First Year In: FYI

First Year In: FYI

UNIVERSITY OF GALWAY LIBRARY

CREATED BY THE ACADEMIC SKILLS TEAM IN THE LIBRARY

Contents

The Library at the University of Galway welcomes and supports all 1st years in their transition to third level education.

As part of your studies, you will be required to find and use scholarly information sources to conduct research for your assignments and assessments. This will include using a myriad of different sources including books and peer-reviewed journal articles. The Library can support you in using the Library catalogue and key databases to find the information you need for your academic work and help make your first year a success.

The main focus of this guide is on the Library's Academic Skills service. We can support you with the development of essential information and research skills. Some of these skills include using the Library to find resources, developing your skills around critical thinking and developing academic integrity.

There are a number of ways you can engage with us; you'll find out more later in this manual. For now, know that we're here to help, and one good way to reach us is via email, academicskills@universityofgalway.ie

Check out the following video for anorientation on services provided by the Academic Skills Team.

One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.universityofgalway.ie/ firstyearin/?p=4#oembed-1

Join us for a virtual tour of the Library.

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Wishing you every success in the year ahead!

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1. The University of Galway Library and Academic Skills

In this chapter you'll learn

- **How the Library's Academic Skills Team can help**
- **Who are the Academic Skills Team**
- **How to get in touch with the Academic Skills Team**
- **That the Library's book collection contains lots of helpful study and information skills resources and guides**

Academic Skills Team in the Library

The Academic Skills Team in the Library support the information needs of Undergraduate and Taught Master's Students. We can help you with questions such as the following:

1. How to I find relevant books and articles for my research/ assignment?
2. How do I find and use eBooks for my research?
3. How do I find information on the Library catalogue?

4. How do I know which databases are suitable for my subject area?
5. How do I evaluate information I find on websites?
6. How do I avoid plagiarism?
7. How do I cite and reference correctly?

Meet the Team

Mike   *Siobhán*   *Gabi*   *Regina*

Get in touch with us

We can meet with you in-person, arrange a virtual meeting over Microsoft Teams or help over email.

Click here to check our opening hours.

During term time you can simply drop-in at the Academic Skills Hub or you can make an appointment to meet with us by clicking on the button below. The Academic Skills Hub is located in the foyer of

the James Hardiman Library. It is situated to the left of the Library & IT Service Desk.

Book an appointment with the Academic Skills Team

You can also contact us at: **academicskills@universityofgalway.ie**

The Library is an excellent place to go for further help on transitioning to third-level education. To keep learning, check out the following from our collections.

Skills Resources from the Library Collections

We have lots of self-directed help as part of the Library's collections. Have a look at the following:

Starting University

O'Connor, C. (2013) *Cracking the college code: a practical guide to making the most of the first year college experience.* Dublin: CJ Fallon.
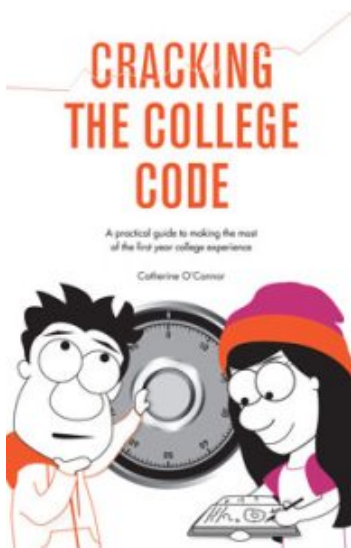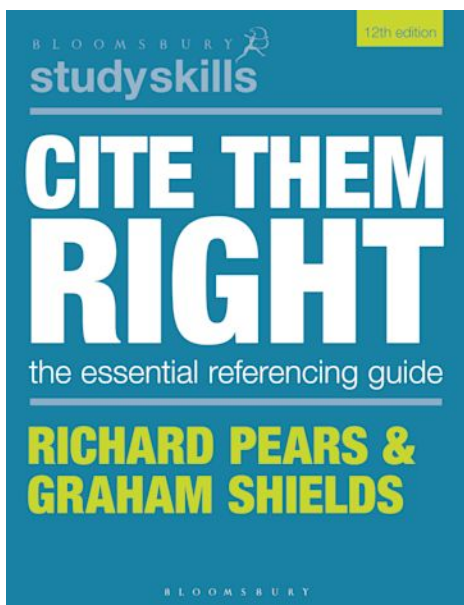
Topics include:

- making informed choices
- preparing for change
- getting to know how the third level system works
- the first weeks and months at college
- the challenges of living at home or away

Citing & Referencing

Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*, 12th ed., London: Bloomsbury Publishing.

