

### Outline

1. Searching for
  - a) journals/serials/periodicals (*all three terms mean journals*)
  - b) conferences
  - c) theses (mostly Masters or PhD)
    - i. NUS theses
    - ii. All including foreign theses
2. “odd” hits from TOC
3. Using a keyword search to find correct subject heading/s
4. How to limit search
5. How to export citations
6. Caution on scoping by Collection/Library

**Library web site: [lib.nus.edu.sg](http://lib.nus.edu.sg)**

### (1) (a) Searching for Journals

**First title: *Mechanics of solids*.** Imprint: [New York, N.Y.] : Faraday Press, [c1966-  
*LIB. HAS: 22(1987)-36(2001)*. **Order cancelled after v.36**

1. Note *LIB. HAS* field compared to Imprint field. We do **not** have 1966 onwards
2. What you see on the screen (1993 to 1997) is not all we have
3. To pin-point issue 1999 (v34): type in 99. You will get no hits. Try typing in 1999 or 34 instead.
4. 1987 (v22) is in the Closed stacks.
  - a. Refer to <http://www.lib.nus.edu.sg/lion/l/wreqjn.html> for details on how to request
  - b. Refer to <http://www.lib.nus.edu.sg/help/linc/cscoll.html> for details on collection times of closed stacks items

#### **In brief:**

If you want a Central Library Closed Stacks item in a hurry, do a manual request. Fill in a small green CLOSED STACKS form obtainable at any LINC terminal in the Central Library, drop it in the form into a small box at Loans Desk 4. You do not have to queue up for this. Staff will retrieve Closed Stacks materials at the top of the hour. Collect from Loans Desk 3 after an hour.

**This works only for Central Library materials, on Mondays to Fridays and if you submit forms before 6.30 pm.** If you are not in a hurry, do the request online, wait for email informing you item is ready for collection. (usually the following day after 1.00 pm)

Please note that the retrieved item will be kept for you at the Loan Counter for **5 days**. If the item is not picked up within the 5 days, the reservation will lapse and a one-week suspension of loan privileges will be imposed.

**Second title: *Advances in water resources*.** This is still an on-going title, i.e. we have not cancelled the subscription. Click on **Latest Received** to see what the latest issues of the hard (or paper) copy we have in the library.

We also have the electronic version via Science Direct.

Click on link (**does not work if you are using public LINC terminals, use PCs at InfoComm Center**) to access journal articles. Note the symbols at the Science Direct page. A green box on the left of the article title means we have a subscription, **a white box means we do not**. It is possible sometimes that we do not have electronic version of all the back issues.

Click on Volume 29, Issue 9. It is possible to have “future” issues, e.g. September 2006 issues in August 2006. Click on the first item **Analytical solutions for water flow passing over a vegetal area**. Click on **SummaryPlus** to see abstract. To see full text, click **Full Text + Links** rather than **PDF Full-Text (---K)**. However, if all available online seats are currently occupied, please try again.

Advantages of clicking on **Full Text + Links** :

- takes less time for article to appear
- can click on links to other parts of the article, diagrams, etc. If you click **References**, you will see the list of articles the authors consulted when writing the article. Notice there are links to the full text of some of these articles, e.g. the **third** on the list, **Theory of propagation elastic waves in a fluid saturated porous solid. I. Low-frequency range**.

However,

- *some scientific and mathematical characters may not render as precisely as in PDF versions*
- *the PDF format is most authoritative online format.*

### Third title: **Journal of applied philosophy**

Not an engineering title, but a good example to show two things:

- We have the electronic version via three links, i.e. SwetsWise or Ingenta Select or Blackwell Synergy.
- If the first link does not work, try the other links.

To avoid infringing Copyright regulations, view the full text of the article electronically only when you are sure you want the article. Click **Summary Plus** first to make sure article is really relevant. Even just viewing the full text at the PC screen is considered as Downloading. You can download only **one** article per journal issue.

## 1 (b)E.g. of Conference

Key in conference name in **Author** field

**International Design Thinking Research Symposium**

## 1 (c) **Theses** (mostly Masters or PhD)

- (i) NUS theses: do a keyword search using the words reflecting name of department, e.g. **civil engineering and National University of Singapore** and limit to **Theses collection**:
- (ii) All including foreign theses: do a **call no.** search and scope to **Theses collection**

<b>Subject</b>	<b>Call no. to use</b>
Engineering (General):	T7
Chemical Engineering:	TP7
Civil Engineering	TA7
Electrical Engineering:	TK7
Environmental Engineering:	TD7
Industrial Engineering:	T56
Mechanical Engineering:	TJ7
Production Engineering:	TS7

## 2) E.g. of ‘Odd’ Hit from TOC

You type in **Hazards and risks** in title search and you get: **Risk and insurance in construction**  
**Hazards and risks** is chap 2 at pg. 26 of **Risk and insurance in construction**

### 3) Using a Keyword Search to Find Correct Subject Heading/s

Useful when you do not know specific titles. E.g. you want to find books on electric cars. Type in **electric cars** in advanced keyword search. You get 10 hits. No. 2 looks interesting, click on it. You will notice **Automobiles, Electric** is the correct subject heading. Click on heading. You will get more hits.

### 4) How to Limit Search

The subject search on **Concrete** yields 190 hits. Click the **LIMIT THIS SEARCH** button at the top. You can limit by year or other criterion/criteria.

### 5) Exporting Citations

When viewing the list of hits, mark those you want. click **Save Marked Records**. You notice there are two new buttons at the top of the screen, the **EXPORT SAVED LIST** and **CLEAR SAVED RECORDS** buttons.

Go to the next page and repeat until you have picked all you want. Click **Export Saved List**, choose **Full Display** or **Brief Display** type in [email@nus.edu.sg](mailto:email@nus.edu.sg), click **Submit**. Click **Remove Marked Records from This List**.

Usually **Brief Display** is enough, and you can edit it for writing up your citation. However, the location and status (which libraries the books are in, whether books are already on loan) are not given.

Even if you ask for the **Full Display**, the number of holds the books already have are not given. Try exporting the latest Harry Potter book to your email using **Full Display**. You will know the title is not available, but you cannot tell how many people have reserved the books.

### 6) Caution when Scoping by Collection/Library

After scoping, make sure you go back to **View Entire Collection** or **In All Locations**. If you are using public terminals, make sure it has not been scoped by the previous person.

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