

Information Sources Guide: Health and Safety

*This handout offers instructions on finding information on
Health and Safety.*

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For other Library documentation please see:
<http://www.brad.ac.uk/library/documents/index.php>

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INTRODUCTION

This handout will help you find information for projects, reports and essays. There is no **one** place to find all the information you need. You will need to look at a variety of sources, as they contain different types of information.

For general reading throughout your course textbooks and some electronic sources (both databases and Internet) will do. Remember that, when you start project work (within groups in the first and second year, and also during the final year project) you will need to demonstrate knowledge and use of a full range of information sources.

ERESOURCES AND DATABASES

Access to all electronic sources listed here is available through the Library's eResources and Databases page (<http://catalogue.brad.ac.uk/search/y>). User guides are also available from this address. Logging in to specific databases or other online services will often require a username and password. This is usually either your University of Bradford userID and password OR the Athens username and password. See each individual resource for instructions.

FURTHER HELP

The Library website is a good place to start: <http://www.brad.ac.uk/library>.

The subject specialist team are here to help you find and use information.
We are:

Email: k.carver@bradford.ac.uk

The office door (JBP 1.9) is open when we are in, or you can telephone on x3374. Please ask if you require any help. You can also direct enquiries to the Floor 1 Information Desk. The desk is staffed 11.00-4.00 term-time weekdays.

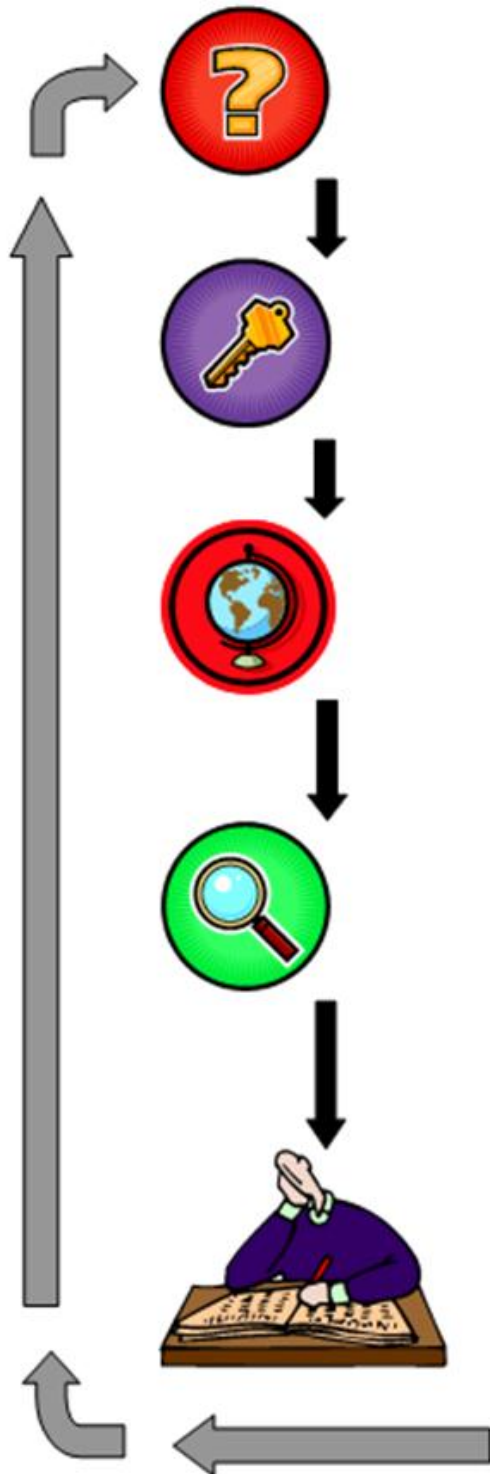
Please keep this information for reference.

SEARCH STRATEGY

The search strategy is the way you search. It pays to spend time thinking about how you will search to ensure you are considering:

WHAT you are looking for and

WHERE you might find it



Step 1: What is it that you need to know?

Hint: Try writing your topic as a sentence – which are the **key** concepts in that sentence? Use dictionaries and encyclopaedias to find other relevant words.

Keywords

These words are your **keywords** or the terms you will use to search the databases.

Step 2: Where will you look?

- Library catalogue
- Journal databases
- Standards & patents
- Internet
- Others?

Hint: use this handout for details of what each resource contains and select the most appropriate resource.

