

Media Libraries Artevelde – The essentials.

The Artevelde Media Libraries – or “mediatheken”, as the locals call them – have so much to offer. But where to start? This manual is here to help you get to know us and what we can mean for you and your studies at Artevelde.

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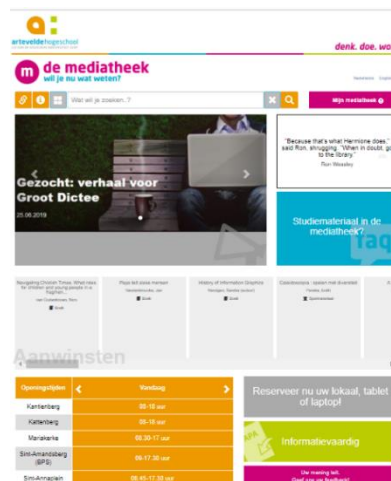
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1. The library website

The library website provides information regarding for example the opening of our different libraries, the catalogue (more information on that below) and the answers to some FAQ.

There are multiple ways to get to our website:

- <https://www.arteveldehogeschool.be/mediatheek/live/ws/>
- Via "Mijn Dinar"
Go to "Mijn Dinar" (EN version) ⇒ "Office of" ⇒ "Media Libraries"
- Via the Artevelde website
Go to www.arteveldehs.be (DUTCH version)
Scroll down to the bottom of the page
Select "Mediatheken"
- Google
Use Google and type "arteveldehogeschool mediatheken" in the search box



❖ What can you see and do on our website?

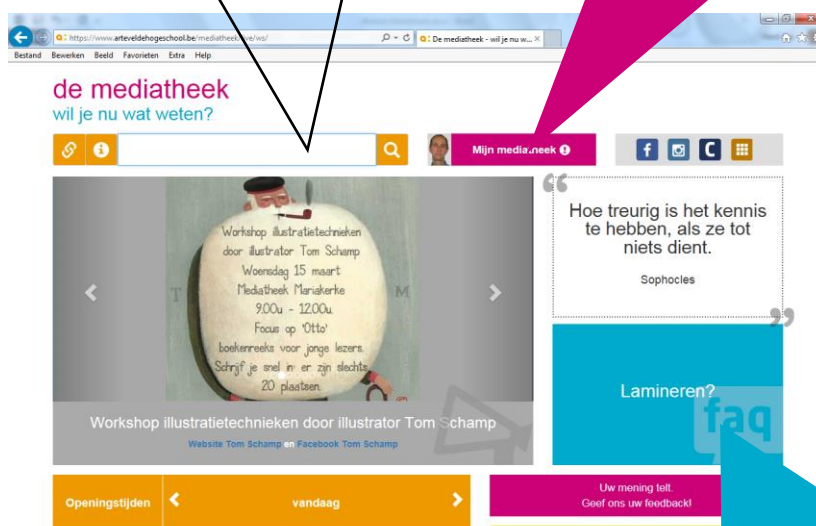
The website allows you to consult our **opening hours**, **FAQ** and our **catalogue**.

By typing in a keyword in the search box you can search our whole library collection:
Both

- the **physical collection** of all the Artevelde University college libraries
- and the EBSCO **digital collection** (EDS)



Always click on "Mijn Mediatheek" first to log in. This way you get access to our digital content. Close the tab page.



When you click on this green section you can find extra information on :

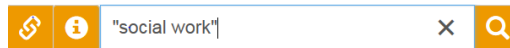
- Type of recourses
- Do the CRAP-test : how reliable is a website?
- How to make citations according to APA
- How to cite your sources?
- Critical thinking

By clicking on this blue section you can navigate through all the practical information about the library. For example how to adjust your browser settings in order to get access to digital databases off campus. See the [manual \(in Dutch\)](#)

2. Consulting the catalogue

❖ To search for works in our catalogue

Enter your keyword in the search box



Different kinds of publications appear, both search results from the physical collection and from the digital collection.

Some examples:

A. Physical books

Social work : the basics
Doel, Mark

Boek | Bron: Mediatheek catalogus


geen exemplaren aanwezig [Toon exemplaar info](#)

Here you find a book from one of the libraries of the Artevelde University college.
By clicking on: "Toon exemplaar info" you are able to see in which library it is available, whether or not it's on loan and what is the exact location.

