

GSOG 6001 Policy in Practice
March 2007
Library Resources.

Aims of the class:

1. Demonstrate how to find books on your topics for the policy brief and essay in the Library's collections through the Online Catalogue.
2. Demonstrate how to find references to journal and newspaper articles on your topic.
3. Demonstrate how to locate government resources available on the Internet via the Library's *Government Guide* and via the web.

Library Home Page: <http://www.library.usyd.edu.au/>

Government Guide: <http://www.library.usyd.edu.au/subjects/government/>

Finding books via the online catalogue:

Go to the Catalogue by clicking on *Catalogue* on the top menu bar of the Library's Home Page, or go directly to <http://opac.library.usyd.edu.au/>. Use *keyword* or *Advanced keyword* to find books on your topic. If you start with a keyword search to find books on the topic, you can then look for appropriate subject headings in the full catalogue records to refine your search.

Advanced keyword example:

(health or hospital or hospitals) AND
(new south wales or nsw)

[Note: the truncation symbol * (asterisk) can be used to find words with variant endings. You could use **hospital*** to retrieve *hospital* or *hospitals*, but this would also retrieve *hospitality*.]

Alternatively you can use the *keyword* search to sort your results by date, eg:

(health or hospital or hospitals) and (new south wales or nsw) [all on 1 line]

Then use the drop-down *Sorted by* menu to select **Date**

Finding journal articles: Electronic Databases:

Electronic Databases are used to search for journal articles on a topic. They are found on the Library's home page by clicking on *Databases and Electronic Resources*. You can go to the alphabetical list at the top, or use listings by subject to use the Government list at <http://www.library.usyd.edu.au/subjects/government/databases.html>

Most of the databases are international in scope, with an emphasis on American material. To find Australian material use the following databases:

Databases for Australian government and politics:

| | |
|---|---|
| APAIS – Australian Public Affairs Information Service, APA-FT (APAIS Full Text) | This is the major database for Australian scholarly journals. Strong for politics, economics and social issues. Some full text is included. |
| AGIS, AGIS Plus Text | This database is produced by the Australian Attorney General's Department. It covers all aspects of Australian law – including roles of government and constitutional law. 1975+ some full text |
| Factiva | Full text database of a wide range of local and overseas newspapers, including News Ltd and Fairfax Ltd newspapers. Archives go back 7-22 years. |
| Family: Australian Family and Society Abstracts | Bibliographic references to articles on research, policy and practice issues. Sources material in English. 1980+. No full text |
| MAIS: Multicultural Australia and Immigration Studies | Bibliographic references to articles, reports and books on multicultural and immigration issues in Australia. Updated quarterly. No full text |

Subject Databases: Structuring Your Search:

AND Refines or narrows your search. Retrieves records that contain ALL of your search terms.

Examples:

health and new south wales

water supply and Australia

OR Expands your search. It is how you cover variation in your topic or in spelling. Retrieves records that contain ANY of your search terms.

Examples:

Law or legislation

health or hospital or medical

water supply or water resources

NOT Excludes terms from your search.

Examples:

Power not electricity (advisable to use this function cautiously)

Truncation: Allows you to search for all the variation of a single word.

Examples:

Hospital* = hospital, hospitals, hospitality ...

Searching the databases, eg APA-FT

To find articles on the water supply in Australia, use APA-FT

Type in your terms in the Guided search boxes, eg:

Water supply

[As this is an Australian database, you do not need to put in a term for Australia. If you wanted to search for material referring to New South Wales, you could put these terms on the second line, ie *New South Wales or NSW*]

This search will get you a numbered list of references about the water supply.

To see more details on each reference click on the **more detail** button. This will give you the subjects the article or reference is about [listed after **SMJ** – subject major and **SMI** – subject minor].

There is often also an abstract or summary of the content. This gives you more information about the article so that you can have an idea if it is likely to be useful or not before you find the full text. Sometimes the full text is there in the database, and sometimes you need to look for the publication [listed under **SO (Source)**] by clicking on the **Check your library catalogue** link on the right hand side of the screen.

