweb.anglia.ac.uk/. **Quick Search...** will enable you to check if items are available to borrow (*on shelf*) and at which library, and the shelf number (location) and to reserve them if they are on loan or at another library. **You will need to log-in (using your University Login) to reserve (and renew items).**

Key location numbers:

Business	650s	Social research	300.72
Fire service	331.37.../ 363.37	Social sciences	300
Police service	363.2s	Social welfare	360s
Public administration	350s	Sociology	301
		Study skills	371.30281

















- A demonstration of searching for a specific book can be found in **Pilot**, the University Library's online tutorial: www.libweb.anglia.ac.uk/pilot/module1/1_2/_1/index.html.
- **E-books** - some textbooks and dictionaries will be available online and therefore accessible off-campus. E-books are searchable and allow you to find the smallest bit of information. E-books can be accessed by searching or browsing **Quick Search for books, e-books and multimedia materials**. **You will need to log-in (using your University Login) to access e-books**. In most cases you can print, download, and copy and paste text (within copyright limits) from e-books.
- To identify what other books have been published beyond those held by Anglia Ruskin, use other libraries' catalogues and websites such as the **Copac**[®] library catalogue (www.copac.ac.uk) and **Google Books** (<http://books.google.co.uk/>). You can borrow books and request photocopies of journal articles which we do not stock via our Inter-library Loans Service: www.libweb.anglia.ac.uk/services/ill.htm.


2. E-Journals, Journals and Journal Articles

- Academic journals, such as **Public Administration** will provide you with good quality and up-to-date academic information such as articles, book reviews and the latest research, much of

which may not be found elsewhere. A selection of print and online journals (e-journals) is listed below and overleaf.

2.1 Finding a specific journal or journal article

- ⇒ You can find specific journal articles from the University Library's website (www.libweb.anglia.ac.uk/) by searching by *journal title* (NOT article title) in **Journal Finder** (on the left hand menu). **Journal Finder** includes both online and print journals to which Anglia Ruskin subscribes. **You will need to log-in (using your University Login) to access online journals from the University Library website.** Print journals are available in the Journals Collection and are arranged alphabetically by title.
- ⇒ Demonstrations of finding electronic and print journals articles can be found in **Pilot**: http://libweb.anglia.ac.uk/pilot/module1/1_2/_2/index.html
- ⇒ Key journals currently available in print at the Cambridge site Library and/or available online:
 - Ambulance UK** (the official title for the Ambulance Service Association)
 - British Journal of Criminology** (criminology: delinquency, deviant social behaviour) 
 - Crime Prevention and Community Safety** (covers policing & criminology) 
 - CJM: Criminal Justice Matters** (criminology, young offenders, delinquency)
 - Fire** (the voice of fire fighting and fire prevention since 1908)
 - Fire Prevention and Fire Engineers Journal** (Formerly known as Fire Prevention)  only
 - Fire Safety Journal**  only
 - Howard Journal of Criminal Justice** (criminal justice, penology, prison, probation) 
 - HRMagazine**  only
 - International Journal of Police Science and Management** 
 - New Statesman** (weekly magazine covering politics & current affairs) 
 - Police: the Voice of the service**
 - Police Journal** (discusses issues of policing and offers advice on how to tackle them) 
 - Police Review** (up-to-date news about British police forces)
 - Policing & Society: an International Journal of Research and Policy**  only
 - Policing Today** (covers policy, working methods, legal and parliamentary changes)  only
 - Policy & Politics** (public policy issues in Britain, Europe and the rest of the world) 
 - Prison Service Journal**
 - Public Administration**  only
 - Social Science Research** (social science research and methodology)  only
 - Sociology Review**
 - Soldier** (official magazine of the British Army)
 - Youth & Society** 
 - Work, Employment & Society** (sociology of work/employment) 

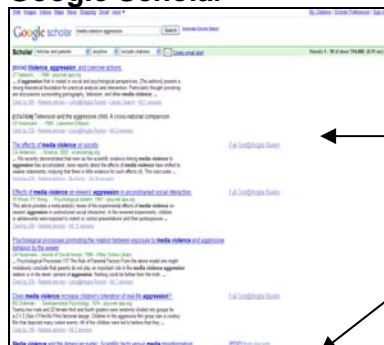
 Available online via the University Library's website.