By clicking on the title you receive more info about the book, for example the author, abstract, key words, etc...

Let op: dit detail venster is nog in ontwikkeling

Social work : the basics



Auteur(s)	Doel, Mark
Auteurs	Doel, Mark
Uitgeverij	Book
Bladzijden	XVI, 209p.
Jaar	2012
Categorie	volwassenen non-fiction
Trefwoord(en)	Sociale welzijnszorg / Hulpverlening / Maatschappelijk werk / Methodiek / Technieken
Plaatsnummer	321 # Methodieken in het maatschappelijk werk
Exemplaar	Mediatheek 2014Z17.7 (21.50 EUR)
Taal	Engels
Inhoud	This book is an insightful introduction to the often misrepresented world of social work. It presents a broad view of contemporary social work, exploring its roots and its possible future. It dispels myths surrounding social work, addresses media debates, and offers a balanced account of what social workers do. The book argues for a social work that is partisan in support of social justice. Questions covered include: - How did social work arise? - How and why do people come into contact with social workers? - What are the true aims of social work - to help or to control? - What is the relationship between social work and social policy? - How and why do people become social workers? - What's it like to be a social worker? - Can social work cross borders?

B. eBooks

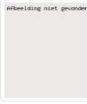
Social Work, Poverty and Social Exclusion
Backwith, Dave

eBook | Bron: Ebsco discovery service

In this case it's an e-book from our database Ebsco (EDS).
When you click on the title, a popup window appears which contains a link to the full text of the e-book.
This database is free for students and staff.

Let op: dit detail venster is nog in ontwikkeling

Social Work, Poverty and Social Exclusion



Auteur(s)	Backwith, Dave
Link	http://search.ebscohost.com/login.aspx?direct=true&site=eds-live&db=nlebk&AN=1099333
Directe link	www.arteveldehogeschool.be/mediatheek/live/ws/?dl=search&id=1099333_nlebk&src=ebsco

Sluit

C. Digitally available articles

An occupational perspective of childhood poverty
Leadley, Simon, Hocking, Clare


Academic Journal | Bron: Ebsco discovery service

This example refers to an article from the database Ebsco (EDS).
By clicking on the title a popup window appears which contains a link to the article in full text.

This database is free for students and staff.

Let op: dit detail venster is nog in ontwikkeling

An occupational perspective of childhood poverty.



Auteur(s)	Leadley, Simon, Hocking, Clare
Bron	New Zealand Journal of Occupational Therapy (NZ J OCCUP THER), Apr2017; 64(1): 23-31. (9p)
Link	http://search.ebscohost.com/login.aspx?direct=true&site=eds-live&db=csm&AN=122651201
Directe link	www.arteveldehogeschool.be/mediatheek/live/ws/?dl=search&id=122651201_csm&src=ebsco

Sluit

Some tips:

- You can put linked search terms in between quotation marks "..."
- Multiple search terms: spaces (no commas)
- To get access to all sources (physical and digital materials) ⇒ log into "Mijn mediatheek" with your Artevelde login
- To access digital materials at home ⇒ Mediatheek website ⇒ **FAQ:** enter "databanken thuis" and follow the instructions

❖ How to refine your search task

After entering a search term you are able to further refine your search by selecting one or more tags below.

For example: “fysieke collectie” for physical copies of books, magazines, DVDs, games...

The screenshot shows a search bar with the text "social work". To the left of the search bar are three icons: a link, an information icon, and a grid icon. To the right are a clear search icon (X) and a search icon (Q). A pink button labeled "Mijn mediatheek" with an information icon is on the far right. Below the search bar, a dropdown menu is open, showing two main categories: "Fysieke collectie" (highlighted in orange) and "Digitale collectie". Under "Fysieke collectie", there are sub-filters for "Mediatheek" (Kantienberg, Kattenberg, Mariakerke, Sint-Amandsberg, Sint-Annaplein) and "Uitgavevorm" (Bachelorproef, Boek, Handboek/handleiding, Tijdschrift, Spelmateriaal, AVM). A red button "Q Pas toe" and a link "Herstel alle opties" are at the bottom of the dropdown.

