



Counselling - how to find counselling resources

Claire Molloy, June 2021

QG EDU011 [<https://www.abdn.ac.uk/library/documents/guides/qgedu011.pdf>]

Introduction

Counselling is part of the School of Education, and students can study at both Undergraduate and Postgraduate levels. Many Counselling students are part time and as such are classed as 'distance learners' whether you live close by or not! This means you can use our dedicated [HILDA](#) service (see below for details). We know many of you will also want to visit the campus and as such this guide will give you a brief introduction to the physical and virtual library service.

This guide aims to give you a very quick introduction to the various resources available to you. More detailed material is available in your course within [MyAberdeen](#) usually under '**Library Materials**' on the left of the screen and if you would like any further information or help with finding and using resources please contact the Information Consultant for the School of Education including Counselling Claire Molloy, c.a.l.molloy@abdn.ac.uk.

New to the Library?

As you can imagine, the Library, like the rest of the University is still operating in pandemic mode which means some things are not quite as we are used to. Check out our COVID-specific pages to find out more: : <http://bit.ly/COVID-19LibraryUpdates>

Getting Inside

The Sir Duncan Rice Library is on the west-side of campus off Bedford Road – you can't miss it, it is the huge, stripy, glass building! Anyone can visit the Sir Duncan Rice Library but as a student you will need your University ID card to get in and borrow items.

Opening Hours

Our opening hours vary depending on the time in the academic year – full details are at: http://bit.ly/TSDRL_opening-hours

Borrowing

Undergraduates and taught Postgraduates can borrow up to 20 items, Research students can borrow up to 40. If you are an on campus student you will need your ID card and to set up a PIN to allow you to use the self-issue kiosks (these are like self-serve at the supermarket!). Details of how to set up a PIN are emailed out at the start of the first semester or you can email the Subject Team subjectteam@abdn.ac.uk

Counselling students whether undergraduate* or postgraduate are classed as part-time **distance** students with the School of Education, and a special postal service is available to you, simply email the HILDA Team with your name, course and the complete details of what you would like posting and they will do the rest!

**Some full time undergraduate students opt to take Counselling modules; you will not be able to use the special service, sorry ☹️.*

Loan Periods

There are many different loan periods depending on the demand on an item from Heavy Demand (overnight), right through to full academic year. All loans are subject to recall which means you may be asked to return items before the original due date.

You can find out about borrowing, loans and recalls at: <https://bit.ly/3hoFYgm>

How is The Sir Duncan Rice Library laid out?

We use Dewey Decimal to order our materials and Floors 3-7 are where we hold these. The Entrance or Ground floor is where you will find the café and the Welcome Desk as well as the returns area and the main swipe gates into the library. Floor 1 has the main issue desk, heavy demand area and various different study zones. Floor 2 has the main computer classrooms and the hard copy periodicals. Each of the 'collection' floors has various types of study space including silent study rooms, study desk, PCs and comfy seating. You will also find an enquiry point on these floors where you can ask

for help finding that book you really need! You [can find out more about the various types of study space](#) and more detail about how we organise the collections floors can be found in our library guides. The Floor 6 [guide for the Social Sciences and Education is available online](#) and [others can be found on our Library guides page](#).

But how do I work out which floor items are on?

In order to find your reading you should use our Resource Discovery tool which is called [Primo](#). It allows you to search by title, author or even subject in order to find the e-link or the shelf location. Log in to Primo, click on advanced (to give you a really good search!) and then try one of the following:

- The **Books+** tab lists the thousands of titles we have full immediate e-access to
- The **Articles+** tab details thousands of articles, book reviews and more

Note, you won't see these options in the Basic search screen you see when you first go to Primo.

There is a [handy guide all about Primo](#). We have access to millions of items, some are in e-format, some are physical and held in one of our on campus libraries, but some are held in our store located a few miles away. Primo tells you where and how to access an item – anything not on campus or in e-format can be 'requested' using the link in Primo.

Finding Resources

You can use [Primo](#) to find items to read, particularly where you have been given details in a reading list but we have other tools you can use to find even more. Resources such as **PsycINFO** <https://openathens.ovid.com> from the American Psychological Association (APA) contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines such as counselling, sociology, education, linguistics, anthropology and others, dating as far back as the 1800s. **British Education Index (BEI)** <http://search.ebscohost.com/> provide details of over 300 education and training related journals published in the UK, report and conference literature and working papers. A [quick guide to both BEI and PsycINFO is available](#). Other useful resources include **International Bibliography of the Social Sciences (IBSS)**: <http://www.proquest.com/shibboleth> produced by the **London School of Economics** and covers social and cultural anthropology, sociology, education, economics, and the political sciences. It provides access to over 2.5 million references dating back to 1951 and current data is taken from over 2,800 selected journals and around 7000 books per annum. See the quick guide to the [International Bibliography of the Social Sciences](#)

We pay a lot of money for resources such as these and you will have to log in to read anything you find – check out the relevant library guide for details.

