

## Scripts

**Video 1: Getting started with library research (344 words – 2 ½ min approx.)**

**Video 2: Library services and spaces (279 words – 2 minutes approx.)**

**Video 3: Searching for academic literature and research data (743 words – 5 ½ min approx.)**

**Video 4: Research data management (608 words – 4 ½ minutes approx.)**

**Video 5: Library guides (193 words – 1 ½ minutes approx.)**

**Video 6: Time savers - search tools and apps (412 words – 3 minutes approx.)**

**Video 7: Managing your citations and references (472 words – 3 ½ minutes approx.)**

**Video 8: Finding your community and further help resources (207 words – 1 ½ minutes)**

**Video 1: Getting started with library research (344 words – 2 ½ min approx)**

This video will highlight library services and support resources available to you.

Think of **Library homepage** as your central gateway to all our services. We encourage you to bookmark this website.

**New Researcher's Library guide** is also an excellent starting resource to bookmark. It highlights key things for researchers (particularly graduate) new to the university.

- About us section will give you more information on what we do, the kind of resources we have and the support that we provide.
- Find information section will go into more detail– for example you can find out what the key databases are for your particular discipline area
- Research methods will walk you through how to conduct literature and systematic reviews
- Data management has links to training and support for managing your data
- Publishing and submitting – when you do get close to publishing and submitting we have a Publish and Share section that will raise issues to consider – e.g. if you are wanting to submit your research to a journal – there is information her on how to choose which journals to target

## Book a research consultation

One on one consultation with a subject specialist liaison librarian. There are subject specialist librarians for each faculty. You can make an appointment with us and we can meet over zoom and face to face if restrictions have lifted. What we will work with you on are things like finding resources, identifying relevant databases, we can review and help you conduct effective search strategies to get more targeted results. We can provide advice and guidance around citation and referencing styles and also explore various reference management options to help manage your citing and referencing. This is a short list of things we can help with – the one-on-one consultations extend to services beyond the list just mentioned.

This service is not just restricted to the beginning of your research, its continued support that we provide throughout your time at the University of Melbourne. You can book from library homepage. When you submit a request – detail about your query would be appreciated – the more detail you provide the more we can do in preparation before the consultation.

## **Video 2: Library services and spaces (279 words – 2 minutes approx.)**

We have library branches across all University campuses. Remote access to our services and resources has become even more important during the pandemic.

You can connect with us via Library Chat which you can access via the University of Melbourne Library homepage.

Also providing support via chat is Student IT if you are graduate student (academics use Staff IT). IT are responsive and will do zoom sessions if the issue is complicated. Use team viewer application to remotely log into your device to help you troubleshoot.

If you go to My Uni apps – in Google – you will find a range of different software programs that the university administers so if you have any questions about them then you can log into Student IT chat and they will be able to assist you.

IT can assist you with WIFI connectivity issues on Campus or if you are having issues printing and scanning.

### **Collections**

To find out about borrowing you can go to the Library homepage, and select borrowing services.

There is a generous limit of 100 items that you can borrow

Items can be on various loan periods.

Prescribed and recommended readings have 2 hour and overnight loan periods.

Other items can be on 7 day, 28 day and 90 day loan periods – check the catalogue record for each to verify.

In addition to our print collections, we have an extensive online collection.

### **Individual and group study spaces**

Individual study spaces in our libraries will allow you to connect your laptop or a computer that you can book to use.

We also have group study spaces for group research. Can be booked through the library homepage.

A dedicated study-space for graduate students is available on the first floor of the Baillieu Library. The room has power-enabled desks with seats for 24 students. Graduate students can access the room with their student cards. There are also four graduate study-rooms in the Baillieu Library which can be booked for one-hour periods.

Graduate students have their own private zone on Level 3 of the Eastern Resource Centre Library on the Parkville campus, with informal study areas, bookable project rooms, seminar room, a kitchenette and lounge area.

**Printing, scanning and copying facilities are also available.**

### **Recording pods**

Need to record audio or video or both for teaching, learning or research purposes? Then you can book one of the Library's recording pods. From Library homepage go through the book it system – log in with UniMelb details and book.

### **Video 3: Searching for academic literature and research data (743 words – 5 ½ min approx.)**

#### **Slide 7**

Searching for academic literature and research data

It's important to consider what will determine your research topic?

