



Sheridan Institute of Higher Education (Sheridan Library)

Information Instructions for Students and Staff

Library Collection (Physical Resources)

Sheridan Library's physical books and other items are organised in 10 main Dewey Decimal System (DDS) classifications/classes. When searching for items, please remember to following classification areas.

Dewey Decimal System (DDS) Classifications

- 000 - Computer Science, Information, & General Works
- 100 - Philosophy & Psychology
- 200 - Religion
- 300 - Social Sciences
- 400 - Language
- 500 - Science
- 600 - Technology
- 700 - Arts & Recreation
- 800 - Literature
- 900 - History & Geography

Online Library Catalogue

To search for physical books and other items held in the Sheridan Library, please access the following link. (**Please note**, if you need any help with finding physical resources, please ask the Librarian for assistance).

Link: <http://library.sheridan.edu.au/>

Sheridan Library Databases

Students and staff can access the online databases from campus or from home. (**Please note**, to access the online databases from home, you will need to email the Librarian for the relevant access passwords. When accessing from the campus, no passwords are required).

To access Sheridan Library Databases, see the following steps:

- Go to Sheridan Institute of Higher Education's Website: <http://www.sheridan.edu.au/>
- Click on Campus Life
- Click on Library: <http://www.sheridan.edu.au/index.php/extensions-14/library-logins>

Online Databases accessible from the Sheridan Campus and home
(passwords required when accessing from home):

GENERAL SEARCH

- [Cengage Academic OneFile](#)
- [EBSCO Academic Search Premier](#)
- [Informit Education, Business, Humanities and Social Sciences](#)

BUSINESS

- [Cengage Business and Economic Theory Collection](#)
- [Cengage Small Business Collection](#)
- [Cengage Small Business Resource Center](#)
- [EBSCO Business Source Premier](#)

HUMANITIES AND SOCIAL SCIENCES

- [Cengage World History Collection](#)
- [Oxford University Press Arts and Humanities Collection](#)
- [EBSCO Humanities International Complete](#)

EDUCATION

- [EBSCO Education Collection](#)
- [ERIC](#)

MATHEMATICS, PHYSICAL SCIENCES AND LIFE SCIENCES

- [Cengage General Science Collection](#)
- [EBSCO Science and Technology Collection](#)

How to access an Online Database – For Example:
Gale Academic Onefile Database

- Click on Academic OneFile –
Link https://go.gale.com/ps/start.do?p=AONE&u=61wa_sc&authCount=1
- Click within the search box for a **simple search**, i.e.
 - Insert 'Marketing business markets'
 - You can narrow your search by selecting filters, i.e. Full text documents and Peer-Reviewed Journals
- **Advanced Search** – use this option when you require more in depth information. For example:
 - Insert keywords within the textboxes, i.e. 'Business', 'Market', 'Plan' and narrow your search by selecting filters, i.e.
 - Full text documents, Peer-Reviewed Journals, Contains Images, etc.
 - You can also do the following searches within the Advance Search option:

- Title
- Subject
- Author
- Publication Title
- Abstract, etc.
- Click on **Browse by Discipline**
 - Select a discipline and choose a topic to view articles, i.e.
 - Marketing
 - Business markets
 - You can narrow your search by selecting filters, i.e.: Peer-Reviewed Journals, Document Contains images, etc.
 - Select Academic Journals
 - Select Peer-Reviewed Journals
 - Select an article, [How to market like Richard Branson](#)
 - If you click on the title, it will open, and you have a few options (Figure 1.), i.e.
 - Cite – take you to the Citation tools, i.e. APA 6th Edition
 - Send to – Google Drive™, OneDrive™ and Email
 - Download (PDF article can be downloaded and saved)
 - Print
 - Get link option
<https://link.gale.com/apps/doc/A390562171/AONE?u=61wasc&sid=AONE&xid=d2b388d7>
 - Highlight and notes – you can highlight text and make notes that will be saved in a folder.

