

Library items for the divisional noticeboard, Trinity Term 2021

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All term

UK Parliamentary and Government materials - an introduction

One to one sessions are available for:

Finding and accessing historical pre-1800 and post-1800 to present day UK parliamentary and government material. Print and digital sources will be covered. We will also cover relevant archival material if relevant. This will be of vital help to history, politics and social sciences students using this material, to include:

- Parliamentary papers
- Parliamentary proceedings and parliamentary debates
- Legislation
- Government and departmental papers

You are welcome to book a one hour session with the Official Papers staff. The session will be delivered via Teams.

Dates and booking: every Thursday throughout Trinity term

Each day at: 10.00-11.00 ; 12.00-13.00 ; 14.00-15.00

> View available slots and book a one-hour session: <https://skills.it.ox.ac.uk/whatson#/course/ISKILLHAEy>

Before your session could you please email the Official Papers team official.papers@bodleian.ox.ac.uk with details of the area of your research so we can tailor the session to your needs.

If you would like to contact the Official Papers team before booking you are more than welcome to do so.

Audience:
DPhil student
Research Staff

Week 1

Getting started in Oxford Libraries

Tuesday 27 April 10.00-11.30

An online introduction to getting started in Oxford libraries. This workshop will feature live demonstrations and hands on activities on how to use SOLO, the University's resource discovery tool. We will search for a range of material and show you how to get hold of what you want to read. There will be regular breaks for questions.

Objectives - By the end of the session you will be able to

- Identify which of Oxford's libraries you can use, and which meet your needs
- Search SOLO to find printed and online books, journals and other materials
- Place scanning requests, use the Click and Collect service, and book reading room slots
- Access help and advice from the libraries on our large range of services in a variety of ways

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=162672>

Audience:

DPhil student
Research Staff

Week 2

Referencing: Endnote (Introduction to)

Tuesday 4 May 10.00-12.00

EndNote 20 is a desktop-based reference management tool for Windows and Mac users, which helps you build libraries of references and insert them into your Word document as in-text citations or footnotes and automatically generate bibliographies. This introduction to EndNote is open to all University of Oxford students, researchers and staff and teaches you how to use the software so that you can effectively manage your references.

Ahead of the session, you will be asked to watch a 5 minute video, which introduces you to EndNote and provides you with instructions on how to download and install EndNote 20, which we ask you to complete before the live session. You will not be given dedicated exercises to complete during the session, but having EndNote 20 installed allows you to follow along while the instructors present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software. The link to the video will be emailed upon booking.

By the end of the session you will be able to:

- Understand EndNote and what it can do for you
- Add references to EndNote from a range of sources
- Manage your references in an Endnote library
- Add in text citations and /or footnotes to your essays and papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=162000>

Audience:

DPhil student
Research Staff

Referencing: Zotero

Friday 7 May 10:00-11:00

Zotero is a reference management tool that helps you build libraries of references and add citations and bibliographies to word processed documents using your chosen citation style. This online introduction covers the main features of Zotero.

The session will take place live via Microsoft Teams and will require some pre-session work registering for and installing the Zotero software. Instructions will provided upon booking.

We also invite you to send in advance any questions you have about using Zotero to used@bodleian.ox.ac.uk. There will also be plenty of opportunity to ask questions in the class.

Objectives:

- Add, edit and organise references using Zotero
- Add in text citations and/or footnotes to your papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164009>

Audience:

DPhil student

Research Staff

Week 3

Referencing: RefWorks

Tuesday 11 May 14:00-15:30

RefWorks is a web based reference management tool for Windows and Macs which helps you to collect and manage references and insert them into your Word document as in-text citations or footnotes and generate bibliographies. This online introduction to RefWorks is open to all University of Oxford students and staff.

You will be asked ahead of the session to sign up to RefWorks. Instructions for how to do this will be shared with you upon booking. You will not be given dedicated exercises to complete during the session, but having RefWorks installed allows you to follow along while the instructors are present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software.

We also invite you to send any questions you have in advance to used@bodleian.ox.ac.uk for the instructors to cover in the session. There will also be opportunities to ask questions in the class.

Objectives:

- Understand RefWorks and what it can do for you
- Add references to RefWorks from a range of sources
- Manage your references
- Add in text citations and /or footnotes to your papers
- Create bibliographies
- Get help with RefWorks

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164386>

Audience:

DPhil student
Research Staff

Referencing: Endnote (Introduction to)

Wednesday 12 May 14.00-16.00

EndNote 20 is a desktop-based reference management tool for Windows and Mac users, which helps you build libraries of references and insert them into your Word document as in-text citations or footnotes and automatically generate bibliographies. This introduction to EndNote is open to all University of Oxford students, researchers and staff and teaches you how to use the software so that you can effectively manage your references.

Ahead of the session, you will be asked to watch a 5 minute video, which introduces you to EndNote and provides you with instructions on how to download and install EndNote 20, which we ask you to complete before the live session. You will not be given dedicated exercises to complete during the session, but having EndNote 20 installed allows you to follow along while the instructors present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software. The link to the video will be emailed upon booking.

By the end of the session you will be able to:

- Understand EndNote and what it can do for you
- Add references to EndNote from a range of sources
- Manage your references in an Endnote library
- Add in text citations and /or footnotes to your essays and papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=162004>

Audience:

DPhil student
Research Staff

Introduction to web archives for research use *New Title*

Thursday 13 May 10.00-11.00

The Internet has been available since the early 1990s and has been a repository for almost all human thought. It is, however, a highly ephemeral resource with websites in regular change and frequent deletion. A web archive attempts to capture, preserve, and give access to archived websites at regular intervals. This session will introduce web archives and their potential for academic research at all levels.