- Your research interests may be an obvious consideration – that is, what is it that you are passionate about?
- Another factor will be the availability of supervisors and their respective expertise.
- The current availability of academic literature and research data may also inform your choice of topic – you might investigate an area of interest and discover that it's already well researched, or you might find that the literature in an area is scarce, thereby presenting you with an opportunity to fill this gap and contribute new knowledge

#### **Slide 8**

##### **When searching for academic literature:**

An important distinction to note is the difference between a systematic review and a literature review

Both require the synthesis of evidence and a summary of the findings and search strategies

With a systematic review

- You will normally be working towards a specific question (clinical or otherwise)
- The search strategies, databases searched, filters applied, selected date range and any other search criteria utilised would be documented
- And so, it is much more specific, thorough and rigorous than a literature review
- All of this enables future researchers to replicate your findings to the closest degree possible
- Systematic reviews also involve an appraisal of the findings

Literature reviews

- Don't usually apply the same rigour in their methods
- That's because, unlike systematic reviews, they don't necessarily aim to produce an answer to a clinical question
- Literature reviews can provide context or background information for a new piece of research
- They can also stand alone as a general guide to what is already known about a particular topic

**[Pause recording and go to the systematic review guide and then resume recording]**

If you'd like to learn more about Systematic Reviews, go to the associated library guide and it will give you an overview of the different types of reviews and step you through the process. Starting from the formulation of the research question, resource identification, managing results, the inclusion/exclusion criteria, appraisal and synthesis.

**[Pause recording and go back to PowerPoint slide 8 and then resume recording]**

Other support resources include a list of search tools that we will cover off after the research data section

### **Searching for research data**

Another factor that might influence your research topic is the availability of data. At some point you will need to consider whether you will be using primary data, that is, data that you have collected that has not been analyzed by anyone else (e.g. survey or interview responses that you have collected yourself) or secondary data – data that has been collected and analyzed by other individuals at some point.

The Library has resources that help with both searching for academic literature and research data. A reminder that the most important person to talk to about all of this is your supervisor.

The aim of this video is to get you started by giving you an overview.

**[Pause recording and go to the search tools website and then resume recording]**

### **You can use some of these search tools to help you with your literature or systematic review**

First link (<https://library.unimelb.edu.au/search-tools/search-tools-list>) will take you to a list of search tools that the Library has. Highlight these three:

- The catalogue is great for searching the print and eBook collection
- Sometimes you might need to target specific journals and you can do this through the A-Z journals and databases list – e.g. “American Journal of Psychology” browse for that in the eJournal title and it will pull up the list here. Sometimes particular journals are accessible through multiple database providers of academic literature. So it’s important to check what the coverage is for each and choose the one that covers the required date range.
- The A-Z Databases list is for when you need to search more broadly if you don’t have a particular mandate to use specific journals. Databases are broad content providers and index not only a range of journals, but also a range of different source types. This includes academic journals but also potentially reports, news articles, trade publications, theses etc.

**[Pause recording and go back to PowerPoint slide 8 and then resume recording]**

The Subject Research guides provide recommendations around academic literature databases (though not an exhaustive list) but they may also include other resources that you can use that will contain secondary data. There is also a Statistics and Data library guide. All these guides highlight the range of resources that the University of Melbourne subscribes to in addition to some that are publicly available.

**[Pause recording]**

## **Video 4: Research data management (608 words – 4 ½ minutes approx.)**

### **Slide 9**

#### **Research Data Management**

This video will discuss some of the key considerations around research data management.

**[Pause recording and go to Managing data website and then resume recording]**

### **Slide 10**

#### **Managing data @ Melbourne**

Another thing we would like to mention is the Managing Data @ Melbourne modules. The reason for highlighting this now is to hopefully get you thinking early on and not just at the point of submission, about the importance of good data management practice.

#### **Managing your data is very important**

The reason for this is that there are a number of key stakeholders (including yourself) that are interested in you managing your data well – one is funding agencies – if you go into academia or are already there and you are writing a grant application this will typically include a section asking you what type of data you're collecting for your research and how you will be managing and preserving it so it's accessible in the future.

Journal publishers can also be interested in your data management. They can require you to submit a data availability statement outlining the nature of your data and how it can be accessed for future use.

#### **Key things to consider with data management**

- What kind of data do you have
- How much data do you have
- What are the appropriate platforms to store the data
  - Are they secure?
  - Do they provide enough storage space?
  - Do they allow you to create the appropriate metadata ?
  - Can you access it into the future if needed?
  - Can you share this data with other researchers?

