

A Brief Accessing Guide to Libraries

Be Entrepreneurial in Finding Information

Knowing where to find information and how to access it is just as useful as remembering it yourself, particularly when this can be done efficiently and quickly. It is worthwhile to be well acquainted with the accessible resources both in your subject and geographical area. Ferret out information by investigating university, college and local libraries, professional organisations and government departments related to your field, and community groups or individuals who have an interest or some expertise in the area.

Don't be afraid to talk to people associated with these resources and groups. Librarians have a wealth of information about where to locate resources and references and what is available and current. Mostly, professionals, academics and people connected with community groups are pleased to be approached as experts in the field and to pass on advice or knowledge.

Avoid becoming overloaded by attempting to remember masses of information or details.

Aim to develop an overview or index of your field or subject and actually map out

- **Who to talk to**
- **What they know**
- **What reference material is available**
- **Where you can find it**
- **What other resources are around**
- **How you can access them**

Experiment with different ways to record this sort of information. Try out making a 'road map' on a large piece of butchers' paper, using symbols, names, titles or other short-cuts to represent key aspects, locations or other important details and sign-posts.

Students in tertiary education are usually expected to locate sources of information to use in their work, in addition to the standard textbooks and reference materials.

It's up to you to do the leg work in locating information sources and finding out about other resources such as information networks. The following information will guide you in how to do this and present starting points. The rest is up to you.

Learn How to Use Your Campus Library

As a first step, make sure you use your campus library effectively and to full advantage.

It's standard practice that tertiary education libraries conduct information tours for all new students at the start of each academic year. These are organised by course or stream so that the information covered is tailor-made to your requirements: where to find the books you need for particular subject areas; how to find what is available; how to access other resources; specific instructions pertaining to which books on reserve relate to the subjects that you're taking, plus which journals and periodicals you're likely to find of use; and what the borrowing system is.

You will be given a detailed account of what library equipment you have access to and how to use it. This includes the cataloguing system, which may be a manual card system or on microfiche; audio and audiovisual equipment, such as audio-cassettes, videos, films, slides, overhead transparencies, and microfilm containing, for example, back copies of newspapers.

Become acquainted with the general layout of your campus library so that you know what other areas are catered for and have a general idea of where to find materials relating to them. Also know how the library system operates, particularly how to borrow books and how to make an inter-library loan. Functional procedures such as these should be covered in the library tours and information sessions.

Since these are conducted by the librarians themselves, the details you're given and procedures outlined will be current, correct and pertinent to your specific subject areas.

Other Libraries and Facilities

There is no good reason why you should be restricted to your campus library. Other libraries within the community can provide you with additional information and useful resources. Become

familiar with the kind of information and resources available at:

- The State Library
- The local or community Library
- Government department libraries
- Other university and college libraries
- Community agencies that provide information and/or access to resource directories: e.g. women's resources, environmental protection services, legal aid etc.

Familiarity with other libraries is very useful when you can't get hold of the reference you need at your campus library. This often happens when work is assigned for a class, meaning that everyone wants access to specific material at the same time. Phone other university or college libraries that cater for similar courses of study and ask if they have the required reference. Remember that it may be possible to arrange for an inter-library loan.

When you are not eligible to access a particular library that has needed information, ask the librarian for advice. If there are rules or conditions that definitely exclude you, talk to your lecturer and see if s/he has any ideas. S/he may be eligible for access, may know of someone else who is, or know of how to access the information elsewhere. There's always a way.

Learning How to Use Libraries

Not all libraries employ the same systems of operation. Never hesitate to ask a librarian what you want to know: how to use the catalogue, where to find particular information, or what the borrowing system is. The library staff are usually helpful and have expertise in where to locate the information you require, not only within their own library but within the community at large.

When you approach a librarian for information concerning a particular assignment or research project you're required to do, first be clear about what you want to know and the kind of information you want to access. If you present a muddled request, you won't receive a clear or helpful reply.

As with your campus library, it's worthwhile spending time to investigate the general layout of a library, and just where equipment and resources are available.

Libraries not only provide a source of written material and information, but also facilities and an environment conducive to research and study. If your campus library is normally crowded, or you're distracted by friends and acquaintances, you may discover that a local library can offer a good working environment, comfortable furniture and none of the distractions encountered on campus or at home. (Imagine being able to work undisturbed by phone calls!)