Social Theory: <http://solomon.soth.alexanderstreet.com/> offers an extensive selection of documents that explore the complexities and interpret the nature of social behaviour and organization. The collection includes more than 122,000 pages from 346 works by 100 authors. Highlights include 33 volumes of the Complete Works of Marx and Engels and nearly 26,000 pages of German language content. See the [Quick Guide on Social Theory](#).

The Directory of Open Access Journals (DOAJ) <https://doaj.org> covers open access journal from across the world and across many disciplines.

The Hathi Trust <https://www.hathitrust.org> Founded in 2008, HathiTrust is a not-for-profit collaborative of academic and research libraries preserving 17+ million digitized items. Anyone can view public domain materials – some is not protected by copyright.

[Scottish Government Education Policies](#) gives links to all aspects of the Scottish Government's education policy agenda including links to [GIRFEC](#) and **SHANARRI** and [Government Legislation](#) can also be found from legislation.gov.uk

Young Scot also provide useful resources such as the [Youth Commission on Mental Health Services](#)

OECD iLibrary: www.oecd-ilibrary.org/ is the online library of the Organisation for Economic Cooperation and Development (OECD) featuring its **books**, **working papers** and **statistics** and is the gateway to OECD's analysis and data. It contains content published by the International Energy Agency (IEA), the Nuclear Energy Agency (NEA), the OECD Development Centre, PISA (Programme for International Student Assessment), and the International Transport Forum (ITF).

Box Full of Broadcasts (BOB) <https://learningonscreen.ac.uk/ondemand> contains BBC broadcasts since 1990s and permanent archive of BBC, ITV and Channel 4 and related broadcasts as well as recording of 65 free to air tv channels - millions of broadcasts. Saved lists, create clips...

Reading smarter and evaluating

Getting as much as you can out of your reading requires focus and evaluation skills the following are just some tips to help:

#1 FOCUS ON THE PURPOSE First thing's first – switch off EVERYTHING! That means no Insta, no email, no phone, nothing. Social media and email are massively distracting. You need to get in the 'reading zone'. Find a comfortable, quiet space where you can sit with your device uninterrupted by anything and anyone. This is really hard to achieve but is really important to staying on point.

Next thing is related to the first – only look at one book or reading at a time. When you become more fluent at reading academic texts you can start to dip in and out of multiple items at a time, but for now we will concentrate on one text. You now need to consider what is it you are looking for? What questions are you hoped will be answered by reading this ebook? Make a note of your questions – you may find it easier to put them in a table, or in a list format. Do whatever works best for you.

#2 DETERMINE CREDIBILITY Who has written the text you are reading? Has it been recommended by your Lecturer? Why? Is the author stating fact or opinion? Can you see similarities and parallels with your own ideas, practice or experience? If not, why not? It is not wrong to disagree with an author, you just have to be able to say why and back this up. Use the four 'Ws': *Who? What? Where? Why?* to help you work out if the author is credible this is sometimes called the CRAAP Test **C**urrency **R**elevancy **A**uthority **A**ccuracy **P**urpose - Do they have the knowledge and experience to be writing about this area?

It might be useful to use Stella Cottrell's book – Critical Thinking Skills. Paper copies are in the library and, although it is not available as an ebook there are some really [useful sections available online](#). Especially [Chapter 9](#) which gives you 'concise critical notes for books' – a table to complete for each book, who wrote it, what are the key arguments etc. etc. This is really helpful when you first start to read academic texts, some people continue to use them in their PhD studies!

#3 CONSOLIDATE INFORMATION AND KEEP A NOTE OF YOUR REFERENCES Remember to always keep a note of the author, publisher, year of publication, title etc. of what you are reading. Then note the key points, your own comments and any questions raised. Create your own table or list – whatever works for you. This will form the basis of your assignment.

Reference Management

You might find it useful to organise the references you have found. There are many different free and 'freemium' resources available to help you with your reference management. Try using [Wikipedia's reference management software comparison document](#). UoA subscribe to **RefWorks** www.refworks.com/refworks.

Questions?

Contact the Information Consultant for **The School of Education**, including Counselling Claire Molloy: c.a.l.molloy@abdn.ac.uk

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