

infowise

search smart,
not hard

October 2003

Newsletter of Temasek Polytechnic Library

Quarterly



COMBAT EXAM FEVER!

Sights & Sounds @ LRC ■ Stress Busters – Books & Websites ■ Research A B C ■ Digital Library Portal New Look ■ Brand New Reference Corner ■ Handphone Etiquette

The **A B C**s of ONLINE RESEARCH



IT IS 10 PM ON THURSDAY NIGHT when you remembered you have an assignment due tomorrow at 12 noon.

Should be a piece of cake, you think, since all you have to do is to hook up to the Net and find the information.

11:30 pm — After browsing the umpteenth website, the majority seeming to be product or personal home pages, you are starting to get worried. Nothing seems really relevant to the information you need even though there are tens and thousands of hits for every single search!

If this scenario sounds familiar, it's time to rethink your online research alternatives. Try online databases — a rich source of reliable and up-to-date information.

A for Availability

Online databases are the 7-Eleven of Library resources. Since they are accessible via the Internet, you can use them anytime, anywhere and you don't even need to come to the Library!

M for Mags

Online databases are huge storehouses for magazines. A database on, say, business, can contain hundreds of business magazines on various subjects such as marketing, accounting, tourism, hospitality, logistics and more. The plus point of using magazine articles is that the information is current. Latest trends and topics are more likely to be found in magazines than books since they can be published as frequently as up to twice weekly. Besides current issues of magazines, databases often contain years of back issues.

B for Browse

Just like you'll look through the menu before ordering your food, try to find out as much as you can about a database before using it. The smart thing to do would be to read the short description on each database to see which one is relevant to your needs. This is because databases vary in their subject coverage. They also come in different sizes and depth. Small ones may contain less than 100 magazine titles whereas heavyweights can come in thousands of titles.

THIS IS THE FIRST OF A SERIES ON ONLINE RESEARCH. WATCH THIS SPACE FOR MORE!

C for Citation

Once you found the right database to use for your assignment, the next thing to do is to check if it is a citations-only database. This means that the only information you can get out of it is publication details such as magazine title, volume number, article title, author, and year of publication. Many citations databases now come with abstracts of the articles. These are also called abstracts databases.

F for Full-text

Full-text databases are the gems in online research. Unlike citations databases where only limited information on the article is available, full-text means that you will be able to read the articles just like the real thing. You can either browse the magazine or search for specific articles using keywords.

P for Portal

All Library-subscribed online databases can be found on the Digital Library Portal at <http://spark.tp.edu.sg>.

S for Sign-in

Since the databases are only available to TP students and staff, you will need to sign in first to access them.

WE GIVE YOU A RUNDOWN OF ALL THE LIBRARY ONLINE DATABASES:

BUSINESS DATABASES:

- Business Source Premier
- Factiva
- Emerald Management Reviews
- Global Market Information Database

ENGINEERING DATABASES:

- Academic Search Premier
- International Civil Engineering Abstracts
- Applied Science & Technology Plus

APPLIED SCIENCE DATABASES:

- Applied Science & Technology Plus
- Biomedical Reference Collection: Comprehensive

DIGITAL LIBRARY PORTAL

NEW LOOK



Before: Digital Library Portal



New Digital Library Portal after redesign

TABS AND BUTTONS AND DROP-DOWN MENUS

Relax, lah. We heard your cries. We took careful note of all your feedback when we redesigned the Library portal. But we didn't stop there. We tested the new design on students and staff. Based on their feedback, we then refined the design some more.

Sound familiar? We are sorry to say that it would seem the Digital Library Portal had been causing much confusion.

Too cheem for me, ah!
So leceh!



So what can you expect now? Well, for one thing, we have put everything on one screen so you no longer have to scroll all over the place. We have given OPAC (you know, the library catalogue?) a much more prominent position so you can dive right in and start your information search right away. We have also included an easy link to the sitemap — always a useful link to have.

We threw out all that confusing library jargon. I mean, was the e-Bulletin a place for you to post messages or what? Many of those polled had no idea! We kept the orange colour because the Spark logo (of which we are very proud) is orange and we want you to see orange and think "TP Library!"

We did, however, move the Metalib Search 'block' out of the way. Now when you need to search for journal or newspaper articles online, you may use the Research Gateway link. We have also provided some brief instructions on how to use this gateway. No longer do you have to try and guess how to use it!

The Lifestyles section has also undergone a major overhaul. We asked students and staff what they would like to see here, and then we put them all in. We hope you will like it.

