



International Students

Introduction to the Faculty Library

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The Faculty Library of Social Sciences

SS2023

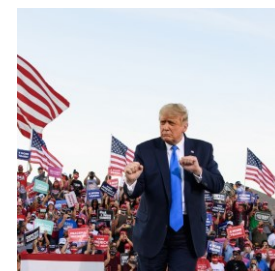
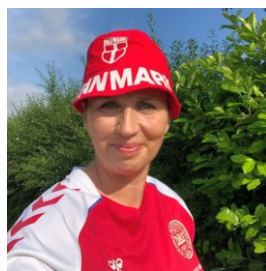
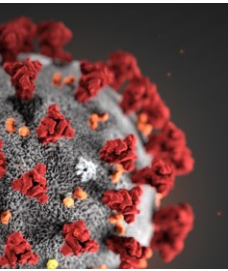
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KØBENHAVNS UNIVERSITET



Welcome

- It's a great (or interesting) time to study social sciences!

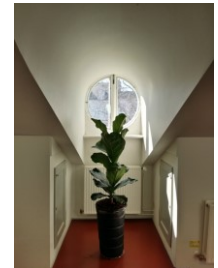


On the Plate Today?

- Introduction to the Library
 - Library resources
 - Academic literature search
 - Links of interest
-
- **Some of the links here will lead to Danish pages**
 - **please bear with us and select English when you arrive there** (since the English URLs are more fluid, that's the thing)

The Library at Gothersgade – Your Local Faculty Library

- Just across the street – at Gothersgade 140
- *Normally* **open workdays 08.00-22.00**
weekends/holidays 10.00-16.00 all year round
- Staff can guide/help you on workdays 10.00-16.00
- Nice, quiet study halls and flexible workspaces available
– or [book a group room online](#)
- **Curriculum literature** is available
- Print, scan and copy
- [Digital Social Science Lab](#)
- Coffee, too!



The Library at Gothersgade – Your Local Faculty Library



Contact and Help

- Problems with access, your library account, missing books and similar questions: **Ask the library** (Spørg Biblioteket) or call +45 33 47 47 47
- Contact us at the Library at Gothersgade 140 for help on subjects/specialisation and other questions
- See the **Copenhagen University Library** page for many more resources
- Contact the Faculty itself here

Copenhagen University Library and Det Kgl. Bibliotek – The Organisation

- The Faculty Library of Social Sciences is part of...
Copenhagen University Library, which is part of...
Det Kgl. Bibliotek, the royal Danish national library
- **Five university libraries** (places) across Copenhagen with equal access for all Copenhagen University students – find the library closest to you
- Order and pick up books 'criss-across' the libraries seamlessly
- Different libraries – different ambiances
- The national library's resources include the university libraries in Aarhus and Roskilde, too

Copenhagen University Library and Det Kgl. Bibliotek



Register at soeg.kb.dk

- Open soeg.kb.dk, select English, then click Login and register as user
- Use WAYF (Where Are You From) with your university ID (KU-ID) – select English several times in the process
- Then you have VIP access 🕶️
- Read 500.000+ e-books and almost all articles online from home, on the road or on the Moon

Register at soeg.kb.dk


- Get your Danish yellow health card (sundhedskort) as quickly as possible for a lot of reasons!
- Use the health card for borrowing paperbooks offline at Gothersgade
- When on Wi-Fi (eduroam) on campus you may access online literature without login – but *do* login if problems occur
- Everything at soeg.kb.dk is free – it's all free! (except ordering articles printed out, of course)

The Search Portal

- soeg.kb.dk is where *all* resources, books, articles, databases, etc., of Copenhagen University Library live
- Practically everything we're talking about today is available here directly from the search box
- *Formerly known as Rex*






The Search Portal



TIL KB.DK

NY SØGNING
BLIV BRUGER
SPØRG BIBLIOTEKET
FANDT DU IKKE DET DU SØGTE?




IN ENGLISH
LOGIN

cohen AND march AND "garbage can" NOT trash

AVANCERET SØGNING

☐ Søg også materialer uden fuldtækstadgang

☐ 0 valgt
SIDE 1
4.437 Resultater
☐ Personaliser

Afgræns resultat

Sorter efter Relevans

Vis kun

- Elektroniske materialer
- Fra peer reviewed tidsskrifter
- Open Access
- Fysiske materialer

Materialetyper

- Artikler (3.215)
- Bogkapitler (616)
- Afhandlinger, specialer m.m. (254)

Nye titler

Forfattere/Ophav

Biblioteker

Årstal

Emner

ARTIKEL

The garbage can model of organizational choice

Cohen, MD ; March, JG ; Olsen, JP ; Morales, GR

GESTION Y POLITICA PUBLICA, 2011, Vol.20 (2), p.247-290

PEER REVIEWED TIDSSKRIFT

Tilgængelig online >

LIGNENDE UDGAVER FINDES

The garbage can model of organizational choice : looking forward at forty

Alessandro Lomi 1961-; J Richard Harrison

3 versioner fundet. [Se alle versioner](#) >

KAPITEL

Michael D. Cohen, James G. March, and Johan P. Olsen, "A Garbage Can Model of Organizational Choice"

Jann, Werner; Page, Edward C ; Lodge, Martin ; Balla, Steven J

The Oxford Handbook of Classics in Public Policy and Administration, 2015-03-26, Vol.1

This chapter examines "A Garbage Can Model of Organizational Choice," a paper authored by Michael D. Cohen, James G. March, and Johan P. Olsen...