Or “digitale collectie” for digital sources.

The screenshot shows the same search bar with "social work". In the dropdown menu, "Digitale collectie" is highlighted in orange. Under "Digitale collectie", there are sub-filters for "Uitgavevorm" (Bachelorproef, Boek, Handboek/handleiding, Tijdschrift, Website/databank) and "Domein" (Gezondheidszorg, Handelswetenschappen en bedrijfskunde, Onderwijs, Grafische en digitale media, Opvoeding en onderwijs van het jonge kind). A red button "Q Pas toe" and a link "Herstel alle opties" are at the bottom of the dropdown.

Or both at the same time.

You can always refine based on the form or edition: Bachelorproef (bachelor’s dissertation), Boek (book), Handboek/handleiding (handbook/manual), Tijdschrift (magazine), Spelmateriaal (game materials), AVM (audiovisual materials).

In addition, for the physical materials, you can refine based on library location, for example “Sint-Annaplein”.

For the digital materials, you can optionally refine by clicking on the domain: Gezondheidszorg (health care), Handelswetenschappen en bedrijfskunde (business), Onderwijs (education), Grafische en digitale media (communication and media), Opvoeding en onderwijs van het jonge kind (early childhood education), Sociaal werk (social work).

Refine by clicking 

3. Consulting magazines and newspapers online

There are two ways to consult the online editions of magazines and newspapers:

❖ Archives of a journal or newspaper

By directly searching through the archives of a journal or newspaper, you can search the archives and at the same time read the current articles. However, you have to search each newspaper or magazine separately.

For example enter the search term “European Journal of Social Work”

Now click:



European Journal of Social Work

Bron: epub | [Bekijk de logingegevens.](#)

- Select “Bekijk de logingegevens”
- Select the link <http://www.tandfonline.com/toc/cesw>
- Now you are on the homepage of European Journal of Social Work
- Enter the login data (user name and password, mentioned on the library website)

❖ Nexis Uni Academic

Consult newspapers and magazines via database Nexis Uni. This press database contains international newspapers and magazines. Belgian newspapers and magazines are not available through this database.

To access: Click on the icon

Follow the link to Nexis Uni™

This way you can download foreign articles for free

All Nexis Uni | **Enter terms, sources, companies, or citations**

[Advanced search](#) | [Search tips](#) | [Get a Doc Assistance](#)

Guided Search

<p>What are you interested in?</p> <p><input type="button" value="News"/> <input type="button" value="A Publication"/> <input type="button" value="Cases"/></p> <p><input type="button" value="Law Reviews"/> <input type="button" value="Company Info"/></p> <p><input type="button" value="Country Info"/></p>	<p>Search in all News for</p> <p><input type="text" value="Enter keywords or subjects"/></p>	<p>Choose date range</p> <p><input type="text" value="All available dates"/> </p>	<p><input type="button" value="Search"/></p>
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4. Research sources

❖ Databank Springer Link

Springer Link is a database with its own search functionalities. The content is partly in Dutch, partly in English. The articles and e-books are available in full text.

Type in “springer link” in the search box on our website



Enter your search term here

Subsequently click through on:

Springer Link

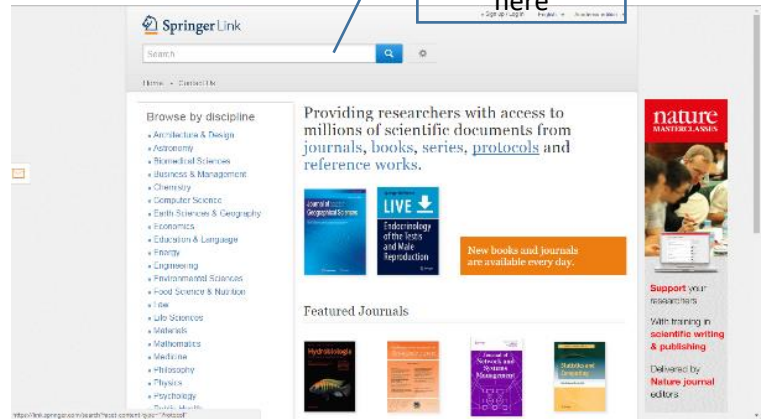
Bron: epub | Bekijk de logingegevens.