So drop in and visit your new Digital Library Portal soon. And if you want more changes — just find the "Enquiries & Feedback" link and have your say. Looking forward to hearing from you!

Debby Wegener
Library Webmaster

- BioMedNet Reviews
- Health Source — Consumer Edition

INFORMATION TECHNOLOGY DATABASES:

- Computer Source
- Computer Abstracts International Database
- Computer & Communications Security Abstracts
- Library and Information Science Abstracts

DESIGN DATABASES:

- designandappliedartsindex.com
- GroveArt

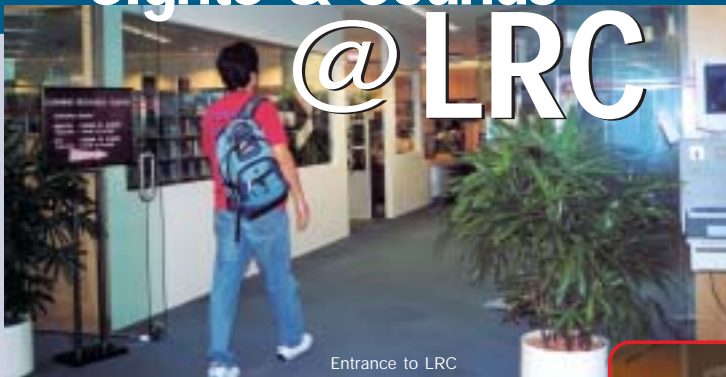
EDUCATIONAL DATABASE:

- Educational Resource Information Center (ERIC)

MULTI-DISCIPLINARY DATABASES:

- Academic Search Premier
- Emerald Intelligence & Fulltext Database
- LexisNexis Academic

Sights & Sounds @ LRC



Entrance to LRC

SAY "LIBRARY" AND I BET "BOOKS" will pop into your mind. But the Library is more than just books. It also offers a whole gamut of "non-print" materials: music CDs, VCDs, DVDs, CD-ROMs, video tapes cassettes and LDs. What's more, you even get to borrow some of these items home!

Here's a run-down of some of the little known tidbits of the Learning Resource Centre at Level 4, the multimedia centre of the Library.



Surfing Internet at LRC

DID YOU KNOW...

The LRC, usually teeming with students and activity, was closed for renovation for two weeks during the lull period of the June holidays.

WHAT'S NEW?

The most obvious change is the relocation of the Internet PCs. Not only are they shifted to another part of the LRC, their numbers are also reduced. However, Net surfers may look forward to more PCs in the new Lifestyle Library on Levels 2 and 3 when the renovation is completed in October 2003.

SCANNERS

There are 2 scanners for your use. Design students may also choose to use the third scanner that is connected to a Macintosh.

PRINTER

All Internet PCs are connected to a laser printer. You may print from any Internet PC in the LRC using a photocopy card. This may be purchased from the Ultra Supplies office at Level 1 of the Library during office hours.



Browsing videos on brand new shelves



Previewing videos before borrowing



New movable shelves for CD-ROMs allows for easy browsing

VIDEOS

Ever wondered why your lecturers sometimes screen videos in class? Besides adding spice to the routine of lectures, your lecturers probably realised that some things are better learned through watching.

The Centre has an amazing variety of video tapes. Take a peek at some of the offerings to get an idea:

LIFE SCIENCES:

- Visualising Cell Processes: Cells & Molecules
- Organic Chemistry
- DNA: Blueprint of Life
- Cell Structure & Protein Product

DESIGN:

- Graphic Design
- Fashion Display Skills
- History of Apparel

LAW:

- Business Law
- Arbitration

TOURISM & HOSPITALITY:

- Dealing with Cultural Differences in Tourism & Hospitality

NATIONAL EDUCATION:

- An Immigrant's Story
- One United People

In case you think the videos are all schoolwork related, there is also a large part of the collection on Lifestyle topics.

SPORTS:

- Tennis
- Soccer Tips

TRAVEL:

- Mysteries of Egypt
- Touring Mexico

FENG SHUI



CD-ROMS

Not into videos? There is a growing collection of CD-ROMs at your disposal. Besides "information" type CD-ROMs such as "All About Aquaculture", "Occupational Health & Safety" and "Genetic Engineering", there are also other useful applications and interactive tools.