Resources

Listed below are some useful resources, mainly written material, that are readily available. I've included books that have been of great assistance to me and to those I've counselled; most have a practical orientation and direct application to the range of experiences you're likely to encounter as an adult student.

Publications

Material Related to Study

The Elements of Style, by William Strunk and E.B. White (Collier Macmillan, 1979)

A necessity for anyone required to produce quality written material. The authors are sensitive to their reader's dilemmas and difficulties, and have produced a comprehensive guide to writing and the use of language that is superbly clear, simple and easily followed.

Studying For A Degree in the Humanities and Social Sciences by Patrick Dunleavy (Macmillan Education, 1986)

A specific study skills guide for humanities and social science students, this covers useful areas such as analysing concepts, essay writing and private study.

Study Tactics, A Guide to the Art of Studying by D. Percy (Macmillan, 1983)

Concise, to the point and easy to read.

Essay Tactics, A Guide to Essay Writing by John Elms (Macmillan, 1985)

A systematic approach to essay organisation and preparation.

Back To School: A Guide for Adults Returning To Study by Terry

Hore and Leo West (Methuen, Sydney, 1982)

Presents practical considerations for adults considering returning to study and outlines the Australian education system and entry schemes.

Learning

The Use of Lateral Thinking by Edward de Bono (Penguin 1967)
An invaluable resource for all students, outlining the process of creative, innovative thinking and ways that it can be developed. Also, by the same author. *The Five Day Course in Thinking, Practical Thinking, The Mechanism of the Mind, Po: Beyond Yes and No, Letters to Thinkers, Further Thoughts on Lateral Thinking.*

Please Understand Me: Character and Temperament Types by Keirse and Bates (Prometheus Nemesis Book Company, USA)
A discussion of learning preferences and types, based on the profiles identified in the Myers-Briggs Type Indicator, developed by Isabel Briggs Myers.

Learning How to Learn, Psychology and Spirituality in the Sufi Way by Idries Shah (Harper and Row, 1981)
This book focuses on the teaching methods and philosophy of the author using the traditional question and answer format of the Sufis.

The Structure of Magic by John Grinder and Richard Bandler (Science and Behaviour Books, 1976)
Presents a model of how we process information and make sense of our lives by creating internal maps. It is complex reading, oriented towards therapeutic change and written for psychotherapists.

100 Ways to Enhance Self-Concept in the Classroom by Jack Canfield and Harold C. Wells (Prentice-Hall, 1976)
Written as a handbook for teachers and parents, it presents structured exercises aimed at enhancing the self-concept of young students. The underlying philosophy and many of the exercises are applicable to adult students.

Career and Life Planning

What Colour Is Your Parachute? A Practical Manual for Job

Hunters and Career Changers by Richard N. Bolles (Ten Speed Press, USA)

An excellent resource, updated annually and with universal application to anyone seeking employment now or in the future.

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else by David Campbell (Argus Communications, 1974)

A light and simply written book that offers advice concerning life planning. It tends to have a paternalistic flavour, but makes some good points and is easy to read.

The Universal Traveler — A Soft-Systems Guide to: Creativity, Problem-Solving and the Process of Reaching Goals by Don Koberg and Jim Bagnall (William Kaufmann, 1972)

The authors' aim is to provide a simple format for problem-solving, so the reader can approach personal problems and life situations logically and creatively.

Mid-Life and Career Changes

Brian's Wife Jenny's Mum by Gwen Wesson (Dove Communications, 1975)

A collection of writing by women about their lives and experiences, focusing on being 'at home' with the family and then documenting the inner changes accompanying returning to study.

Understanding The Mid-life Crisis by Peter O'Connor (Sun Books, 1981)

Written explicitly for men, this book deals with the frustrations, anxieties and loss of meaning that can be experienced in mid-life.

Passages, Predictable Crises of Adult Life by Gail Sheehy (Dutton, 1974)

This book gives an insight and understanding of the typical life stages through which most people pass at some point in adult life, and aims to present these as continuing changes leading to growth and opportunity.

Vocational Information

CES Job Guide (Commonwealth Employment Service, Australian Government Publishing Service, updated yearly within each state)

A comprehensive listing of job descriptions arranged in interest categories, including educational requirements, employment opportunities and where to obtain additional information.

Graduate Outlook (Hobson's Press, Australia, updated yearly)
A directory of graduate employment and training for Australia, New Zealand and South-east Asia.

