

### 11. [Using Information in Your Work](#)

This tutorial will teach you how to evaluate and incorporate the information you collect from your research into your work.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2303>

### 12. [Referencing with the Harvard system](#)

How to cite and reference a range of resources in your work using the Harvard system.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2293>

### Support

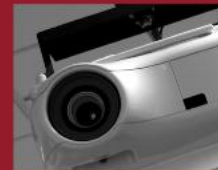
If you would like help with Information Fluency you can make an appointment with a learning advisor for a time that is convenient for you - Please ask at the library enquiry desk.

You will find guides to eResources in the library and from the LIS website:

**[www.ucsm.ac.uk/lis](http://www.ucsm.ac.uk/lis)**

# LIS

Books  
Journals  
Computers  
Multimedia  
eResources  
AV Equipment  
Online Learning  
Help and Advice  
Skills Development



## Learning and Information Services



# Information Fluency Tutorials

## Skills for all

**Learning and Information Services have created twelve tutorials to help you develop your skills in finding, evaluating and using information for your projects and assignments.**

**These tutorials can be accessed from any computer with an internet connection.**

- Please type the internet address of the tutorial you want to access in your internet address bar and click go.
- On college computers you will have to hold down the 'Ctrl' key to open the tutorial.

1. [Using the Library Catalogue](#)

A basic guide to finding what you're looking for using the library catalogue.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2290>

2. [Identifying the Information You Need](#)

This tutorial helps you to work out exactly what types of information you need for your assignment and where to find them.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2444>

3. [Overview of Information Resources for Your Subject](#)

This tutorial will provide an overview of all the different kinds of information searching resources that are available for your subject area.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2300>

4. [Using Electronic Books \(e-Books\) from netLibrary](#)

Many electronic books (e-books) are now available to you via the library website. This tutorial guides you through the steps need to find electronic books for you subject.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2324>

5. [Effective Search Techniques Part 1 - Using Keywords](#)

This tutorial teaches you how to construct an effective search strategy and how to combine keywords using Boolean operators.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2437>

6. [Effective Search Techniques Part 2 - Truncation, Wildcards and Phrase Searching](#)

A tutorial to explain the use of truncation, wildcards and phrase searching and a quiz to test your knowledge.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2518>

7. [Effective Web Searching Using Google and Google Scholar](#)

Search Engines are based on huge databases containing words and other details taken from web pages, found by an automated search of the Internet. This tutorial will look at how to make best use of search engines, and features **Google**.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2306>

8. [Web Searching Using Intute](#)

Intute is a free online service providing you with access high quality Web resources for education and research. The service is created by a network of UK universities and partners. Subject specialists select and evaluate the websites and write high quality descriptions of the resources.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2323>

9. [How to Evaluate Web Sites](#)

As you identify relevant web sites for your studies it is important that you evaluate them to assess their quality. This unit looks at ways to judge the quality of the internet resources that you find. The tutorial features the **Intute Virtual Training Suite**.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2301>

10. [Evaluating Information for Your Assignments](#)

This tutorial teaches you how to evaluate the value of information you find for your work.

<http://inhale.hud.ac.uk/perl/jump.pl?76-2302>