CD-ROMs Tools

Designer Tools: Fonts, Clip Art & Images — Contains a collection of 5 CDs with original high-resolution graphics. Has everything professionals or home users need to produce dazzling creative work. There are hundreds of files to choose from, in popular Mac and PC formats, all royalty free.

1000 of the World's Greatest Sound Effects — The most comprehensive user-friendly sound effects collection recorded in both 8-bit and hi-fidelity 16-bit formats. The source of the sound effects come from professional audio collections used for movies, theatre, radio, and TV. The categories include: animals, crashes, industrial, musical themes, humans and many more.

MAY STUDENTS BORROW LRC MATERIALS HOME?

Yes, except for "Restricted" items such as movies on VCDs, DVDs and LDs that are to be used within LRC only, all other items may be borrowed.

How many items may I borrow?

CATEGORY	GENERAL	RESTRICTED
Max. no. of titles	3	1
Loan Period	7 days	3 hours
Fines	₱1 per day	₱0.10 per hour

CALLING ALL MUSIC LOVERS!

If you are into music and know the latest and hottest music CDs around, you are the person we are looking for!

We are expanding the number and genre of our music CDs collection. So, if there are CDs that you think the Library could purchase, fill up the Recommendation Form near the Preview Station in LRC and drop it at the counter.

STRESS BUSTERS - WEB FUN

BLOGS

Some call them online diaries or journals. The act of writing down your feelings can be therapeutic. We suppose this is why more and more people are blogging!



The most famous blog is probably www.blogger.com. The very apt domain name certainly placed it ahead of others! The use of colours to separate sections such as "Fresh blogs" and "Creating your own blog" gives the site a certain amount of vibrancy. What makes Blogger unique is that it lets you host your blog onto your website. Instead of frequently uploading the newest version of your blog, you make posts to your blog by submitting a simple form on the Blogger website, and the results immediately show up on your site.

QUIZZES

Did we just hear groans of "Not another quiz!?" Far from those nasty little quizzes your tutors spring on you, these quizzes are a great source of diversion and entertainment.



Emode (<http://www.emode.com>) has fascinating quizzes ranging from "What breed of dog are you?" to "Are you a material girl?". Just answer some multiple-choice questions and your personality profile will be computed for each quiz you have attempted. Not only that, Emode gives you storage space to keep your quiz results. Cool, eh!



Another blog is www.xanga.com. While the contrast is in the colour (Xanga is predominantly white while Blogger is black), functions are basically similar with sections such as "Help" and "New updates". Known for new innovations almost every other week, Xanga offers a whole host of mind-boggling features such as design templates, spell check, image hosting, user comment and more.

We wish they could come up with doodds. So that we could do some doodding! :)



Another quiz, Coolquiz (<http://www.coolquiz.com/trivia/>) provides some of the most intriguing trivia quizzes around. For instance, "Dead or Alive" quiz morbidly asks you to guess whether someone is dead or not. Or that "Celebrity ID" quiz lets you identify a celebrity based on some old photos.

EXAMS. THAT WORD TENDS TO SCARE THE WITS out of the most stouthearted. But if you arm yourself with plenty of good exam tips, take enough breaks from the humdrum of studying, you may end up thinking exams are not that bad after all!

Infowise scoured the Web and found some websites that may help to ease a little of that exam pressure!

EXAM AND PROJECT TIPS

Since balance is the key in all things, we thought we would also recommend some good sites offering exam and project tips.

"Sites to promote academic success" (<http://www.uni.edu/walsh/linda7.html>) offers a selection of time management sites that will leave you wanting for more. These include "Test-taking Commandments", "Study Skills Checklist" and "Study Distraction Analysis", among many more.



Okay, for those who are still struggling to finish that PBL project just before the start of the dreaded exams, take a look at this page put up by the University of Wales for its PBL students (http://www.uwcm.ac.uk/study/healthcare_studies/occupational_therapy/courses/full_time/Students/survival_guide_pbl.htm). This survival guide lists anxieties experienced by first year students and strategies to overcome them.

