



## SOCIAL WORK LIBRARY GUIDE

<http://library.ukzn.ac.za>

### How do I search for Library Material?

You can search for library material using the library catalogue which is accessible online on <http://library.ukzn.ac.za>. UKZN libraries use **WorldCat Local** as its primary search engine. See search box below with brief explanations for each tab:

WorldCat local

iCatalogue iDiscovery eJournals/Articles eBooks Databases Google Scholar

Search the iCatalogue & beyond:

insert search terms here and click the arrow

[Advanced Search](#)

- iCatalogue** Allows you to search for all types of library material, print and electronic. You may insert keywords, authors' names, titles in order to search. Remember when you search at this point you are searching worldwide. Items that can be found in UKZN libraries will be listed first.
- iDiscovery** Enables you to search for electronic materials (full-text journal articles etc.) from the most popular databases in the drop down menu (e.g. ScienceDirect, Taylor & Francis, Proquest etc.)
- eJournals/Articles** This is an important search tab for when you need to find specific journals within your area of study. A simple keyword search (e.g. child abuse) will enable to access every journal with the words child abuse in its title.
- eBooks** This collection allows you to search for books on a range of topics that the library has subscribed to or purchased for you access. Remember that these items can only be the item in the electronic format.
- Databases** This tab routes you to an alphabetical listing of each database that the library subscribes to. You are welcome to make an appointment with your librarian for group and/or individual training in order to search relevant databases effectively that are suited to your discipline of study.
- LibGuides** Each subject (e.g.: Social Work, Psychology, Engineering etc.) has an electronic guide which can assist you to locate information in the library as well as help you engage with the respective Subject Librarian for a particular subject whom you can contact for further assistance in the library.
- Important Note** Each of the above aspects will be explained and demonstrated in detail at **User Education** sessions that will be presented at the library. You will be advised about the times and dates. It is vitally important that you to attend these sessions as it will greatly assist you with your research and assignment writing.
- Off-Campus Acces** to e-resources is via the link <http://ezproxy.ukzn.ac.za:2048/login> (requires LAN login and password), or by following the off-campus links on the databases list. VPN Client software is also available to enable remote access to e- resources (Support from the ICT expert desk / student helpdesk).

## How do I locate Printed Sources of Information in EGM Library?

### ➤ **Books - Housed on the 1st, 2nd & 3rd Floors**

Books usually contain fairly general information and often provide good overviews of a subject e.g. textbooks teach the basics of a subject, leaving students to supplement this by wider reading. They are a good place to start when searching for information.

### ➤ **Journals (J) – Housed on the 3rd and 4th Floors**

A journal is also referred to as a periodical, serial or magazine. It is published regularly (weekly, monthly, quarterly or annually) and is an on-going publication. Journals are very specialized and often deal with only one aspect of the subject field.

### ➤ **Reference Books (R) – Housed on the Ground Floor**

A reference book is kept in a library for reference purposes, so that people can refer to it for a piece of information i.e. the definition of a word or a brief overview of a topic. Examples of reference books are encyclopaedias, dictionaries and handbooks. They are useful starting points for new assignments and research projects.

### ➤ **Standards Collection – Housed on the 4th Floor**

Standards are technical sources of information. They are arranged on the shelves according to the standard number provided by the issuing body e.g. SANS 10164

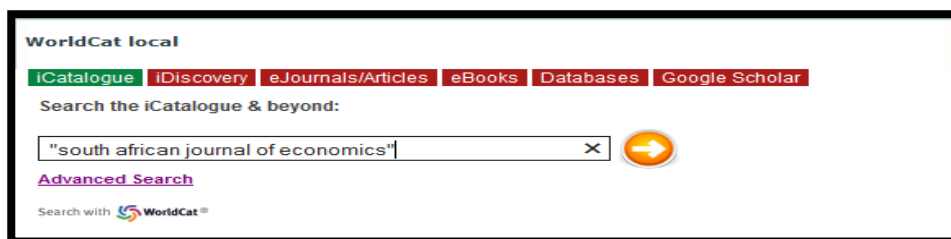
### ➤ **Theses (T) – Housed on the 3rd Floor**

A thesis is an account of individual research carried out at masters or doctoral level for the purpose of earning a higher degree. Theses cover extremely specific fields, and usually contain useful lists of references. Some theses are also online at ResearchSpace, the UKZN institutional repository for research.