Another reason to store data appropriately is that you will be building on your expertise and research area so sometimes that research data will serve you well for future research projects.

This managing data @ Melbourne course is designed to walk you through all of those considerations.

There are two platforms that we would like to recommend (not an exclusive list)

One platform is for when you're managing your data as you are conducting your research.

The second platform is for when you are ready to submit a research publication or when you are done with a research project, this a good platform to use for long term storage.

**[Pause recording and go to Office 365 website and then resume recording]**

### **The first platform we would like to recommend is Microsoft OneDrive**

- The reason for this the university has a full institutional subscription to Office 365, and this includes Microsoft One Drive. As University of Melbourne researchers, you have 5 Terabytes of storage – so plenty of data storage space! It is secure – the servers are located here within Australia. The reason why that is important is that sometimes if you are using a commercial provider of data storage – eg Google Drive or Dropbox, the servers storing your data may be in other countries and the data stored within the server may be subject to the laws and regulations of that country.
- That can be problematic especially when you are collecting sensitive, personal or commercial data. Some of you may also be collaborating with researchers from other universities – the good news is that OneDrive enables you to share your data with them even if they are not subscribed – there are three sharing options:
  - The first is with people who have the link
  - The second, is with specific people you have designated to have access
  - The third is with anyone from the University of Melbourne.
- So, there is a degree of flexibility with respects to who you can share your data with as well as their level of access – that is, to specify whether it's read-only or it includes editing rights as well.

**[Pause recording and go to Melbourne Figshare website and then resume recording]**

### **The second recommendation we'd like to make is Melbourne FigShare**

- This is for when you are ready to submit your publication or your research project is about to conclude
- Melbourne FigShare is the University of Melbourne's data repository
- It's different to Minerva Access, which is our publications repository
- Melbourne FigShare provides 100 GB of storage space per researcher
- The benefits of Melbourne FigShare are that:
  - You can store your data long term
  - You can create a metadata record for it that has a DOI so that it can be cited and referenced

**[Pause recording]**

### **Video 5: Library guides (193 words – 1 ½ minutes approx)**

Library Guides will be very useful. Librarians have put together subject research guides by faculty and discipline area.

From the Library homepage click Library guides.

You will see that we have a section on our essential guides, general guides, guides for advanced researchers and guides by subject areas. Select your faculty and then navigate to your discipline area.

**Typically what you will expect to see in a Library guide are the contact details for the library team responsible for this discipline area.**

**a Section on databases which will list the key journals and databases.**

**There will also be other recommendations around source types, for example ebooks.**

**The subject specific Library guides are very useful if you are starting or doing interdisciplinary research and are not yet familiar with the key databases in your area/s of research.**

## **Video 6: Time savers - search tools and apps (412 words – 3 minutes approx.)**

### **Slide 13**

There are more tools to help you save time

There are four that we recommend

One that we will focus on in particular and demonstrate - is Lean Library.

### **Slide 14**

#### **Lean Library**

The reason for this is that sometimes you might not be searching through the Library's catalogue, Discovery layer or databases, but want to access a journal article or ebook from a webpage – for instance you might be on a publisher's website – eg Wiley – perhaps a researcher or your supervisor has sent you a link to a particular article, and rather than having to go through the Library's subscription, the Lean Library browser add-on should detect that you're from the University of Melbourne and prompt you to log in so you can download the PDF from there.

#### **[Pause recording and go to Lean Library website and then resume recording]**

Download it from the search tools. You can install it on Chrome, Firefox, Safari and Edge browsers. Going to Wiley publishing site and search for a title, [pandemic] some are free to read, some are not. Select one article that is not free to read, click PDF. Lean Library icons should come up – click on that – sign in with my details to retrieve the PDF.

This tool can make your research more efficient.

#### **[Pause recording and go back to PowerPoint slide 14 and then resume recording]**

#### **LibKey Nomad**

Is another browser extension that puts direct PDF download links onto research platforms and other sites. It speeds up access to the full text on publisher pages, PubMed, Wikipedia and many other sites. It's available for Chrome, Brave and Vivaldi browsers.

#### **EndNote Click**

Is a browser extension owned by Clarivate, a provider of various research support products. One of these is a reference management program called EndNote, which you might know of. EndNote click is a browser extension formally known as Kopernio, which saves you time by putting PDF Download links onto many search result pages and publisher websites. It helps you save papers to your reference management software (EndNote, Zotero, Mendeley) or to Dropbox. It works in Chrome, Firefox or Opera web browsers. You might be researching without EndNote open and may wish to save the metadata or pdf. You can do this with EndNote Click so the next time you open EndNote you can import the content there.