Select “Bekijk de logingegevens”

Click on the link


Now you are on the homepage of Springer Link

Fill in your search term in the search box

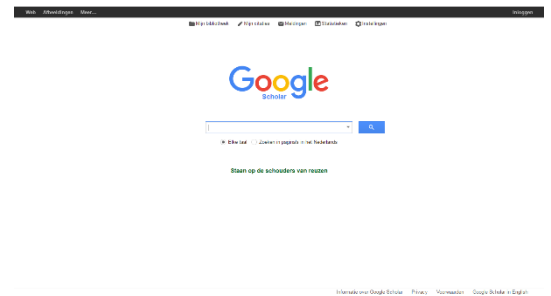


❖ Google Scholar

Google is often used at the start of the search process. A more reliable search tool however is Google Scholar. Enter your search term in Google scholar and look at the results. It can happen that only an abstract or table of contents is shown in Google Scholar. In that case enter your search term in EDS or in our catalogue. In many instances we are able to offer the full text of the article or book this way.

Click on the icon  that you’ll find on the left of our website search bar, the link to Google Scholar appears in the list.

Or directly go to <https://scholar.google.be/>

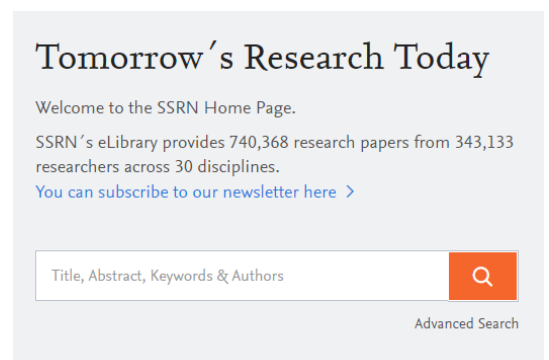


❖ Social Science Research Network

This database contains English speaking information on social academic study.

As a student you have free access inside the Artevelde network.

<https://www.ssrn.com/en/index.cfm?>



❖ Social Care Online

This database contains plenty of English speaking articles about social work and well-being. Free access to the complete collection is possible after personal registration.

<http://www.scie-socialcareonline.org.uk/>


Social Care Online

The UK's largest database of information and research on all aspects of social care and social work.

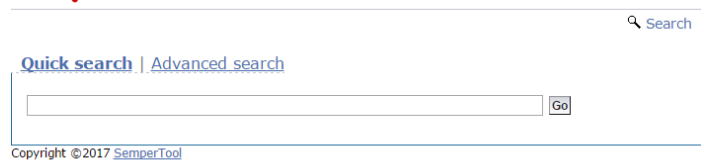


❖ Unicat

UniCat is a union catalogue of Belgian libraries. It currently holds some 14.5 million records from Belgian University Libraries and the Royal Library.

Click on the icon  that you'll find on the left of our website search bar, the link to Unicat appears in the list.


Or directly via <http://www.unicat.be/>



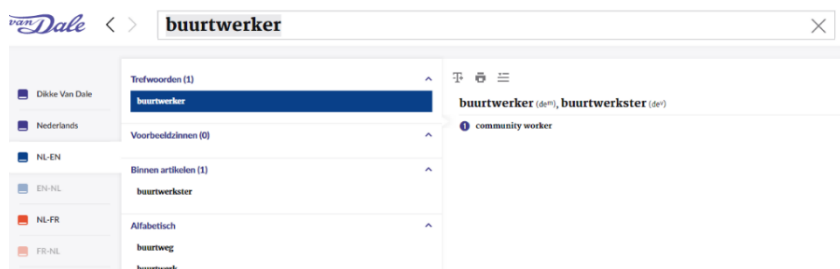
5. Language sources

❖ Van Dale dictionary

Van Dale is an online (translation) dictionary with a lot of extra functionalities. A perfect tool to search for keywords in different languages.

Click on the icon  that you'll find on the left of our website search bar, the link to the Van Dale dictionary appears in the list.