Step 3: How will you search?

Start with a simple search in one database...are the results any good? Are they:

- **Relevant?** Try other terms
- **too many?** Refine your search by adding another term with AND to reduce the results
- **too few?** Are there other terms you could try? Try joining them with OR.

(For more information see the table below)

Step 4: READ your results

Do they answer the question you started out with?

If **NOT**, or if there is anything else you need to know.... Go back to **Step 1**

Some basic bits of search language

There are no standards for database search language, but these are generally observed to be true. Do check with the help screens of the database you are using for more information.

Truncation	Used to find variant spelling or plurals, most databases use an asterisk (except the library catalogue and MetaLib which use a question mark ?). e.g. engin* will find engine, engines, engineer, engineers, engineering
Wildcards	For example a question mark: ? : can be used to replace just one term within a search e.g.: wom?n will find women and woman .
Be aware of Americanized spelling	Some databases use American spelling, e.g.: color for colour, organize for organise etc. Most databases have a wildcard to get around this problem. i.e. colo?r or organi?e.
Boolean logic	<p>You can combine your terms with Boolean operators to get better results, e.g. AND, OR and NOT.</p> <p>AND: narrows a search, both terms must appear in the results. Many databases (including web search engines) automatically “AND” your search terms together, unless you state otherwise.</p> <p>OR: broadens a search, results are included if either word appears.</p> <p>NOT: excludes terms from the results. Use this sparingly, as you may lose relevant results.</p>
Brackets	Just as with mathematics you can use brackets in many databases to force the order of a search, ie: (tv OR television) AND digital transmission
Phrases	Searching for a phrase sometimes requires you insert it in “quotation marks”.

Keeping track of your searches

It is important to keep track of the references you find as your search progresses, so you have all the details to find the item (book, journal article etc.) and so you can reference it in your bibliography.

Many of the resources listed in this guide offer the facility to save your chosen references in various formats, the most common being:

Email to yourself

Download to text file or spreadsheet

Download to EndNote®.

EndNote is specialist bibliographic software installed on all university PCs, and now available on the Internet. For further details, see <http://www.brad.ac.uk/library/electinfo/endnote>

WHAT DOES A REFERENCE MEAN?

When you search resources, often you will be given a citation or reference. This contains all the information you need to be able to find the item in a library.

Make a note of the Author, Title, and if it is a journal you will also need the Journal Title (sometimes called Source title), volume and page numbers for any of your results you want to find. If in doubt note all the information you are given.

Next search by the **title, journal title** or source on the Library catalogue. If we do not have the item in stock, you need to submit an Inter-Library Loan.

When you refer to somebody else's work within your own you should insert a citation, and include full reference details in the bibliography at the end of your work. A reference in the Harvard Referencing format (recommended by most of EDT) is:

Journals

Surname, I. N. (Year) Title of paper. *Journal title*, Volume(Part), firstpage-lastpage.

eg: Smith, J. (2007) Lean manufacturing in Japanese industry *Quality Review* 86(3) 152-157

Books

Surname, I.N. (Year) *Title of book*. City: Publisher.

Smith, I. (2005) *Health and Safety in Manufacturing* London: Wiley

For more information on referencing see the Harvard Referencing handout available from your Subject librarian.

HOW DO I KNOW WHICH RESOURCE TO USE?

This guide should point you in the right direction, but as a general rule:

Books – standard background information on a topic.

Journals and Conference proceedings– current research, more likely to find specific topics covered

Websites – these should be used with caution, much harder to verify quality with Internet sources.

INFORMATION SOURCES

The library catalogue contains information on the resources available within the library. It is available from the library webpage or from dedicated library catalogue machines in the library.

Author and Title searches are good if you are looking for an item on your reading list, whereas a Keyword search is the best way to start if you are looking for materials on a particular subject. Once you find a book, make a note of the class number; this is where you will find it on the shelf. The library catalogue contains Journals and Periodical *titles*, but it does NOT contain information about the *articles* in journals.

Books

Books in the library are listed on the library catalogue: <http://ipac.brad.ac.uk>. Author and Title searches are good if you are looking for an item on your reading list, whereas a Keyword search is the best way to start if you are looking for materials on a particular subject.

Catalogues of other libraries are useful because they can help alert you to books which have been published on your topic not held in Bradford. Library catalogues online can be found at from the Library pages, and then following the link under eResources > Reference Information Sources to Libraries and bookshops.