The subject terms you find can sometimes be useful as additional terms to search on, eg APA-FT uses **water resources** as a term and so you can search on this.

Searching the Databases – non-Australian material:

When you are researching your essay topic, you can look at a country of your choice, so in addition to the Australian databases, you could use any of the following:

Selected databases for government and politics:

| | |
|------------------------------|--|
| ABI/Inform | ABI Inform is a database of bibliographic references and abstracts, with partial full text provision, for journal articles covering business, industry and management as well as general social sciences |
| Business Source Premier | An aggregation of business and management journals, it indexes and abstracts 3350 journals in nearly every area of business. Very wide coverage |
| Econlit | Bibliographic references and abstracts to articles in journals, books, higher degree theses, articles from collective volumes (eg conference proceedings, research papers) on mainstream economics. There are a number of european language sources. |
| Expanded Academic Index ASAP | Covers most academic disciplines. Strong for politics, economics, social issues and current affairs. International coverage. Partial full text. |

| | |
|---|--|
| Factiva | Full text database of a wide range of local and overseas newspapers, including News Ltd and Fairfax Ltd newspapers. Archives go back 7-22 years. |
| Legaltrac | International coverage of legal journals, produced in U.S. Search results may include full text via Ingenta. |
| PAIS (Public Affairs Information Service) | Major international database dealing with political and social issues. Very good for foreign relations. |
| Worldwide Political Science Abstracts | Abstracts international political science literature and allied fields of international relations, law and public administration. |

Finding newspaper articles

For both Australian and international newspaper articles use the full text Factiva database. There is a separate handout on using this database available at:

http://www.library.usyd.edu.au/subjects/economics/Factiva_for_E&B.pdf

Finding statistical data. Numerical Databases:

| | |
|--|--|
| ABS | Online database of the Australian Bureau of Statistics (ABS). Contains all standard publications published since 1998 in pdf format. Also includes time series data for economics and labour subjects. There is also an online version of the yearbook and selected census data. |
| IFS – International Financial Statistics | Time series data from the International Monetary Fund. Covers economics and financial indicators for a wide range of countries. |
| SourceOECD | Includes the full text of all OECD publications, such as <i>OECD Economic Outlook</i> , and <i>OECD Economic Surveys</i> . It also includes a range of OECD databases such as Main Economic Indicators, Main Industrial Indicators, National Accounts, Social Expenditure, Economic Outlook and many others. |
| World Development Indicators | Time series database from the World Bank. Contains over 500 different series in 5 major categories – people, environment, economics, states & markets, global links. Time coverage is 1960- 2 years ago. [Available in Fisher Library only via "Additional Databases" folder on desktops.] |

Off-Campus Access to Electronic Resources

If you are using an ISP other than the University Dialup Service, you will be prompted to login. If you have a Unikey, enter your UniKey details in the Unikey login boxes. If you do not have a UniKey, enter your name and Library borrower number in the Library Borrower Number login box.

Finding relevant materials on the www:

Use the *Government Internet Guide*:

(<http://www.library.usyd.edu.au/subjects/government/govinternet.html>) to locate full text government documents such as legislation, government reports, party policy documents, press releases/media statements and speeches in parliament on the web. Use the path

Find information by document type to get started OR
You may be able to use the **Quick index**

- **Finding Parliamentary debates**

To get the full texts of debates in the Commonwealth Parliament since 1981, go to <http://search.aph.gov.au/search/Parlinfo.asp> or click on *Document Type*, then *Parliamentary Debates (Hansards)* then *Australia* then *Search by subject, speaker etc* from the *Government Guide*. This link connects you to a search engine that defaults to a search for all parliamentary publications, not just the Hansards. You will need to scroll down the page to limit the search to Hansards by clicking on **Choose a collection** and then select **Chamber**. A list of document types will appear – remove all ticks except for **Senate Hansard** and/or **House Hansard** from the list.

State Hansards are also available via the pathway above, or directly via:

<http://www.library.usyd.edu.au/subjects/government/austdocs.html#statehansard>
however they have a different search interface to the Commonwealth site.