Job Applications

Work Wise: A Self-help Guide in Job Search for Tertiary Graduates (Australian Government Publishing Service, 1981)

Short and easy to read, this booklet covers attitude, job planning, applications and interview techniques.

Employment

Survival in the Sexist Jungle by Andrew DuBrin (Books for Better Living, 1974)

A somewhat slick series of tactics for working women who want to forge ahead in their jobs.

Career Karate, a Career-Management Strategy by Tom Carney (Methuen, 1983)

Survival and advancement at work.

Getting To Yes, Negotiating Agreement Without Giving In by Roger Fisher and William Ury (Penguin, 1981)

Potentially useful strategies for reaching agreement with employers, as well as spouses, children and lecturers.

You Can Negotiate Anything by Herb Cohen (Angus and Robertson, 1980)

A book examining how to get what you want and outlining strategies for doing so. Something of a 'toe-stepper', and sales-oriented.

Motivation

The Plus Factor: A Guide to Positive Living by H.E. Stanton (Fontana/Collins, 1979)

Aimed at helping people build a happier and more fulfilling life.

Tools of Power: The Elitist Guide to the Ruthless Exploitation of Everybody and Everything by Kurt Anderson, Mark O'Donnell and Roger Parloff (Viking Press, 1980)

A complete success kit, with detailed instruction ranging from how to tie a tie through to answers to the questions put to 'Dear Success Clinic'. Satirical, funny and oddly therapeutic.

Personal Development and Self-Esteem

Born To Win: Transactional Analysis with Gestalt Experiments by Muriel James and Dorothy Jongeward (Addison-Wesley, 1971)

Aimed at developing self-confidence, this book presents a clear explanation of Transactional Analysis and applies the theory to everyday life. The Gestalt experiments are intended to assist in discovering and integrating 'disowned' parts of the personality, with the aim of becoming a more complete person.

Gestalt Therapy Verbatim by Frederick S. Perls (Bantam Books, 1972)

Perhaps Fritz Perls' best-known book, this presents verbatim the transcripts of Gestalt therapy sessions from various weekend seminars at the Esalen Institute, California. In the author's words, 'To die and be reborn is not easy.'

When I Say No, I Feel Guilty by Manuel Smith (Bantam, 1975)

A classic assertiveness training resource and valuable guide to improving communication skills.

The Cinderella Complex, Women's Hidden Fear of Independence by Colette Dowling (Fontana, 1982)

A self-help book for women, dealing with issues such as learned helplessness, avoiding challenge and success, inner conflicts and finding freedom.

Self-esteem by Virginia Satir (Celestial Arts, 1970)

An eloquent and simple declaration of self-worth, in the form of a short poem.

Taming Your Gremlin, A Guide to Enjoying Yourself by Richard D. Carson (The Family Resource Inc., 1983)

This book is delightful: funny and entertaining. It confronts the way we can sabotage our lives, and offers practical advice on how not to.

Relationships and Communication

Peoplemaking by Virginia Satir (Science and Behaviour Books, 1972)

A book written about families, for families, that is informative, and an encouraging and a valuable aid to working through problems.

Pairing by George Bach and Ronald Deutch (Avon Books, 1970)
A self-help book about how to meet people and develop intimate relationships

Making Contact by Virginia Satir (Celestial Arts, 1976)
A short, easily-read book about communicating with others, and which habits and experiences can get in the way of this.

What Do You Say After You Say Hello? by Eric Berne (Bantam Books, 1972)
An explanation of the process of establishing and enhancing friendships. Transactional Analysis is used to gain an understanding of how you hinder or assist this process.

The Psychology of Romantic Love by Nathaniel Branden (Bantam Books, 1980)
Examines the evolution, choices and challenges of romantic love.

Love and Addiction by Stanton Peele (Signet, 1975)
Focuses on unhealthy and dependent relationships and the potential for developing a sense of self.

Love, Sex, Marriage and Divorce by Jonathan Gathorne-Hardy (Triad/Granada, 1983)

Families and How to Survive Them by Robin Skynner and John Cleese (Methuen, 1983)
A down-to-earth book about how relationships work, jointly written by a family therapist and his former patient, comedian John Cleese.

Parenting

How To Live Almost Happily With A Teenager by Lois and Joel Davitz (Dove Communications, 1982)
A book for helping adolescents towards maturity and encouraging parents to enjoy the process.