Cite them right provides clear and comprehensive coverage of citing and referencing. This 12th edition continues to provide detailed examples for all print and electronic sources, business, government, technical and legal publications, and works of art and images. This book is available in print and also as an eBook.

Study Skills

Cottrell, S. (2019) *The Study Skills Handbook*, 5th ed. London: Macmillan Education.
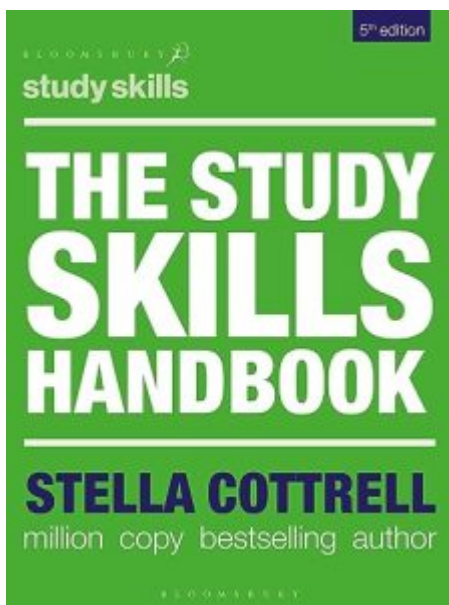
An invaluable guide for undergraduates of all disciplines as well as postgraduates, mature students and international students. Prepares students for what to expect before, during and after studies at university. This guide shows students how to tailor their learning to their individual needs in order to boost their grades, build confidence and increase employability. This book is available in print and also as an eBook.

Critical Thinking

Cottrell, S. (2023) *Critical thinking skills: effective analysis, argument and reflection*, 4th ed. London: Bloomsbury Publishing.
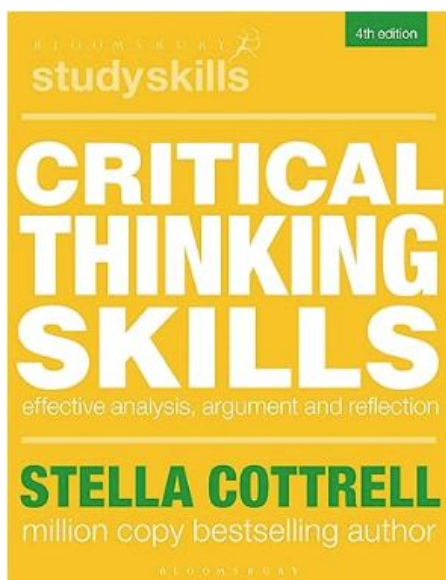
Essential resources for students looking to refine their thinking, reading and writing skills. This student-centered approach demystifies critical thinking and breaks down a complex subject into manageable chunks. Clear explanations, relevant examples and plenty of exercises. This book is available in print and also as an eBook.

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2. Finding information for your assignments

Learning Objectives

In this chapter you will learn

- About what is expected of you at an academic institution
- About getting started with your assignment work
- About key sources you can use for your assignments: books and journal articles

Academic expectations

"Beginning University is exciting, but can also be daunting, particularly when remote learning is involved. It is important to seek the many supports available to you. Don't be afraid to reach out to us as lecturers, we want to help as much as we can. Learn to ask questions, learn to think critically and learn to be open to new experiences."

