

LEARNING HOW TO SEARCH FOR AND USE INFORMATION. BEGINNER LEVEL

MODULE 1. INTRODUCTION TO THE LIBRARY SERVICES AT THE UCLM.

1.1. Meaning and functions of the UCLM Library.

What is it? What is it for? How many are there? How does it work? What do I need?
When does it open and who can help us?

1.2. Resources and utilities the library provides to students.

Collections, spaces and equipment.
Resources and services.
Library 2.0.

1.3. Training in competences at the library.

User training and information literacy.

MODULE 2. ACCESS TO THE CATALOGUE AND PERSONAL RESOURCES.

2.1. Access to the catalogue.

What is a library catalogue? How is it accessed? What can I find?

2.2. Searching, consulting and borrowing documents

How to search and consult a document. How to borrow a document.

2.3. Inter-library and inter-campus loans.

Service for obtaining documents.

2.4. Other personal resources at the Library.

My library. Your library. The digital library.

MODULE 3. HOW TO LOCATE ELECTRONIC INFORMATION ON THE LIBRARY WEBSITE.

3.1. Electronic resources

3.2. Electronic books. Greco

3.3. Electronic magazines. Publication Finder

3.4. Databases

3.5. PLINIO: BUCLM metasearcher

3.6. Other electronic resources

MODULE 4. HOW TO DO A CLASS ASSIGNMENT.

4.1. Search for the topic and contextualize it.

Choose, define and contextualize the topic.

4.2. Find and assess the information.

Searching the sources. Assessment of documents found.

4.3. Writing assignments.

Structure, presentation, style. Examples and recommendations.

4.4. Quoting resources consulted.

Quoting models. ISO and UNE regulations. Examples and suggestions.