How to Bring Up Your Parents by Stanley Gold and Peter Eisen (Sun Books, 1969)

Approaches the problems and dilemmas of bringing up children humorously, and from the child's perspective.

Single Parenting, A Practical Resource Guide by Stephen Atlas, (Prentice-Hall, 1981)

Philosophy and Inner Change

The Happiness Purpose by Edward de Bono (Pelican Books 1979)

A proposal for a 'new religion' based on the belief that happiness is the legitimate purpose of life, and the best foundation for happiness is self-importance.

Man's Search For Himself by Rollo May (Dell, 1953)

This is an analysis of life, offering insight into personal development and growth. It's a good reference for people who prefer to think and contemplate rather than take immediate action.

Tao Te Ching by Lao-Tzu (Vintage Books, 1972)

If You Meet the Buddha On The Road, Kill Him by Sheldon Kopp (Bantam, 1972)

Literary works and myths are used to illustrate universal themes relating to life's journey. The importance of accepting responsibility for our own life and direction is emphasised.

Tales of Power by Carlos Castaneda (Simon and Schuster, 1974)

Part of a series of books describing the apprenticeship of the author/anthropologist to the Yaqui Indian sorcerer, Don Juan.

Creative Visualisation by Shakti Gawain (Bantam, 1982)

Learning to create your future visually.

Voluntary Controls, Exercises for Creative Meditation and for Activating the Potential of the Chakras by Jack Schwarz (Dutton Paperbacks, 1978)

Specific, step-by-step instructions for meditation.

I Ching, or Book of Changes translated by Richard Wilhelm

(Routledge and Kegan Paul, 1951)

An ancient book of oracles that has influenced Chinese philosophy for 3,000 years. Its central theme is that continuous change and transformation underlie all existence.

Counselling Facilities

Personal Counselling (including stress management, problem solving, relationships and family counselling, parenting etc.)

The Student Counselling Service

Nearly all tertiary education institutions provide a counselling service free of charge to students. Counsellors are trained in psychology or social work and have expertise in assisting students with their personal difficulties and concerns on a practical and therapeutic level.

The counselling service on your campus is likely to offer both individual and group counselling in a number of areas, ranging from issues directly related to study such as exam anxiety, study skills and time management, to more general or individual issues, such as communication, relationships and effective parenting. Most student counselling services offer an after-hours facility for part-time students.

The Citizens' Welfare Service

This is a general community service conducted by local city councils and offering general and family counselling. Most charge a nominal fee.

Community Mental Health Clinics

These are part of the state departments of health and offer free counselling and psychotherapy to people living, working or studying in the area.

Telephone Counselling Services

These are easily accessible, confidential and cost only the price of a local call. Services such as the Personal Emergency Service, Victoria, offer 24-hour general counselling, support and crisis intervention. There are also a number of specialist telephone services, offering information and advice on particular issues. These include Aidsline, the Telephone Interpreter Service, Directline (alcohol and drug abuse) and Parents Anonymous: they can refer callers to specialists. Check the phone directory for the range of phone services available.

Career, Vocational and Employment Counselling

Student Careers' Service is a free service available to students on campus. These counsellors assist students make decisions about courses of study, career change, and assist new graduates to find employment.

The Commonwealth Employment Service offers a vocational counselling service, career reference centres and professional employment services. Information is available on a drop-in basis, but it's usual to make an appointment for counselling.

The Small Business Development Corporation is very useful and instructive for anyone considering starting their own business. Counselling and individual consultation are available by appointment. Various publications, workshops and programs are available for a fee.

And Finally . . .

It's not possible to have covered in this book all the obstacles and blocks that may arise for you. But I hope you take the essence of what's written here with you when you have difficulties — and successes — that you are bound to experience in your journey as an adult student.

Remember to maximise your learning experiences, both 'good' and 'bad', by looking for opportunities. Enjoy, experiment, develop new ways of doing things, and try out what it's like to approach situations in a different way — a way that works for you.

To 'fly by the seat of your pants' is to open yourself to learning in the fullest sense, to approach each situation as new and something you can learn and grow from.

Each human being is born as something new, something that never existed before. S/he is born with what s/he needs to win at life. Each person in their own way can see, hear, touch, taste, and think for themselves. Each has their own unique potentials, capabilities and limitations. Each can be a significant, thinking, aware, and creatively productive person in their own right — a winner.

Muriel James and Dorothy Jongeward, *Born to Win*
(non-sexist language added)