Or via <http://www.vandale.be>



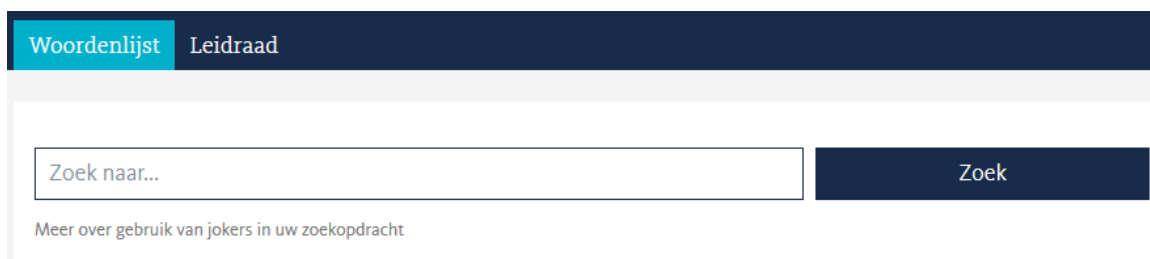
❖ Woordenlijst.org

Woordenlijst.org is a free online Dutch dictionary on which you can consult the spelling of words and Dutch grammar.

You can find information on the plural and diminutive forms of nouns, the conjugation of verbs, etc. via the "Woordenlijst" search feature.

Next to the "Woordenlijst", you can also find a "Leidraad", which is a grammar guideline.

To reach the site, go to <https://woordenlijst.org/#/>



6. Mediatheekpunt Sint-Annaplein

Last but not least, there's our own library website.

What can you find on our library website? An overview of activities of interest for social work, interesting newsletters and quality websites. In addition a direct link to our latest acquisitions, our catalogue is provided. The website becomes an instrument for the entire school, both students and teachers.

Our website : <http://mediatheekpuntsap.weebly.com/>



7. Some practicalities

❖ How to optimise your search results with a search term matrix

A search term matrix may sound very complicated, but doesn't have to be so. In a way, it's just a method to optimise your search to get more and/or better results.

With a search term matrix you try to determine as many possible relevant terms for your search. This by including (for example) synonyms, translations, related terms, etc. in your search. By also searching via synonyms, translations, etc. you will find more results and will sooner find what you're looking for.

Examples of a search term matrix:

Key search term	Alcoholism
Synonym	Alcohol abuse, substance abuse, alcohol use disorder, alcohol addiction, drinking problem
Translation	Alcoholverslaving, alcoholisme, Drogenabhängigkeit
Different spelling	Drinking behaviour, drinking behavior
Derived terms	Alcoholics, intoxication
Singular/plural	Alcoholic ⇔ alcoholics
Compounds	Excessive alcohol use
Broader term	Alcohol drinking patterns
More specific term	Binge drinking
Related term	Drugs addiction

⚡ SOME TIPS:

- Use a dictionary for correct spelling/translations
- Use Wikipedia to determine you subject's context and related terms
- Use Google to find related terms about your subject
- You don't have to make a complete matrix for each search, but keep the options in mind when looking for relevant sources/information.

❖ How to use our multifunctionals?

Our library isn't just a place to find sources or to study, we also have some multifunctionals which you can use to print, copy and scan with. Below you can find a quick manual (or a reminder) in regard to how to use these multifunctionals:

A. How to **print**?*

- Send your file to the multifunctional (own computer or desktop computer)
- Login to the printer with your student id or credentials
- Print everything "alles vrijgeven" or just one doc "printen met keuze"
- Important: colour only possible on the colour multifunctional

B. How to **scan**?

- Login to the printer with your student id or credentials
- Select "Scan naar e-mail" and the desired format
- You only need to fill in the email address field if you wish to send it to a private email address, otherwise it will automatically be sent to your Artevelde email
- Put the papers in the top tray or on the scanner glass and click "scannen"
- Select "scannen voltoeien" once your done scanning

C. How to **copy**?*

- Login to the printer with your student id or credentials
- Put the papers in the top tray or on the scanner glass
- Select "Kopie" and "starten"

* In regard to printing/copying: be sure to **charge** your student id with enough print/copy credit!

Charge using the AHS webshop: [Mijn Dinar](#) ⇒ [APPS](#) ⇒ [search all apps](#) ⇒ [AHS Webshop](#)

Do you still have some questions? Don't hesitate to approach us via mail, phone or in person.