#### **Browzine (App)**

Is a mobile app to set up search alerts. It can help you follow the journals you're interested in and get notifications on new issues and published articles.

### **Slide 15**

#### **Google Scholar**

There are certain settings that you can configure to retrieve full text PDFs in Google Scholar

Follow the steps outlined in this slide and the Find It @ Unimelb link will appear to connect you to the university's subscriptions so you can access the article's full text PDF

## **Video 7: Managing your citations and references (472 words – 3 ½ minutes approx.)**

This video will help you think about managing references.

It's important to do this from the beginning and not wait until you've started writing your thesis.

This will save you time in the long run and will make the experience a lot less stressful.

If you are starting out as a researcher, or reviewing how you store, manage and organize your references, then this video should point you to some useful resources.

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We'll look at Re:Cite first, the Library's citation and referencing hub. You can get access to Re:cite from the Library homepage.

Re:Cite will give you a rundown of the six main citation styles which are kept up to date and have lots of examples of types of information that you might be citing. If your citation style is not listed here then talk to your liaison librarian and we can get you a guide to your chosen citation style.

ReCite is for deciding on what citation style you are going to use and if you are not sure then talk to your supervisor and discipline experts to get their recommendations.

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Re:Cite also links you to the reference management software packages that the university supports. Reference management software allows you to collect, organise and share your references. The software can also be used to cite while you are writing and will generate a bibliography or reference list in the citation style of your choosing.

There are a number to choose from – EndNote, Zotero and Mendelay. These are the ones that we provide support for.

We have guides for each of them which will step you through what the features of the software are, how to install and use from beginner to advanced level. The guides let you work through installing and learning how to use at your own pace.

There is also a "Options for managing references" Library Guide that helps you compare the reference management software so you can select the software that best fits your need. It is worth spending a bit of time investigating and there is a handy table in this guide which will help you compare the products and features.

RE:Cite also contains links to videos and workshops. The upcoming workshops will be listed here for you to book into and there are also training videos and tutorials for each reference management software. These are great resources to come back to.

What we also have in Re:Cite are the FAQ. Student IT if you are a graduate research student and Staff IT if you are a researcher – IT can help you with installation support.

We also have Ask a Librarian – this is staffed by library staff weekdays. If you have any issues with referencing or using reference management software then you can use this service and get help quickly.

Re:cite is your one stop shop for all things citing and referencing.

## **Video 8: Finding your community and further help resources (207 words – 1 ½ minutes)**

### **Finding your community**

This video will point you to some resources that can help you feel more connected.

It can be daunting to move to a new university or start a PhD and we want you to feel connected to all the staff and services that exist to make your time at the University of Melbourne more enjoyable, interesting and productive.

We have some links here to services that can be of real help.

Connect with your faculty and school communities.

It can be isolating, especially during a pandemic, to feel connected to your research community, so try and attend all of the school and faculty sessions and meet ups on offer. Each school and faculty have different ways of doing this. There could be a virtual morning tea or end of the week drinks.

GSA – Graduate Student Association <https://gsa.unimelb.edu.au/>

UMSU – Student Union <https://umsu.unimelb.edu.au/>

Graduate Research Hub – guides, resources and information from orientation to graduation  
<https://gradresearch.unimelb.edu.au/>

Graduate Space in LMS

Your Subject Liaison Librarian! <https://library.unimelb.edu.au/liaison>

We want to remind everyone that we are here to help!

### **Further resources**

We have a list of resources that we recommend you checking out.

Sign up to the Researcher@Library blog <https://blogs.unimelb.edu.au/researcher-library/>

Keep an eye out for Researcher Connect <https://gateway.research.unimelb.edu.au/events/researcher-connect>

Check out the reference management resources <https://library.unimelb.edu.au/recite#workshop-and-videos>

Get on top of managing your data with Managing Data @ Melbourne

[https://library.unimelb.edu.au/Digital-Scholarship/training\\_and\\_outreach/data](https://library.unimelb.edu.au/Digital-Scholarship/training_and_outreach/data)

Copyright <https://copyright.unimelb.edu.au/information/copyright-and-research>

Publishing and Open Access <https://unimelb.libguides.com/openresearch>