If you need to get hold of a book which isn't held within the University of Bradford, it can be ordered from you through Inter-Library Loans. Further details of the service can be found at: <http://www.brad.ac.uk/library/news/illos.php>.

Encyclopaedias and Dictionaries

These provide an introduction to a subject, and provide definitions of unfamiliar terms. They will help you to work out **exactly** what the topic is you are looking for, and will also suggest related terms. Use these related terms when you go on to search other sources like the textbooks and journals.

Dictionaries and encyclopaedias range from very general to subject specific. General dictionaries and encyclopaedias are shelved in the General Reference collection on Floor 0, more subject specific ones are shelved amongst the main collection on Floors 1 and 2. To find a dictionary or encyclopaedia for your subject try a keyword search on the library catalogue for your degree title and "dictionary" or "encyclopaedia". Or try looking at the beginning of your subject area on the shelves the classmarks end in (03).

Handbooks, Data Books, Reference books etc.

These are useful for all kinds of factual reference enquiries: i.e.: statistics, formulae, properties, etc. General editions of these may be found on Floor 0 in General Reference. More subject specific handbooks can be found on floors 1 and 2. The classmarks end in (083).


Journals & Periodicals

Journals and periodicals contain the latest research. They are issued regularly in “parts”. These parts are then collected into an annual “volume”. Journals (unlike magazines) are often peer-reviewed, which means articles have been assessed by leading academics before being published.

Finding articles

Databases index the contents of journals. These databases can contain citation details (where to find the article), or an abstract (a short summary of the article) and some even contain the full text.

Does the University have the journal?

Some databases link directly to the library catalogue (using ).. Where there is no direct link, you need to search by **Journal title** on the library catalogue. All electronic journals are included in the library catalogue.

Which database should I use to start with?

Start with either:

Web of Knowledge (SM): general periodicals database (from Institute of Scientific Information) which also allows cross searching with the ISTP (Index to Scientific and Technical Proceedings), covers science, social science and engineering. Coverage 1981-present. Or...

Ei Compendex®: a general engineering database covering over 5,000 engineering journals and conferences. Coverage 1884-present.

All databases search in different ways, it is worth referring to the specific handout for the database in question (<http://www.brad.ac.uk/library/documents/index.php>) or alternatively the databases' own “help” guide. The databases can be accessed from MetaLib (<http://www.brad.ac.uk/library/electinfo/metalib.php>).

Online Information Sources

To log in to most resources you will need to enter your University of Bradford Username and Password. The first time you log into resources you may be asked for your ATHENS password – this was emailed to you when you registered with the university, if you have forgotten this you can request it again from

<http://www.brad.ac.uk/lss/athens.php>. If you are using a computer from off campus you will also need to download a plug-in to access the resources, on screen instructions should take you through this process. If you need further help please contact your Subject Librarian.

All of these resources can be found in the Health and Safety sub-category of MetaLib. Most are subscribed sources and paid for by the University of Bradford.

Barbour Health and Safety: Full text of a wide range of health and safety documentation, including legislation and guidance.

Accident Database: The Accident Database contains over 13,000 accidents, incidents and near misses, 30% of which include lessons learned. The Accident Database can be used in several ways from hazard identification, design to training.

British Standards Online® : British Standards Online is the exclusive, authoritative and most current site for all BSI publications.

Ei Compendex: Compendex is the most comprehensive interdisciplinary engineering information database in the world, with over six million summaries of journal articles and conference proceedings, and 220,000 new additions every year. Engineering Index 1940- is in the Abstracts section at T 62.

Construction Information Service: Full text of key construction and civil engineering documentation, including many official publications, and publications by trade bodies etc.

Croner's Dangerous Substances: Croner's Dangerous Substances Database is designed to help subscribers be aware of the likely classification for transport and supply of the listed substances and goods.

Croner's Health and Safety: Croner's Health and Safety is to provide a first point of reference to the Acts, Regulations, Codes of Practice and guidance currently in force in the UK for the control of health and safety at work. It is aimed at those responsible for the health and safety of people at work.

Internet for Health and Safety: Tutorial for high quality websites about Health and Safety. prepared by the UK HE community.

ProQuest® : ProQuest ABI Inform provides articles and abstracts dealing with public and private companies, industry research, marketing and advertising, finance and human resources.