Catherine Haughton, Senior Lecturer, School of Nursing & Midwifery, University of Galway

Getting started with your assignments

One of the toughest parts of third-level work can simply be knowing how to get started with an assignment. The Library catalogue which is accessible via the Library website, is **your go-to information source** for your assignments. Check out the following videos on how to find and log in to the Library catalogue and how to carry out a search for information on a particular topic.

Find and log in to the Library catalogue

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Carry out a search on a particular topic

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The Library holds many different types of resources in its collections. The main ones you are likely to use at the moment are books and journals. Books can be great for finding out background information and context about a topic – but you will often be able to find more current information published in an academic journal article. Academic or scholarly journals are very particular kinds of information sources. They are where scholars working in their specialised fields of study publish articles to let other specialists, students and anyone else interested know the latest of what's going on in their work. Due to factors like technical or specialised language academic journals can be challenging at first, but are well worth digging into and are very important sources of information for your assignments.

Finding books

The Library provides you with access to both print and electronic books. Some books are available only in one format – only print or only electronic – however lots of titles are available in both formats. You use the Library catalogue to find out: what books (both print and electronic) are available, where print books are located in the Library, and to access electronic books or 'EBooks'. The following videos show you how to do this.

Search for print books using the Library catalogue

> 🖵 *One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.universityofgalway.ie/ firstyearin/?p=29#oembed-3*

Locate a print book in the Library

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Search and access electronic books using the Library catalogue

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here: https://openpress.universityofgalway.ie/
firstyearin/?p=29#oembed-5

Finding journals articles

The vast majority of journals are available in electronic format. These may be accessed directly from the Library catalogue as demonstrated in the following video. As a registered student you can access **all** electronic resources in the Library's collection at any time, and from any location with internet access; the only requirement is that you are logged in to your Library account. A small number of journals are available in print, click through to Part 2 of the video to learn how to find these in the Library.

Search for journal articles using the Library catalogue

One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.universityofgalway.ie/ firstyearin/?p=29#oembed-6

What is peer-review?

Finally, you might have heard or will hear people talk about 'peer-reviewed' journals and journal articles. Peer-review is an important part of the publication of scholarly information, including journal articles. Articles that appear in peer-reviewed journals are scrutinised not only by an editor but also by a panel of experts in the subject area who provide feedback and might make recommendations. This is why peer-reviewed scholarly information is considered to be very authoritative – not only is it produced by experts; is it then reviewed by other experts before it can be published in the peer-reviewed academic journal. Not all academic journals are peer-reviewed, however most are. You can use the filters in the Library catalogue to refine your search to peer-reviewed journals only.

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3. Critical thinking and information

In this chapter you will learn

- **How to evaluate information and why this is important**

Being able to evaluate information is an important part of critical thinking. Critical thinking is an essential skill to develop and apply during your third-level education and will come in useful as a skill for employment and in general for making your way in a world awash with fake news, deep fakes, and misinformation. Scholarly information is not immune – some of the world's most long-standing hoaxes are rooted in bad science, for example in poorly conducted research that has had to be retracted from scholarly journals.

Evaluating Information

The following video explains the importance of 'information literacy,' which is critical thinking applied in particular to the world of information. It explains concepts such as 'currency' and 'authority' as part of a test that you can use to help think through the quality of information to evaluate it: the CRAAP test.

> *One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.universityofgalway.ie/ firstyearin/?p=31#oembed-1*

'Scholarly' information is information written by specialists of a particular field, usually someone holding a PhD in that field and who works at a third-level institution. In terms of the CRAAP test, scholarly information scores particularly high on 'A' for 'Authority.' This is the case not just because it is written by specialists, but because it usually goes through a process of what is called 'peer-review.' Peer-review refers to when where other specialists in the same field do a thorough check of a scholarly researchers work before it is then published as a journal article, book chapter, or occasionally other formats, as explained in the previous page.

The CRAAP Test

What is the CRAAP test? Developed by the Library at California State University, Chico, the CRAAP test is a handy checklist for critically evaluating web sources (or indeed ANY sources) for use in your assignments. The test provides a list of questions to ask yourself when deciding whether or not a source is reliable and credible enough to use in your assignment. CRAAP stands for Currency, Relevance, Authority, Accuracy, and Purpose. For more information, please see below.