2.2 Finding journal articles on a subject or a person (using Databases)

- ⇒ Use databases to identify individual journal articles and other material on a subject or person. Databases will contain either the whole article (full text) and/or references to journal articles. Find out more about searching databases in **Pilot** module 2.4: www.libweb.anglia.ac.uk/pilot/module2/2_4/_2/index.html. For help with planning your search see also **Pilot** module 2.3: www.libweb.anglia.ac.uk/pilot/module2/2_3/index.html.
- ⇒ If you need to find only a few articles on a topic, search **Google Scholar**. **Google Scholar** will give you a **quick overview of what journal articles, reports etc., have been published on a topic**. You must set-up **Google Scholar preferences** as indicated on the **Google Scholar** page: <http://libweb.anglia.ac.uk/ebooks/scholar.htm>, and log-in to the

University Library website to access full-text journal articles to which Anglia Ruskin University Library subscribes.

Google Scholar



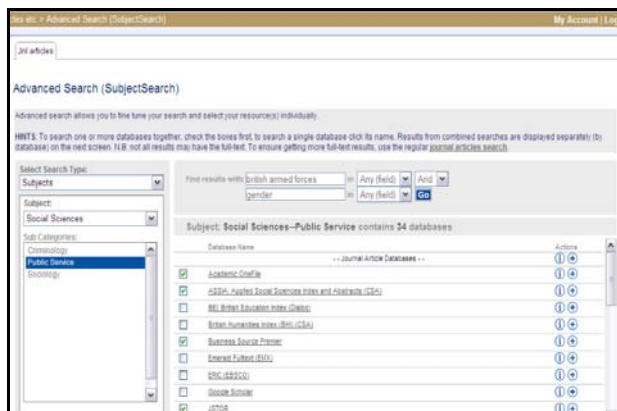
Google Scholar:

ARU subscribed resources will be shown by **Full-Text@Anglia Ruskin** links; free publications are often shown by **PDF** and **HTML** links.

- Alternatively, use the University Library website **Quick Search for Journal articles, research papers etc:** www.libweb.anglia.ac.uk.
- If you need more specialist information, or simply need to find more journal articles and other sources on your subject, use the University Library website's **Advanced Search**. To do this, log-in to the University Library web site and select **Advanced Search** (top tab or from left hand menu), then select **Social Sciences** from the subject drop-down menu next to journal articles, research papers etc. and click **Go**.

Public Service Advanced Search page

- Click on **Public Service** from the list of sub-categories (left hand menu as shown in diagram). You can search individual databases by clicking on the title of the database. Alternatively, you can search a number of databases together by clicking on the boxes next to each title. You could also access individual databases using **Database Finder**.



- Key databases for Public Service include:

Academic OneFile (Gale)

References, abstracts (summaries) and full text articles from thousands of largely peer-reviewed (quality checked) journals, together with reference, newspapers, magazines and audio sources, covering most subject areas. It is a good place to start your research, but it has a slight American bias in terms of content.

Applied Social Sciences Index and Abstracts (ASSIA) (Proquest/CSA)

References with abstracts and some full text links to journal articles from around 650 UK, US and international journals (from 1987) on a wide range of social science topics.

Business Source Premier (EBSCO)

References, abstracts and full text articles from thousands of largely peer-reviewed (quality checked) journals and trade magazines etc.

- If you find little or nothing, consider searching other databases listed on the **Advanced Search** page for Public Service, and for other subjects.
- If you're unable to find a print copy or full text of an article you can request photocopies of journal articles which we do not stock via our **Inter-library Loans Service**: www.libweb.anglia.ac.uk/services/ill.htm.
- In most cases references can be saved to USB/other storage devices and emailed. References can also be saved to **RefWorks**, a reference management service from which you can also compile bibliographies in variety of styles. More details are available at: <http://libweb.anglia.ac.uk/referencing/refworks.htm>.