- **Finding the text of Acts and Bills**

Acts can be located via *Government Guide - Document type - Legislation*. This link takes you to a range of databases that you can search to find the full text of the Act. Most databases include both Federal and State acts.

Bills of the Commonwealth and NSW governments can be found via the pathway *Government Guide - Document type - Bills*.

- **Finding policy documents**

- 1.) Use the websites of political parties. These can be found via the *Government Internet Guide - Document Type - Parties/Policies*.
- 2.) Use the press/media releases of the federal or state governments. Media releases often announce new policies or changes in policy.

You can use:

<http://www.australia.gov.au/media-sites> or click on *Document Type*, then *Media Releases* from the *Government Internet Guide*. Note that the media releases of State Government

can be found via the link:

<http://www.library.usyd.edu.au/subjects/government/austofficial.html#statestable>

- 3.) Use *Ministerial document service : daily collation of Ministers' and Opposition Leaders' statements*. Found Fisher Reference 354.94005 8, covers the years 1988/89-June 2001.
- 4.) Use parliamentary debates (see **Finding Parliamentary debates** above). The second reading speech of a bill is the major debate of policy issues.
- 5.) Use the *Capital Monitor* database.

To find policy documents for countries other than Australia, you will need to

- use a list of national governments such as <http://www.library.usyd.edu.au/subjects/government/int.html#natgov> and then locate the main government website (or the websites of government agencies) to find press releases, **or**
- use a list of political parties such as <http://www.politicalresources.net/> to find party policy documents, **or**
- use a list of parliamentary sites such as <http://www.polisci.umn.edu/information/parliaments/index.html> to find parliamentary debates.

Finding Government reports on the WWW

These are mainly in two forms:

a) Papers tabled in parliament

Use the Government Guide

(<http://www.library.usyd.edu.au/subjects/government/govinternet.html>) to go to the Commonwealth parliamentary papers database:

Go to *Document Type*

Go to *Parliamentary Papers*

Go to *Australia*.

This takes you to an index of Commonwealth parliamentary papers produced by the parliamentary Library: <http://www.aph.gov.au/library/parlpapers.htm>

b) Papers produced by government agencies

Use the Government Guide

Go to *Official Government Sites*

Go to [Australian Government Home Page](#)

Choose a topic eg immigration

Choose a relevant agency eg [Dept of Immigration and Citizenship \(DIAC\)](#)

Check for *publications* on the main menu.

You can also use web search engines such as GOOGLE to search the web directly.

A list of search engines can be found via the Library Home Page by clicking on *Search* at the top left of the menu bar, then on *Search the Internet*, then *Search Engines*.

Remember to carefully assess sites found via the web, using such principles as:

Content: *substance, depth, uniqueness*

Authority: *institutional affiliation, developer credentials*. See if the page lists the author and institution that published the page and provides a way of contacting him/her

Accuracy: (including currency): See if the page provides accurate information and it is objective in presenting the information.

Currency: Check that the page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date.

Finding Government Publications in the Library's Collections

The Library receives a large range of Government publications. The main location for Government Publications is on the 9th Floor of the Fisher Research Library. In this collection the publications are arranged by their geographic coverage and the type of publication.

For example:

G = Government publications
AUS = Commonwealth of Australia
P = Parliamentary Papers

If you are searching for Commonwealth Parliamentary Papers – you need to know that they are filed by a paper number within the year they were published. If you do not know the paper number, there are indexes for Parliamentary Papers in the Reference Collection. They are located at: Fisher Reference 328.9404 1. There is also an online index at <http://www.aph.gov.au/library/parlpapers.htm>

If a report is quite significant or the Library receives it on a regular basis (i.e. department annual reports), then extra copies will be included in the Fisher Research Collection. You can then search for specific reports through the Library catalogue.

Some tips for searching for government reports on the catalogue:

- ◆ If searching by Author – remember you have to put country or state before the department name.
 - ◆ e.g. australia dept of foreign affairs
- ◆ Many reports become known colloquially by the chairperson's name. If that is all the detail you have then search the catalogue by **keyword**.
- ◆ e.g. Burdekin Report on homeless children – you would search burdekin **and** homeless children.

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