Evaluating the information that you find using the CRAAP test.

TEENTECH IL GROUP

Once you have found your information it is important to evaluate it so that you can keep what's best. One way of doing this is by performing the **CRAAP** test on your sources.

Currency, Relevancy, Authority, Accuracy and Purpose

Asking the questions below about each website, document or piece of information that you find will help you decide which ones are relevant for your project.

Currency
When was it published? Is the information too old? Does it have a date on it? When was it last up-dated? How important is it that you have up-to-date information?

Relevancy
Does it fit your project? Will your project be stronger if you include this information?

Authority
Who has published or written the information? Do you trust them? Is it easy to find out anything about them? Who was it written for?

Accuracy
Is the information correct? Check with another source, if you are not sure to see if they say the same thing. Are the details correct?

Purpose
Why does the information exist? Is it trying to sell you something, persuade you or give you an opinion? Once you figure this out, you can then decide how to use the information that you have found.

There is lots of information available on the **CRAAP** test produced by universities and other libraries that can show you the test in action. You can find it by doing a simple search on the internet.

REMEMBER if you are not sure how to apply any part of the test, ask your librarian or teacher for help and support. Always evaluate the information you find.

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4. Academic Integrity

In this chapter you'll learn

- **What academic integrity is**
- **How to cite and reference properly as an important part of avoiding plagiarism**
- **About supports and resources available in the Library to support academic integrity**

HONESTY | TRUST | FAIRNESS | RESPECT | RESPONSIBILITY | COURAGE

What is Academic Integrity?

Academic Integrity is fundamental to learning. The International Center for Academic Integrity (ICAI) (2020) defines academic integrity as "a commitment to six

fundamental values: honesty, trust, fairness, respect, responsibility, and courage" (p. 4).

## How does the Library support Academic Integrity?

A key element of undertaking an academic course is to gain knowledge and skills that can be taken into the workplace. The Library supports students in developing information literacy skills which are fundamental in the demonstration of academic integrity. The ACRL (2015) defines information literacy as "the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning" (p. 8). During term time we offer drop-in classes and workshops on finding, using and managing information.

Citing and Referencing

Citing and referencing are two words for the same process: of documenting where you have found your information from when that information is not your own. You must refer to all sources you quote or paraphrase within your document. You should always briefly cite the sources

you use in your work within the text of your paper as this will refer your reader to your reference list or bibliography where you will provide the full details of the source.

Citing & Referencing
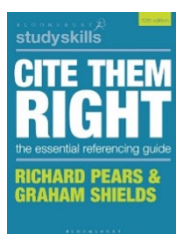
Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide.* 12th ed. London: Bloomsbury Publishing.

Cite them right provides clear and comprehensive coverage of citing and referencing. This 12th edition continues to provide detailed examples for all print and electronic sources, business, government, technical and legal publications, and works of art and images. This book is available in print and also as an eBook.

References

International Center for Academic Integrity (ICAI) (2021) *The fundamental values of academic integrity.* 3rd edn. Available at: www.academicintegrity.org/the-fundamental-valuesof-academic-integrity (Accessed: 16 November 2023).

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5. Top ten things you should know about the Library

In this chapter you will learn

- **The answers to some of the most common questions about the Library**

I. How to find the Library on campus and online

2. How to search the Library catalogue to find books and journal articles

3. How to find a book on the Library shelf, how to access electronic resources

4. How to borrow and return books

5. How to consult the Library's Archives and Special Collections

6. How the Academic Writing Centre can help

7. How to find study spaces and book Group Study Rooms

8. How to print and photocopy

9. How to connect to Wi-Fi

I0. This is YOUR library and staff are here to help

1. How to find the Library on campus and online

The Main University Library is located in the South Campus, adjacent to the Arts/Science Building (Concourse). It is situated in the Hardiman Building which is Number 20 on the map at the following link.

