

English Studies in the ILC

This guide is intended to provide a basic introduction to **the key resources and services** available for ESD students and information on how to research and obtain material on their subject related areas of interest within the Library.

Research Tools: finding Information

Library Website

The Library website (<http://www.citycollege.sheffield.eu/>) includes detailed information about library collections and resources, services and facilities. It is the main **GATEWAY to all library information**.

Finding BOOKS

Online Library Catalogue: OpenABEKT

Always use **OpenABEKT Library Catalogue** (<https://citylib.openabekt.gr/en>) to find if a specific book is part of the print collections and where it is shelved Use the **“Simple Search”** option to type a keyword, title, author, etc or use the **“Advanced Search”** option to **combine** search terms (ex. title and author). Type your search term(s) in the appropriate box(s). Books on a similar topic are shelved at one place.

The following classification numbers are of particular interest to the ESD students:

Classification Codes	Subject Areas
418	Linguistics
420.9	English Language--History
420	English Language--Teaching
401	Semantics
415	Syntax
418.02	Translation
302	Intercultural Communication
428	Grammar
370	Research Methods
822	Poetry

The **New Arrivals** shelves at the entrance of the library, host for a short period of time new library acquisitions before being placed in the Main Collection for loan.

You need your **StudentID card** to borrow items.

Types of Collections

Main Collection: contains all books available for loan. Material included in this collection may be borrowed, reserved, renewed or recalled if on loan.

Reserve Collection: includes current editions of items such as Textbooks and Recommended Readings found in the Reference/Recommended List of Unit Syllabi. These items are intended for use only within the ILC premises. In some cases previous editions of textbooks and references are available for loan at the Main Collection. Advise the library catalogue by typing the book title.

Short Loan Collection: includes items, which for a certain period of time are in-demand for class or group assignments and print material that support tutorials. These items are held at the Library Information Services Desk and can be used either for photocopying or for reading within the premises of the Library. Students must leave their ILC card with the library staff in order to use the items.

Finding JOURNAL ARTICLES

For an effective research on a specific topic you need to use electronic resources. E-resources include an extensive collection of full text and bibliographic databases, e-journals, e-books and digital libraries and ensure desktop delivery of items retrieved from a search.

The e-resources available for ESD students are:

EBSCO Databases

Computer Source™: features over 450 full text periodicals covering valuable market information in computers, telecommunications, electronics, programming, artificial intelligence, information systems, and the Internet.

Psychology & Behavioral Sciences Collection: a comprehensive database covering topics in psychiatry & psychology. The database also includes many leading journals in the areas of management and marketing, such as, *Advances in Consumer Research*, *Journal of Advertising*, *Journal of Leisure Research*, *Journal of Management Development*, *Journal of Marketing Research*, etc.

Google Scholar (Open access academic literature)

Provides a gateway to scholarly literature across disciplines and sources: peer-reviewed papers, theses, books, abstracts & articles, from academic publishers, scholarly societies, preprint repositories, universities & other scholarly organizations. (<https://scholar.google.com/>)

Ebooks

Comprehensive collections of electronic books containing high-quality titles from leading publishers that cover a broad range of disciplines, such as, social sciences, computer science, mathematics, psychology, business & economics, engineering & technology, law, politics, skills, study aids & language learning, health & medicine, etc. Features: search, view and download e-books (pc, laptop, mobile devices access). (EBSCOhost)

Google Books

Searches across the full-text content of a huge range of books.

<https://books.google.com>

- **Google Scholar** and **find links** to Sheffield's Library full text context.

Research Publications

View and download the publications (articles, conference papers, book chapters, etc) written by members of the IF academic staff. Print copies are held at the Reference and Key Publications collections.

<http://www.seerc.org>

*** When an item is not available in full text – use the Interlibrary Request Service.**

How to access e-resources

During your Induction you will be issued with a username and password. You need your personal details to login to PCs, access your email, access MOLE and e-resources. All e-resources are available to students whether on-campus or not.

Internet sites

The gateways and subject guides included in ILC's webpages provide access to focused, and quality assured information for queries relating to the English studies areas.