Safety and Environmental Index: An index from IChemE up to 1993 covering:- Environment Protection Bulletin 1-21 kept at Y 66.

IChemE LPB 100 largest losses.

Loss Prevention Bulletin 000-108* kept at Y 66.

Process Safety and Environment Protection 68-70 kept at Y 66.

Sax's Dangerous Properties: Sax's Dangerous Properties of Industrial Materials 10th edition and Hawley's Chemical Dictionary combined.

ScienceDirect®: Full text of over 1800 journals published by Elsevier.

University of Bradford Catalogue: The Library offers a Web Catalogue.

Web of Knowledge: Web of Science provides access to abstracts of articles from approximately 8,500 of the most prestigious, high quality journals.

Conference Proceedings

Conferences are one of the main means of communication of academic knowledge. Papers presented at conferences are often compiled together into "Proceedings". These are published either on paper or electronically. Databases like **Web of Knowledge** and **Ei Compendex** index some proceedings.

Government and Official Publications

Government departments research and publish on a wide range of issues. Links to all of these resources can be found from

<http://www.brad.ac.uk/library/electinfo/refoff.php>

United Kingdom

UK Official publications can be found in the J B Priestley Library on Floor 2, in the BGP section. Not all items in this collection are listed on the library catalogue. They are shelved alphabetically by the name of the Department that published them.

There are printed guides and indexes shelved next to the collection, but the following electronic database also contains information on UK Government publications:

UKOP online (a database which gives information on a vast range of British official publications. Coverage 1980-present).

A large number of documents are available full-text on the Internet; including: Acts of parliament, Statutory Instruments and House of Lords publications.

United States

The best way to find the website of a department is via the **US Government website**, which can be found at: <http://www.usa.gov/>

European Union

European Union publications can be found in the European Documentation Centre on Floor 2. Much information is freely available online from **Europa**, including information about EU institutions and full text of legislation.

Theses and Research

Work undertaken for a PhD or as research within universities can be obtained from <http://www.brad.ac.uk/library/elecinfo/theses.php>:

Index to theses accepted for higher degrees in the universities of Great Britain and Ireland (with abstracts). Published by ASLIB. Available online from the URL above. Coverage 1716-present (abstracts from 1970 only).

Theses published by Bradford University are included on the library catalogue and all have the classification A 043.

Standards

United Kingdom

In the U.K. the British Standards Institution is the national standardising organisation.

Standards contain technical information or precise criteria to be used as rules, guidelines, definitions to ensure materials, products, processes and services are fit for their purpose.

British Standards Online: The Library has access to all current British Standards via BSOL. This is a full text database that allows viewing, printing and downloading of the full text of the standards and their European and International equivalents. British Standards Online is included in MetaLib.

American organisations

There is no single standardising body in the US. Instead you should be aware of:-

American National Standards Institute: an association of more than 130 technical societies and trade associations. This coordinates all national standardising activities in the United States. They also coordinate the searchable database of all US standards called NSSN (<http://www.nssn.org>).

The American Society for Testing and Materials (A.S.T.M.) publishes the Annual book of ASTM standards. 2001. T 6 AME. Standards relating to a specific field are gathered in each volume.

The U.S. National Bureau of Standards is concerned with standards of physical measurement and the determination of physical constants and properties of materials.

Other International Standards bodies

International Electrotechnical Commission (I.E.C.).

International Commission on Rules for the Approval of Electrical Equipment (C.E.E).

International Organisation for Standardisation (I.S.O.).

Further information about standards is available from the Reference page of the Library Web pages, look under Standards.

Patents

The libraries patents page is at:

<http://www.brad.ac.uk/library/electinfo/patents.php>.

Patent specifications are a basic source of information. Over 70% of information in patents never appears elsewhere. Each specification is a detailed description of a new device or method of production. Patents can be searched using

Esp@cenet <http://ep.espacenet.com>.

American patents can be searched by using **USPTO** (United States patent office).

Business and Patents Unit at Leeds Central Library. Tel. (0113 247 8266) is very helpful and holds a large collection of British and Foreign patents.

<http://www.businessandpatents.org/>.

There are also useful books in the library, notably:

Black, G. R., (2003) *Keyword patent searching: online : a workbook*, Michigan : Gerald R. Black, A025.066087 BLA

Van Dulken, S., (2002) *Introduction to patents information*, 4th ed., London : British Library, A025.066087 VAN