Click here for campus map

Access to the Library is via a row of turnstiles and you **must** have your student card to enter the Library. As well as using your student card to access the Library you will need to use it to borrow books via the self-issue machines and to access the printers/photocopiers.

Willow the Dog reminds you to bring your Library card! Willow is a regular visitor to the Library during study weeks and before exams.

The Library website is https:**//library.universityofgalway.ie/** . Here you will find lots of information on the services and supports offered by the Library.

Tips:

- Click on the 'Studying' tab to find information particularly relevant to undergraduate students.
- Click on the 'Login' button on the top right-hand corner of the homepage to search the Library catalogue for books, journals,

journal articles and other resources.

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2. How to search the Library catalogue to find books and journal articles.

The Library catalogue is accessible via the Library website:
https:**//library.universityofgalway.ie/**
Click on the 'Login' button on the top right-hand corner of the home page to sign in and reach the main search bar of the Library catalogue.
Click on the following to learn more about how to sign in to the Library catalogue and how to search for print and electronic books, and journal articles.

How to log in to the Library Catalogue

Search for print books using the Library Catalogue

Search and access electronic books via the Library Catalogue

Search and access journal articles via the Library Catalogue

If you do not have the name of book or article that you need, or if you want to find out additional information on a topic, you can do

a keyword search of the catalogue. Watch the video below to learn more about this.

> 📄 *One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.universityofgalway.ie/ firstyearin/?p=95#oembed-1*

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3. How to find a book on the Library shelf, how to access electronic resources.

How to find a book on the Library shelf

Click on the button below to learn how to locate a book on the Library shelf.

How to locate a print book in the Library

How to access electronic books

Click on the button below to learn how to access electronic books (EBooks) via the Library catalogue. If you already know how to search the catalogue and identify books available in electronic format you can skip to the final section on this video and check out Part 2 for an overview of the functionality of EBooks.

Search and access electronic books Part 1

How to access electronic journal articles

Click on the button below to learn how to access journal articles via the Library catalogue. If you already know how to search the catalogue and identify journal articles that are available in electronic format you can skip to section five of this video.

Search and access journal articles Part 1

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4. How to borrow and return books

You can borrow books using any of the self-issue machines in the Library; there are easy to follow instructions on the screen. You will need your student card to use the self-self issue machine.

This is a photograph of one of the self-issue machines in the Library Foyer, close to the Library & IT Service Desk. Self-issue machines are also located on Floors 1 and 2, close to the front entrance/exit to the floors

How long can I keep a book?

Most books are loanable for seven days at a time – **however it is important to note that this loan period may be shortened if the book comes into high demand and is requested by another person**. If this happens you will be notified of the shortened loan period by email to your University of Galway email address. In contrast, if no one requests the book it will, (provided you have no fines or overdue items) automatically renew on your Library account for another seven days; automatic renewals may take place up to nine times.

**Some books are loanable for a period of three days** – however, as

in the case of the seven day (or 'standard') loans, if no one requests the book it will, (provided you have no fines or overdue items) automatically renew for another three days; this may take place up to nine times. If the Three Day Loan does not automatically renew you will receive an email to your University of Galway email address to let you know it must be returned. A Three Day Loan book may be identified by the sticker on its spine and/or by the date that appears on the self-issue machine when you check out the book.

Some books are loanable for one day only. **Please note that One Day Loans do not renew** and must be returned by close of business the following day. A One Day Loan book may be identified by the sticker on its spine and/or by the date that appears on the self-issue machine when you check out the book.
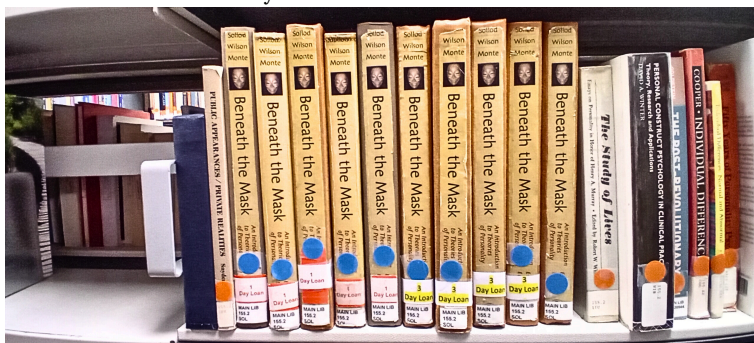
How to return a book