Objectives: By the end of the session you will have an introductory overview of the potential of web archives (and the UK Web Archive in particular) for academic research.

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164530>

Audience:

DPhil student

Research Staff

Managing research data and Data Management Planning (DMPs)

Friday 14 May 11:00-13:00

Good research data management is a vital component of academic practice. Part of this is the principle that the data used to develop the arguments and outcomes of your research should be effectively stored and managed during a project, preserved for the future and - where possible - shared with other academics. This session introduces the University's research data policy and outlines the practical impact this will have on your work. The services available at Oxford to assist you will be outlined. This session is not only essential during your current studies but will be invaluable if you plan to continue in research as a career.

Objectives:

- Understand common dangers and pitfalls of digital data
- Understand key principles of RDM and organising your data effectively
- Produce a data management plan
- Understand institutional, funder and publisher requirements
- Understand issues around preserving data and cybersecurity
- Be aware of ORA-Data, Github and other preservation services
- Share thoughts and insights about the potential of data management in your own field
- Access Oxford based tools for research data management

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164621>

Audience

DPhil student

Research Staff

You can find a **live recording** of this workshop at <https://canvas.ox.ac.uk/courses/81840/pages/research-data-management>. Single Sign On is required to view the live recording.

Week 4

Referencing: Zotero

Tuesday 18 May 10.00-11.00

Zotero is a reference management tool that helps you build libraries of references and add citations and bibliographies to word processed documents using your chosen citation style. This online introduction covers the main features of Zotero.

The session will take place live via Microsoft Teams and will require some pre-session work registering for and installing the Zotero software. Instructions will be provided upon booking.

We also invite you to send in advance any questions you have about using Zotero to used@bodleian.ox.ac.uk. There will also be plenty of opportunity to ask questions in the class.

Objectives:

- Add, edit and organise references using Zotero
- Add in text citations and/or footnotes to your papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164010>

Audience:

DPhil student
Research Staff

Getting started in Oxford Libraries

Thursday 20 May 10.00-11.30

An online introduction to getting started in Oxford libraries. This workshop will feature live demonstrations and hands on activities on how to use SOLO, the University's resource discovery tool. We will search for a range of material and show you how to get hold of what you want to read. There will be regular breaks for questions.

Objectives - By the end of the session you will be able to

- Identify which of Oxford's libraries you can use, and which meet your needs
- Search SOLO to find printed and online books, journals and other materials
- Place scanning requests, use the Click and Collect service, and book reading room slots
- Access help and advice from the libraries on our large range of services in a variety of ways

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164010>

Audience:

DPhil student
Research Staff

Data sources for research - discovery, access & use

Friday 21 May 11:00-13:00

Modern researchers need to have an up-to-date understanding of working with research data. This relates equally to the material they create themselves and that obtained from other sources. Academic institutions, funding bodies and even publishers are now expecting competence in these issues. This workshop will provide a grounding in the different ways quantitative and qualitative data is being made available to benefit researchers. By the end of the session you will also have some insight into how your own future work could add to the process and become part of the research discourse.

The course aims to provide an overview of macro and micro data sources available at the University of Oxford, including national data archives, subscription services, business data, and offers some pointers for further searching.

Objectives:

- Develop an overview of the landscape of data sources for health researchers, social scientists and most other researchers
- Receive advice on how to obtain macro and micro data via specific sources
- Review qualitative and quantitative data resources
- Be introduced to additional data services such as the Inter-University Consortium for Political and Social Research (ICPSR), Eurostat, Researchfish and the Oxford Poverty & Human Development Initiative's online interactive databank and global Multidimensional Poverty Index
- Explore specialist sources for business and economic data subscribed to by Oxford University
- Consider the value of resources for informing research design and methodological innovation
- Consider the importance of data management and cybersecurity

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164626>

Audience:

DPhil student

Research Staff

You can find a **live recording** of this workshop at <https://canvas.ox.ac.uk/courses/81840/pages/research-data-management>. Single Sign On is required to view the live recording.

Week 6

Working with sensitive research data in the Social Sciences and Humanities

Friday 4 June 11:00-12:30

A workshop outlining some of the key principles to bear in mind when working with sensitive or restricted research, whether collected yourself or obtained from a third party source such as a data archive. Issues of confidentiality, informed consent, cybersecurity and data management will be covered. Examples of scenarios or concerns drawn from the research of participants are particularly welcome. The role of support services at Oxford will also be outlined and in particular the role of the Bodleian Data Librarian who will lead the session. Follow up consultations with the Data librarian or other subject consultants are also offered.

Objectives - by the end of the session you will:

- Understand key best practice principles when working with sensitive or restricted research data
- Understand issues around creating original data in the Social Sciences and Humanities
- Develop a better understanding of informed consent agreements
- Maximise the usage potential of data during and after a project
- Consider the strengths and weaknesses of anonymization, data blurring and similar techniques
- Understand key strategies for protecting data including encryption, embargoes, future vetting and access restrictions
- Better understand the obligation put on researchers by legislation and research partners

Book here:

Audience:

DPhil student

Research Staff

You can find a **live recording** of this workshop at <https://canvas.ox.ac.uk/courses/81840/pages/research-data-management>. Single Sign On is required to view the live recording.

Week 7

Referencing: RefWorks

Monday 7 June 14:00-15:30

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Objectives:

- Understand RefWorks and what it can do for you
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- Manage your references
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- Get help with RefWorks

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=164391>

Audience:

DPhil student

Research Staff