Se adgangsmuligheder >

BOG

Garbage Can Model of Organizational Choice: Looking Forward at Forty

Harrison, Richard ; Lomi, Alessandro ; Lounsbury, Michael

2012

SIDE 1

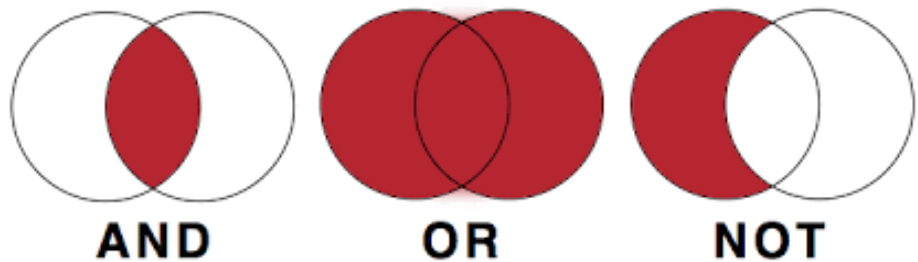
Search – Familiarise Yourself

- Every database and search portal and their search menus/boxes are a little different
- ...so spend a minute and familiarise yourself with the options before you begin searching
- Use search filters (menus) – exactly as if shopping online for clothes – to narrow your search for specific years or literature types for instance



Boolean Operators: AND OR NOT

- **Important:** Use **AND, OR, NOT** or advanced block search when searching at soeg.kb.dk or in databases
- **AND: Both... and...** meaning include only the common quantity (often narrows down your search)
- **OR: Or... or...** meaning include everywhere an element of this is found (makes your search much broader)
- **NOT: Avoid...** meaning remove this element from the search (narrows down your search)



Boolean Operators: AND OR NOT

- **AND: Both... and...** is implicit in most databases
Example: china AND uyghurs AND camps
Focuses and forces your search into the common results 'pool'
- **OR: Or... or...**
Example: metoo OR feminism OR "women's rights"
Opens up your search and lets you find anything mentioned
- **NOT: Avoid...**
Example: vaccines NOT covid
Removes unwanted elements from your search
- Rule of thumb: Put the operators in capital letters

Phrase Search

- **Important:** Put **quotation marks around words** to search for the full, correct concept or terminology
- "political correctness"
- ...for political correctness \neq "political correctness"
or copenhagen university \neq "copenhagen university"
searchwise
(Search algorithms think of political correctness as political AND correctness – and that's much less precise than "political correctness" which is a concept)
- Another example: Johannes V. Jensen (Jensen is the most common Danish surname) \neq the famous author "Johannes V. Jensen"



Truncation and Wildcard

- **Important: Truncation** on search words – * – catches all word endings (and only endings)
- Example: **child*** catches: children, childhood, children's, etc. (but also childbirth, so use truncation wisely)
- **Wildcard** – ? or # or ! – substitutes or 'masks' letters inside search words
- Example: **ole w?ver** catches that professor Ole Wæver/Waever has two possible spellings
(Even better examples: wom?n = woman/women or behavi?r = behaviour/behavior)

Block Search and Advanced Search

- Advanced, comprehensive use of AND, OR, NOT and phrase search
- Pure 'search mathematics'
Build a search string with 'synonym wells'
Enclose synonyms in parentheses and use AND, OR, NOT
- *academic AND writing AND university* = 1,433,636 hits
"academic writing" AND university = 40,283 hits
*(academic AND writing) OR universit** = 38,535.771 hits – *boom!*
"academic writing" AND (university OR "higher education") AND "max weber" = 731 hits
- Narrow down or open up and see what works – try your way systematically until you find useful results
- AND, OR, NOT are **universal** (except Google), but, again, all databases has different looks and search box options

An Advanced Search Example

- Search for literature on, say, the fall of Kabul to the Taliban using the operators above in soeg.kb.dk
- Simple search: *taliban AND fall AND kabul* – maybe ok results, maybe too simple and doesn't catch enough
- First, think of synonyms: *taliban OR islamist OR "haqqani network"* and go on
- Then combine: (*taliban OR islamist OR "haqqani network"*) into 'synonym brackets'
- Go!: (*taliban OR islamist OR "haqqani network"*) *AND (fall OR conquest) AND (kabul OR "afghan capital")* – we want all three elements (Taliban, fall, Kabul) in the search string
- Add wildcards (*) where it makes sense: (*taliban* OR islamist* OR "haqqani network"*) *AND (fall* OR conquest*) AND (kabul OR "afghan capital")*
- This is a much better search
- Finally, try it in soeg.kb.dk and modify your search string according to results

Block Search and Advanced Search

- Work systematically and analytically if necessary

russian	political	assassination
putin	politician	poisoning
soviet	opposition	murder
belarus	party	hit
fsb		"contract killer"
	etc.	"nerve agent"
etc.		
		etc.