## Important Note:

- At the EGM Library use the information boxes to locate the respective floor you are looking for. These boxes are found on the ceilings outside the lift area on each floor.
- Use this link to find basic and advanced search tips which will help you find information [http://cdn.sabinet.co.za/images/worldcatlocal/UKZN/WorldCat local Manual UKZN2015.htm](http://cdn.sabinet.co.za/images/worldcatlocal/UKZN/WorldCat%20local%20Manual%20UKZN2015.htm)
- You may browse for books and journals at the following Dewey Decimal Class number:
  - Intervention in Social Work 361.322
  - Social Behaviour 302
  - Social Problems 361.1
  - Social Welfare 361
  - Social Work 361.3

## FINDING JOURNALS AND JOURNAL ARTICLES @ UKZN VIA WORLDCAT LOCAL



### 1. Does the Library have a particular journal in print or online access?

#### The iCatalogue Option

- Search the [iCatalogue](#) and enter the exact title of the journal as follows: "South African Journal of Economics" (in double inverted commas) and then from the left hand side of the results screen tick in the Format box called 'journal, magazine'. Both print holdings (click on 'Availability') and online access (click on 'View now') at the end of the result details will be indicated where either or both formats are available.

#### The Advanced Search Option

- The '[Advanced search](#)' option can also be used. Use the 'title' option offered in the search box. Narrow your search to 'University of KwaZulu-Natal library' or a specific campus library and choose the format 'journal/magazine' from the drop down list.

#### The eJournals/articles Search Option

- Choose the [ejournals/articles](#) option. Then click on the orange button next to 'eResources A-Z'. Under the 'Search' tab select the 'Journals' option. Type in the journal title (example British Journal of Psychology, and in the 'search type' box select 'starts with' and then 'search'. Click on the 'full text available' option at the results screen. If the journal is available in more than one database, choose one. Note the 'coverage' under each database which gives you an idea of the availability. (Do not choose 'Electronic collections online' or Wiley as these are not available to UKZN).

### 2. How do I find electronic journal articles on a topic?

- Search [iCatalogue](#) and once at the results page, limit your search to 'Articles' under the Format option from the left hand side of the screen. Choose the 'downloadable articles' option if you want the full text ones only. This search option will provide you with a range of articles but may be limited. Click on 'view now' to retrieve the article. You may have to select from a range of databases that the article is found in. Click on view 'full text'. Remember you will be required to insert your username and password on your first search before you can obtain the article.
- Search [iDiscovery](#) and select one of the databases offered (Academic Search Complete is a good starting point as it is multidisciplinary in coverage).
- Search [Databases](#). Choose a database from the A-Z list. This option does presume you know which database is best for your purposes. The Databases A-Z list is also available under the Electronic Resources option on the Library page toolbar. Make careful note of the 'SubjectList' link on the databases list. This will take you to databases according to specific subject areas.
- Search [Google Scholar](#). This is a subset of Google and an international index to scholarly literature including journal articles, across all disciplines. Where articles are freely available or paid for by UKZN, the full text will be available.

### 3. How do I find out if a particular journal article is available online?

- Choose the [ejournals/articles](#) option. Then click on the orange button next to 'eResources A-Z'. Click on the 'Articles' option. Fill in the details of the article and the journal in the appropriate boxes.

## A SELECTION OF PRINT SOCIAL WORK JOURNALS AVAILABLE IN THE EGM LIBRARY

<b>Journal title</b>	<b>Shelf Number</b>
Administration in social work: the quarterly...	J 361 A2
Ageing and society	J 301.435 A3
Aids Care	J 362.196978 A4
African journal of AIDS research: AJAR	J 362.196978 A3
The British journal of social work	J 361 B7
Caribbean journal of social work	J 361 C1
Child and youth care : a journal for those ...	J 362.7 C33
Child and youth care work	J 362.7 C33
ChildrenFIRST	J 362.7 C34
Child welfare	J 362.7 C31
Clinical social work journal	J 361 C5
Community development journal...	J 301 C62
Development in practice	J 338.9 D21
Families in society : the journal of ...	J 361.3 F1
Health & social work	J 362 H2
Indian journal of social work	J 361 I5
International social work	J 361 I51
The Journal of applied social sciences	J 361 J64
Journal of community practice: organizing...	J 361.8 J6
Journal of ethnic and cultural diversity in ...	J 362.84 J6
Journal of family violence	J 362.82 J61
The Journal of health and social behaviour	J 150 J63
Journal of marital and family therapy	J 362.82 J6
Journal of social work education	J 361.007 J6
Journal of Social work practice	J 361.32 J6
Reflections: narratives of professional helping	J 361 R2
Research on social work practice	J 361.0072 R2
Sexual Abuse: a journal of research...	J 364.153 S2
Smith College studies in social work	J 361 S5
Social development issues: alternative ...	J 361 S62
Social service review: a quarterly ...	J 361 S64
Social work: journal of the NASW...	J 361 S631
Social work with groups: a journal ...	J 361.4 S6

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