You return books via the self-service returns machine in the Library. This machine is located immediately to your right once you enter the Library via the turnstiles. You do not use your card to return books – you simply slide them one by one (one by one is important!), spine-first into the machine. When you see the name of the book displayed on the screen you know the book has been removed from your account.
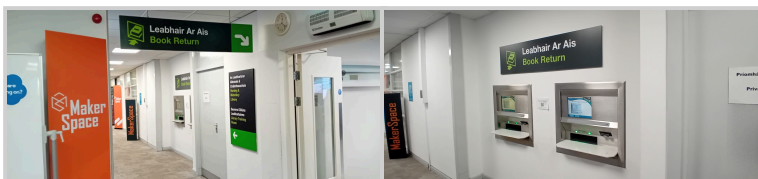
If the Library is closed you can return books to the out of hours returns box located to the left of the sliding doors at the entrance to the Hardiman Building.

Please click on the link below for more information on borrowing books.

Borrowing Books from University of Galway Library

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5. How to consult the Library's Archives and Special Collections

The Library Archives contain more than 400 collections dating from the fifteenth century to the present day. Archive collections comprise material in a variety of formats that provide evidence, information, and understanding on the past, as well as on the present. Some archives are accessible electronically from any location, while for others you will need to visit the Archives & Special Collections Reading Room.

Special Collections is the section of the Library which looks after old and rare items as well as material in different formats such as maps and newspapers. You will need to visit the Archives & Special Collections Reading Room to consult this material.

To find out more about the Library's Archives & Special Collections, and how to access the Reading Room please click on the links below.

Click here to find out more about the Library's Archive Collections
Click here to find out more about the Library's Special Collections

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6. How the Academic Writing Centre can help

The Academic Writing Centre provides one-on-one tutorials and email consultations on essay writing. The centre also supports student writing through workshops, modules, and competitions.

The Academic Writing Centre can help with the following:

- Brainstorming your essay topic and outline
- Structuring an argument
- Developing a thesis statement
- Improving sentence structure and punctuation
- Avoiding plagiarism
- Editing and proofreading techniques

Check out their webpage at the link below.

Click here to find out more about the Academic Writing Centre

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7. How to find study spaces and book Group Study Rooms

There are study spaces located on each floor of the Library. Individual study spaces are available on a first-come, first-served basis. To avoid desk hogging there is a study break policy in place during peak times, click on the link below to find out more.

Click here to find out about the different types of study spaces that are available.

While the majority of study spaces are individual and silent, it is

possible to book a Group Study Room where you can meet to work collaboratively. Group Study Rooms are located on Floor 2 of the Main Library and Floor 1 of the Nursing Library Annexe (accessible via the Main Library). You can book a Group Study Room by clicking on the link which is found at the bottom of the 'Studying' tab on the Library website. Click on the image below to go directly there, and while you are on the page why not check out the other helpful links that are available there!
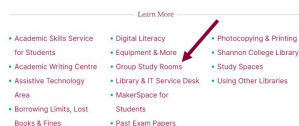

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8. How to print and photocopy

The print service allows you to print, copy and scan documents using the Multi-Function Devices located around the Library (and wider campus). This multi-functionality is offered by each device. You use your student card to access the machine (or you can type in your student number and password).

You will need to top up your account with print credit before you can print, scan or photocopy. You can use cash or card at the kiosk on the ground floor of the Library, in the area just beside the Library and IT Service Desk or you can top up online.