3. Internet (Web) Resources

- Don't forget to make full use of the University Library's website **Advanced Search** for **Public Service** for links to good quality, academic web resources.
- Use the **Virtual Training Suite** tutorials to help you identify and evaluate key information on the Web – visit www.vtstutorials.co.uk/. In addition **Internet Detective** (an online tutorial) will help you with all aspects of evaluating Internet/web resources: www.vts.intute.ac.uk/detective/
- There is also a wide range of search engines which allow you to search for information on the Internet, of which Google is probably the best known. Keep your search as precise as possible otherwise you will retrieve thousands of hits. There are also a number of academic search engines specialising in academic literature, of which **Google Scholar** is the best known. You can search and access full-text of journals articles via Google Scholar **if you log-in to the University Library website first**.
- Use mailing lists, e-forums, e-alerts, and social media such as, blogs, e.g., **Social Science Weblogs**: www.sociosite.net/weblogs.php#javascript and **Public Sector Bloggers**: <http://publicsectorblogs.org/>

4. Other Resources

4.1 Dictionaries, encyclopaedias and handbooks

You may be able to find definitions and short overviews to subjects via Wikipedia. However, for reliable and good quality academic information, consider using some of our dictionaries and encyclopaedias in print and/or online: e.g. **A dictionary of law enforcement**, **Dictionary of policing** and **The business student's handbook** (all available in print and online).

4.2 BoB and DVDs

BoB or **Box of Broadcasts**, allows you to record, watch, create clips and playlists from a vast TV and radio archive. **BoB** can be accessed via **Database Finder** and **Advanced Search**. Visit the **BoB** page for more information on using **BoB**: <http://libweb.anglia.ac.uk/academic/bob.htm>

The Cambridge site Library has a large collection of documentary and feature films and TV programmes on DVD, and equipment on which to view them. Use the Library website **Quick Search** to search for DVDs – you can search by title if you know it, or search by subject and limit your results to DVDs (or videotapes) using the Results list option **Limit to**:

4.3 Newspapers

Use newspapers for coverage of specific topics and current affairs. Online versions of The Times, The Guardian and The Independent etc. can be accessed by searching the database

UK Newspapers Online from the University Library website's **Newspapers** page, or **Quick Search** for newspapers.

4.4 Statistics (data sources)

An excellent way to back up your arguments, but open to misuse and misinterpretation!

⇒ Key online statistical sources include:

UK National Statistics Publications Hub: www.statistics.gov.uk/hub - the primary source of government produced (official) statistics in the UK, which can be browsed by theme or searched by keyword.

⇒ Key statistical series such as **Annual Abstract of Statistics**, **Focus on...**, **Social Trends** and **Regional Trends** are available in print (in the Journals Collection) and online: <http://www.statistics.gov.uk/onlineproducts/>

4.5 Research Sources

Use research guides to identify whether groups or individuals have already carried out research in your area. Useful online research guides available (via **Advanced Search** and **Database Finder**), include:

Australian Digital Theses Program

A database of digitised theses produced at Australian Universities.

Index to Theses

Bibliographical information and some links to full text on theses accepted for higher degrees by the universities of Great Britain and Ireland.

4.6 Other Libraries

Anglia Ruskin University students may use some other university and college libraries as we participate in a number of co-operative schemes. For further details, please refer to the **Using Other Libraries** page: www.libweb.anglia.ac.uk/helpdesk/others.htm.

5. Help

You can access help in many ways:



Appointments: we operate an appointments system for one-to-one help with information searching. Make an appointment to see your librarian using the **Book A Librarian** page: http://libweb.anglia.ac.uk/bookalibrarian/index_bal.html.

Your librarians are:

Thelma May thelma.may@anglia.ac.uk

Karen Ready karen.ready@anglia.ac.uk



If you need help or advice about using any of our library services, click on the Library website **Ask us** box/link to chat or send a query. Alternatively, contact us via the University Library website: www.libweb.anglia.ac.uk/askus/.



Enquiries Desk: if you need help with your research, please ask us in person at the Enquiries Desk.



Online guides and online tutorials: consult other library guides: www.libweb.anglia.ac.uk/guides/guides.htm. **Pilot** is our online tutorial covering all aspects of information searching and referencing: www.libweb.anglia.ac.uk/pilot/. **Study Support**

Service online study skills guide are also available:
http://web.anglia.ac.uk/anet/student_services/lsdrt/index.phtml. NB you will need to have logged in to my.anglia to access study skills guides.



Training: Library training may also be arranged by your lecturers as part of your modules. **Skills@Uni** drop-in sessions are also available on most aspects of general information searching and study skills during teaching weeks. Find out more:
www.libweb.anglia.ac.uk/helpdesk/train.htm.

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