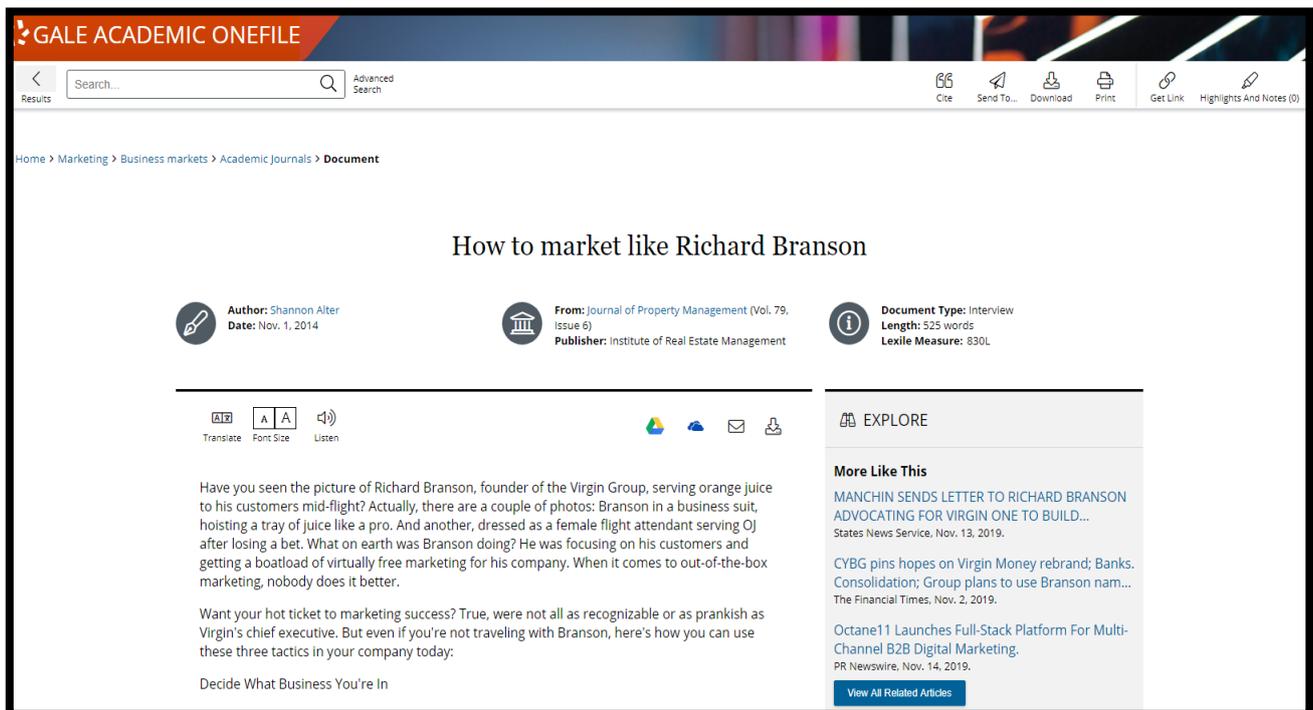


Figure 1

- Another way of narrowing your search – Go to Topic finder – left of screen under Search Tools.
- Type in your keywords, i.e. Business markets in text box and enter
- Select a tile, i.e. Market research (Figure 2.)

- When clicking on Market research, you will have more results to select from.
- Other search tools: 'Subject Guide Search' and 'Publication Search' options can also be used to find exact information.

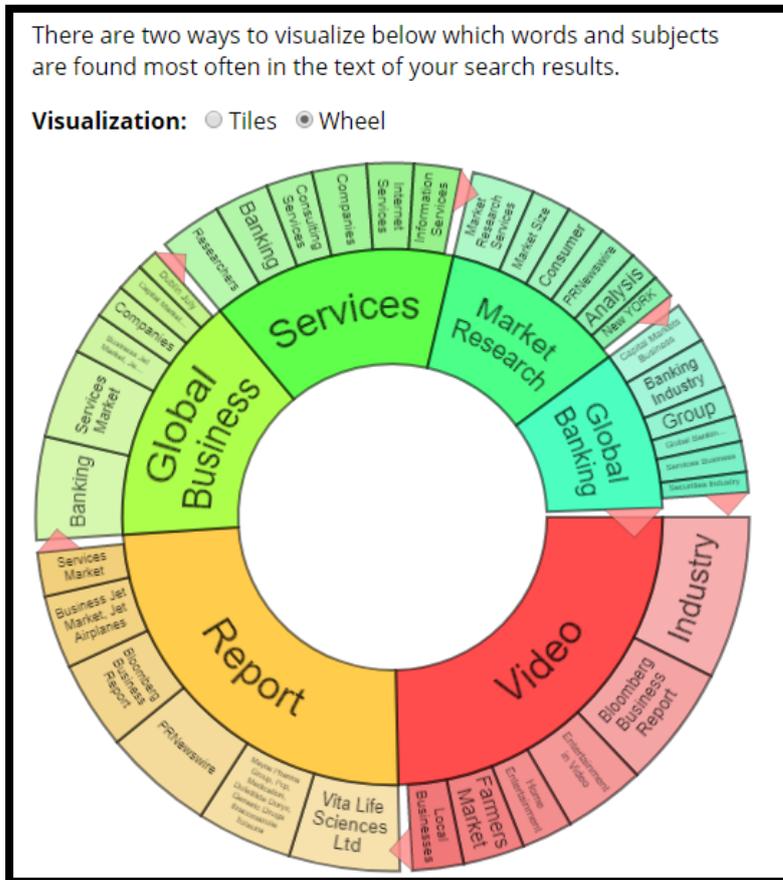


Figure 2 Topic Finder

Something to remember:

**FREE ACCESS
VS.
OPEN ACCESS**

What is Open Access?

Open access content is:

1. Easily accessible online
2. Available free of charge
3. Available for re-use as long as credit is given

What is Free Access?

Free access content can be accessed online for free but is not necessarily available for re-use or redistribution.

LIBRARY CONTACT DETAILS

Director of Library Service

Lizelle Smith

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(Lizelle is in the Library on Thursdays and Fridays, but she can be reached via email.)