- Always remember truncation where meaningful –
russia*, assassination*, etc.

Google Search – Special Snowflake

- All Google databases use its own operators
- Phrase search works ✓
- AND is implicit but inconsistent – so put quotations marks around words to force them to be included in the search
- OR (or |) works ✓
- Use minus mark in front of words (no space) instead of NOT (example: "india" -outsourcing)
- Truncation is inconsistent, but Google usually just works its magic in this case – don't worry!
- Block search (parentheses) works ✓
- Bonus: *Filetype* – example: "garbage can" filetype:pdf

Where to Search? – The Trio

- **The library search portal** for books, journals, databases, etc. – **entities** or when you have an idea of what you're looking for
- **Google Scholar** through soeg.kb.dk for articles, papers, etc. – **subitems** or 'single parts' or when you want to search exploratorily and 'throw out the net'
- **Google Books** for searching 'down into' books – that is searching the actual fulltexts
...then return to soeg.kb.dk and find the book to read



News

- **InfoMedia**: Danish news media – very comprehensive , but unrefined for search (use Advanced search option)
- **Nexis Uni** (ex-LexisNexis): International newspapers – massive (may require native account, still free)
- **ProQuest Central**: Giant academic literature database which has a selection of newspapers, too – click Publications and try searching
- **Bibliotek.dk**: More Danish magazine articles
- **Mediestream.dk**: Danish visual media from a dedicated computer at university libraries or public libraries



'Landscape Analysis'



- soeg.kb.dk doesn't have *everything*
- Where else may I find academic literature?
- Do an 'agent landscape analysis'! – who has what I'm looking for...?
- Other specialised libraries
- Ministries, institutions, organisations, etc. – nationally and internationally
- *Find an expert services (Find en forsker)* at all universities
See publication lists and maybe contact them well-prepared
- Does it even exist? The mother of all libraries: [WorldCat](#)

Useful Links

- Our [curated subject pages](#)
- [Statistics Denmark](#) with [Informations Services](#) or [eurostat](#)
- [VIVE](#)
- [Danish Institute for International Studies](#)
- [Parliament's Information Centre](#) or [EU Information Centre](#)
- [Danish Government](#) and its ministries
- Find a researcher examples: [CBS](#) or [SDU](#)
- [Public Health](#) and [SODAS](#) at campus

“Didn’t find it?”

- Do you need a book or an article, we don’t have?
- Two options: **Order the book** from another library – super-swift, but *must* go back after two months
- ...or ask us to **buy the book** – a little slower (up to three weeks), but the books stays at the library forever, yay
- Everything’s free! Use this option again and again!
- Never give up – contact the library for thorny issues
- **bibliotek.dk**: Look if other libraries might have the book and order it directly to Gothersgade with your usual soeg.kb.dk login – super-swift, too

Academic References and Styles

- You must use a transparent academic citation/bibliography style – follow an international standard by all means
- Find out what's recommended?
For Psychology it's APA and for Political Science it's APSA for instance
- Another gold-standard is Chicago Manual of Style
Author-Date
- Sharpen your English titles here



Zotero – Automatic References

- **Important:** Use digital reference software to reduce time, repetitions and mistakes drastically! Deploy a standard reference style effortlessly and write better assignments, too!
- We recommend and support Zotero (the other ones are fine, too, if you use them already)
- **Zotero Doctor** – walk-in support at the Library, just email Thomas for swift help
- **Important:** We strongly recommend to join a **Zotero introductory course**
- Zotero is God academically
...almost!



Useful Links

- [Study Start: Welcome](#) to [Copenhagen University Library](#)
- [**Copenhagen University Library's course calendar**](#)
(Zotero, Excel, Nvivo, R and more)
- [The Library's Facebook page](#) – useful practicalities, but mostly in Danish
- [Det Kgl. Bibliotek](#) – the mothership and culture
- [Our Instagram](#) – nice pictures!

Useful Links

- Bona fide [dictionaries](#) in English/Danish/German, etc.
- Practical advice on assignments: studypedia.au.dk
- Academic methods briefly: metodeguiden.au.dk
- Academic methods *not* briefly: [SAGE Research Methods](#)
- The course literature shelves at the Library have books on [systematic review methods](#) and much more

Thanks for Now

- Thank you for now and have a great first month and time at Copenhagen University ❤️
- Remember: Never give up – ask the library for help
- Drop by and use the facilities at Gothersgade