Other Internet Resources

British Academy http://www.britac.ac.uk/	A directory of online resources in the humanities and social sciences, including language and linguistics. Gives detailed list of topic headings and a search tools under each broad subject category.
Cambridge Dictionaries online http://dictionary.cambridge.org/	Free online dictionaries from Cambridge University Press.
Directory of Open Access Journals https://doaj.org/	Free online language & linguistics journals.
Glottopedia http://www.glottopedia.org/	Free encyclopaedia with entries created only by accredited linguists.
International Linguistics Community Online http://www.linguistlist.org/	The LINGUIST Lit is dedicated to providing information on language & language analysis and to proving the discipline of linguistics with the infrastructure necessary to function in the digital world.
Linguistics/EADH http://eadh.org/node/191	The European Association for Digital Humanities. Includes the collection of even unedited linguistic data.
Semantics Archive http://www.semanticsarchive.net/	Includes access to links, bibliographies, articles, and other related resources.

MUSE (My University of Sheffield Environment)

MUSE, is the University of Sheffield (TUOS) portal, designed to give students and staff personalized access to digital resources. MUSE allows you to:

- Use **STARPlus**, the Sheffield Library catalogue to access digital collections, including e-journals and databases.
- Use "**Articles and More**" to do literature searches of multiple databases.
- Search **Google Scholar** and **find links** to Sheffield's Library full text context.
- Send and receive emails and create a personal address book.

*** If you do not have fulltext access to an item – use the Interlibrary Request Service.**

Academic Skills & Support Tools

STUDY material

Study Packs

Include material selected by the Academic staff and intend to further support class instruction. They are expected to be read by all students that attend a particular Unit. A copy is always held in the ILC for internal student use. These items are held and can be used either within the premises of the Library. Students must leave their ILCard at the Library Information Services Desk in order to use the packs for photocopying or reading.

MOLE (My On-line Learning Environment)

This service allows students to have access to Unit details, (syllabi & lecture notes), exercises & coursework, forums & on-line chat (with instructors & students), and other collaborative tools etc. This service is accessible at <http://mole.if.sheffield.eu>

Skills

Student Skills & Personal Development Resources: this section of MOLE includes "**IF301 – "On-line Tutorials: Skills and How To"** – a series of documents and online instructional videos that will help students develop their learning, writing, research and communication skills. The resources are accessible at <http://mole.if.sheffield.eu/index.php?categoryId=39#categoryContent>

301: Academic Skills Centre - 301 Student Skills and Development Centre creates and signposts to resources to help students develop their academic and study skills. In these pages you will find links to skill development opportunities open to students from the International Faculty including research experiences, study skills support and maths and statistics help

(<https://www.sheffield.ac.uk/ssid/301/international>)

TASH offers a wealth of information on the issues you're likely to encounter throughout your studies. It includes advice on structure, grammar & different types of academic writing. (<https://www.shef.ac.uk/ssid/301/tash>)

ORION (ΟΡΙΩΝ) - Online Digital Literacy Tutorial with guidelines on how to research and find material for assignments and dissertations (Designed for Greek students) - <http://orion.lib.teithe.gr/>

[Information and Digital Literacy Tutorials](#) – these webpages include a list of online tutorials, videos and guides that help students successfully research, find and evaluate information. The specific resources have been designed to support students during their whole studies.

<https://www.sheffield.ac.uk/library/idlt/index>

Support Services

Reference & Research Assistance

Students may contact (email, phone, in person) the Library staff for general information and advice. For assistance with subject requests, it is important to supply as much information as possible about the assignment/project topic.

Interlibrary Request Service (IRS)

The IRS offers the option to obtain material such as articles, book chapters, conference proceedings and reports that is not part of the library collection.

Requests & queries should be sent to anagnostopoulou@citycollege.sheffield.eu

ILC Working Hours

Monday to Friday: 08:30 – 21:30

Saturday: (October-May) 11:00 – 19:00

Sunday: (October-May) 11:00 – 18:00

Contact details:

Information & Learning Commons (ILC)

The University of Sheffield International Faculty, CITY College

3, Leontos Sofou Str., 546 22, Thessaloniki, Greece

Tel.: (+30) 2310 538 961 - Fax: (+30) 2310 282 374

Email: <mailto:library@citycollege.sheffield> , anagnostopoulou@citycollege.sheffield.eu

Website: <http://www.citycollege.sheffield.eu/>