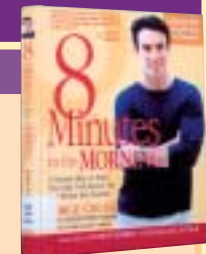


STRESS BUSTER BOOKS

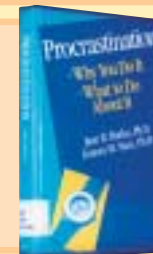
Title: **8 Minutes in the Morning**
Author: Jorge Cruise

STRESS RELIEF FACTOR: 4 OUT OF 5

Getting in shape has never been easier, according to Jorge Cruise. Eight minutes everyday for four weeks is all you need. The exercises involve stretching the inner and outer thighs, biceps and triceps, standing on the heels, and kicking up into the air. These seemingly easy movements do not tax the muscles; in fact, they resemble those of yoga. For instance, in keeping your head and arms off the ground, the superman stance strengthens the waist. What is amazing is that Cruise uses no more equipment than a pillow, chair, two dumbbells — a fact that should get approving nods from readers! What's more, the writing is concise without sacrificing detail. To top that off, Cruise also lists down recipes that you could follow. These recipes, he emphasised, are not about dieting: it is about eating right and feeling right. The author was operating a weight-loss website before he was propelled to "stardom" in the Oprah Winfrey show when two people attested to the effectiveness of his weight-loss programmes. However, this book is more than just a book about weight loss. It is stretching those laid-back muscles and feeling good as a result of the adrenalin rush!



Call Number: RA781 Cru



STRESS RELIEF FACTOR:
3.5 OUT OF 5

Title: **Procrastination: Why You Do It, What To Do About It**
Authors: Jane B. Burka & Lenora M. Yuen

Do you put off studying for exams, only to cram at the last minute? Contrary to the general perception of procrastinators being mere lazy bums or "discipline-challenged", this book suggests other root causes such as fear of success or an obsession with control. (Strange as it sounds, my perfectionist nature causes me to procrastinate!) Discovering your own unique "style of postponing" is the first step to recovery, so says the book and it offers practical techniques to overcome such tendencies. One example is the Swiss Cheese method of "poking holes" in a large task by using little bits of time instead of waiting for one large block of time. I must say I can identify with many of the examples in this book, and the fact that this procrastinator actually submitted this book review on time makes it well worth a read — so what are you waiting for?

Call Number: BF637 Pro.Bu

Title: **The Ultimate Papercraft and Origami Book**
Authors: Paul Jackson & Angela A'Court with Marion Elliot

STRESS RELIEF FACTOR: 5 OUT OF 5

This book comprises two sections: overview of papercraft and origami techniques. It introduces some interesting origami designs such as sleepy dog, bird, standing heart and elephant. By grading the projects according to their level of difficulty, it allows you to start with the simple designs, master the basic paper folding techniques before moving on to more complex ones. This, I found through experience, is especially useful for the novice. I started with simple projects without looking at the basic techniques provided. This proved disastrous, as I was unable to grasp the instructions and had to give up halfway. Later, I revisited the designs, this time, starting by practising the basic techniques. This proved much more fruitful as I was able to move on from the simple, to intermediate and finally the advanced designs. The whole progress was an exercise in patience, and totally absorbing — a great way to relieve stress by focusing your attention on a non-work related task.

Call Number: TT870 Jac



RED ALERT! Searching for Red Spot Books

Your lecturer told you to read Chapter 3 of a book he has put at Red Spot. But neither you nor your pals can remember the title, so what do you do?

Rather than try your luck browsing the shelves, you could use the "Red Spot Search" option in the online library catalogue.

1 Simply click on Red Spot Search on the menu bar.



From the Red Spot Search screen, you may choose to search the collection using Keywords, Title, Course Name, School or Instructor.

2 Want to see the list of Red Spot books relevant to your course or the other books your lecturer has placed in Red Spot? Use the "Browse Red Spot" option.



3 You may browse by one of these categories: Instructor, Course Name, School, Title or Keywords.



Handphone Etiquette @ Library



STUMPED in your RESEARCH?

Go hang out at Level 5!

It is impossible to miss the bright orange counter on Level 5. Since mid-August, this level has been transformed into a resource centre where all reference materials are housed.



REFERENCE BOOKS

As the word suggests, reference books are those you refer to for verifying facts or hunting for brief information instead of reading from cover to cover. Examples of reference books include dictionaries, encyclopedias, directories and handbooks. All reference materials may only be used within the Library.

RESEARCH ROOM

Looking for information on the World Wide Web or using one of the online databases for your assignment? You are welcome to use the Research Room where you can conduct your research online and print out your search results or assignment reports.

Fragile materials such as loose-leaf publications (Statutes and Subsidiary Legislations of Singapore) and fabric swatches are also found in the Research Room. You may use the materials only within the room.



REFERENCE COUNTER

Trained staff is on hand to provide guidance and consultation on searching and retrieval of information from various sources. If you are a research newbie, feel free to ask for help from our counter staff.

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