Multi-Function Device (on left) and credit top up kiosk (on right)

There are three ways to send a print job to the printers:

- Send a job from any networked computer – for example the computers on Floor 1 or Floor 2 of the Library. These computers will give you the option to print to 'BW_Release' (Black & White printing only) or 'Colour_Release' (Colour printing). You then go to any of the Multi-Function Devices, swipe your student card and your print job will download to that machine.
- Download wireless print drivers to your computer and print over Wi-Fi – this is very convenient! Again, go to any of the Multi-Function Devices, swipe your student card and your Wi-Fi print job will download to that machine.
- Email a job directly to the printer network – you must use your University of Galway email account to do this. This is good for small jobs – **do not** use this method for a large print job! Again, go to any of the Multi-Function Devices, swipe your student card and your email print job will download to that machine.

Further information and full instructions on how to print using any of the methods above is available at the link below.

Click here to find out more about how to print at University of Galway

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9. How to connect to Wi-Fi

University of Galway students can use Eduroam Wi-Fi on campus and also in other Eduroam enabled institutions.

Instructions on how to connect to Eduroam are available by clicking on the following link.

Click here to find out more about Wi-Fi at University of Galway
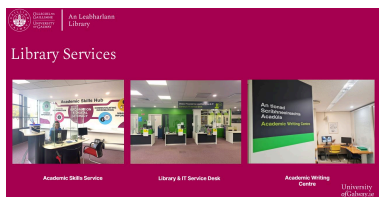
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10. This is YOUR library and staff are here to help

Remember that the Library is here to support YOU in YOUR academic journey. It is your gateway to scholarly information and a source of supports and services some of which, such as the Academic Skills Hub and Academic Writing Centre, have been highlighted in this guide. Take a look at the Library website to find out more about these and other supports. The 'Studying' tab on the Library website is a good place to start when looking for services and supports.

The Library is a friendly and welcoming space; please do not hesitate to approach us with any questions you have. You can find the opening hours of the Library, the Academic Skills Hub and the Library & IT Service Desk at the link below. You can chat with us in-person during Desk opening hours. You can also email

library@universityofgalway.ie at any time and we will respond at first opportunity.

Click here to see Library opening hours

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6. Academic Writing Centre

In this chapter you will learn

- **About University of Galway's Academic Writing Centre and how to engage with it**

The Academic Writing Centre (AWC) provides one-on-one tutorials and email consultations on essay writing. These are free and available to everyone, regardless of experience or grade average. The AWC also supports student writing through workshops, modules, and competitions.

The AWC is located on Floor 2 of the Library. You can find the opening hours on the Centre's website, available at the link below. You can simply drop in during opening hours, there is no need to make an appointment.

Academic Writing Centre Website

Meet Ira from the AWC and get an introduction to the service

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The AWC offers help in the following areas

- Brainstorming your essay topic and outline
- Structuring an argument
- Developing a thesis statement
- Improving sentence structure and punctuation
- Avoiding plagiarism
- Editing and proofreading techniques

What the AWC doesn't do

- We don't do the work *for* you, but we do *support* you in becoming a better writer
- We don't work as proofreaders, but we can teach you to proofread your own work
- We do not assess essays or comment on grades they received
- We do not judge anyone for any writing issues

Contact the AWC

You can contact the AWC by dropping in, or get in touch via email at: academicwritingcentre@universityofgalway.ie

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7. Quiz review

Take this short quiz to test your knowledge of what's in the FYI handbook!

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> https://openpress.universityofgalway.ie/firstyearin/?p=35#h5p-5

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8. Contact us

If you would like any support with finding, using and managing information please do not hesitate to get in touch.

   During term time you can drop-in at the Academic Skills Hub, click here to **check our opening hours**. You can **make an appointment** to meet with us either in-person, or virtually over Microsoft Teams. You can also reach us by email at: **academicskills@universityofgalway.ie**

Meet the Team

Mike   Siobhán   Gabi   Regina

How We Can Help

We can help you with the following questions:

1. How to I find relevant books and articles for my research/ assignment?
2. How do I find and use eBooks for my research?
3. How do I find information on the library catalogue?

4. How do I know which databases are suitable for my subject area?
5. How do I know how to evaluate information I find on websites?
6. How do I avoid plagiarism?
7. How do I cite and reference correctly?

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