



International Students

Introduction to the Faculty Library

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The Faculty Library of Social Sciences

AW2023

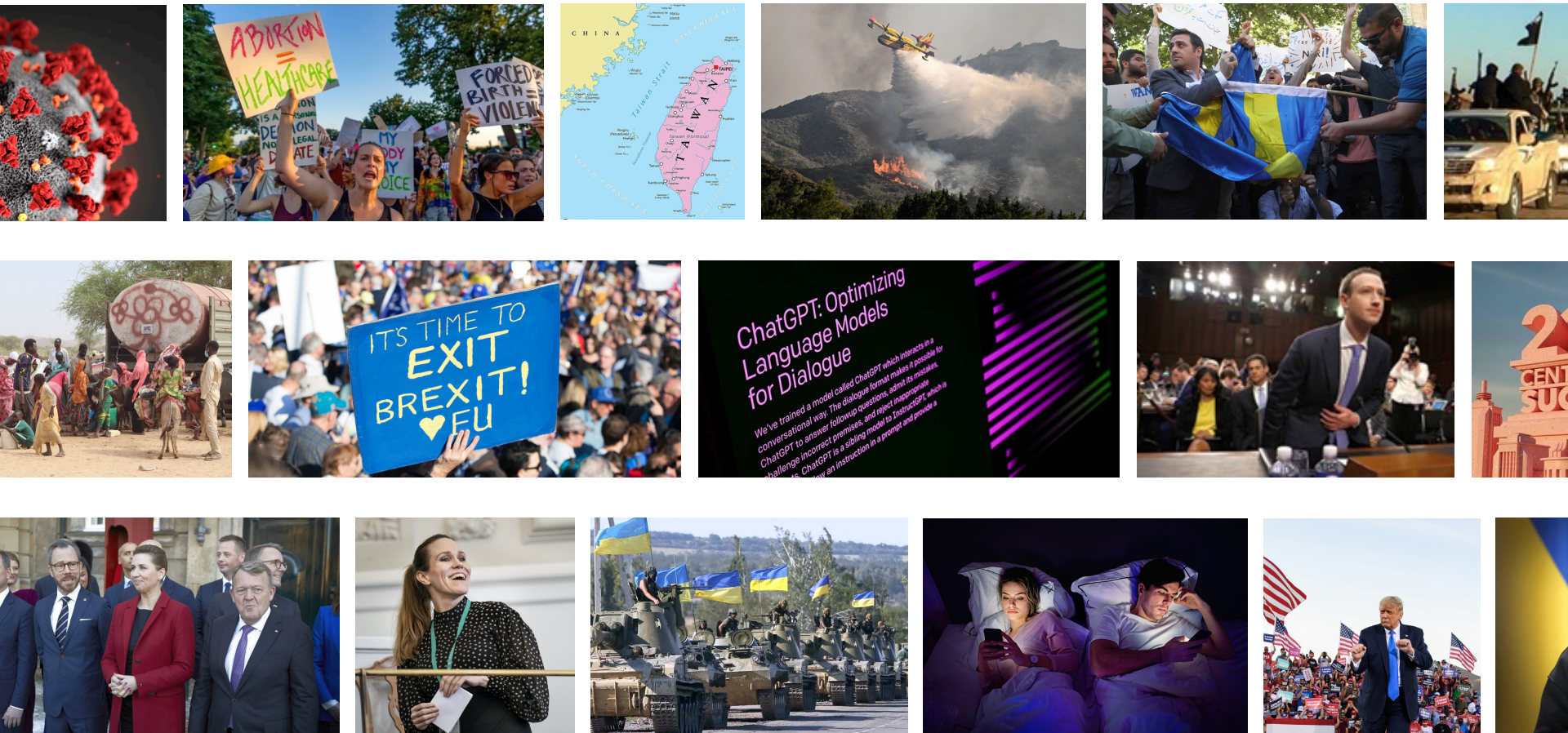
V2.1

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** (since the English URLs are more fluid, that's the thing)

Absalon og slides

- Download slides from today's intro from the Library's Absalon page (or search for *[KUB Samf]* in Absalon)
- Use Discussions and help each other
- You should be able to join right away – otherwise join here: <https://absalon.ku.dk/enroll/6TJ39R>
- We'll have English pages up and running in autumn

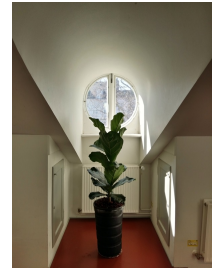


The Library at Gothersgade – Your Local Faculty Library



The Library at Gothersgade – Your Local Faculty Library

- Just across the street – at Gothersgade 140
- Normally **open workdays 08.00-21.00**
weekends/holidays 10.00-16.00
- 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



Contact and Help

- Problems with access, your library account, missing books or similar questions: **Ask the library** (Spørg Biblioteket) or +45 33 47 47 47
- Contact us at the Library at Gothersgade 140 for help on subjects/specialisation (page is under construction) 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 – Organisation

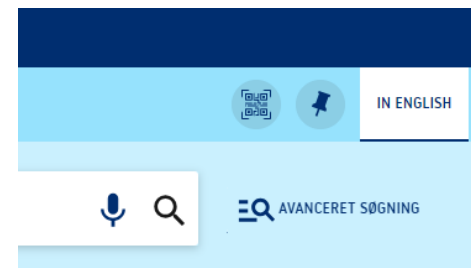
- The Faculty Library of Social Sciences is part of...
Copenhagen University Library, which is part of...
Det Kgl. Bibliotek, the royal Danish national library
- **Five faculty libraries** (places) across Copenhagen with equal access for all Copenhagen University students
– find the library closest to 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 books 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, of course)

soeg.kb.dk




- soeg.kb.dk is the **search portal** 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*





soeg.kb.dk

 DET KGL. BIBLIOTEK


[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. \(254\)](#)

Vis mere


Nye titler

Forfattere/Ophav

Biblioteker

Årstal

Emner


1 


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](#) >


2 

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](#) >


3 


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](#) >

4 


BOG

Garbage Can Model of Organizational Choice: Looking Forward at Forty

Harrison, Richard ; Lomi, Alessandro ; Lounsbury, Michael

2012

SIDE 1

 ...

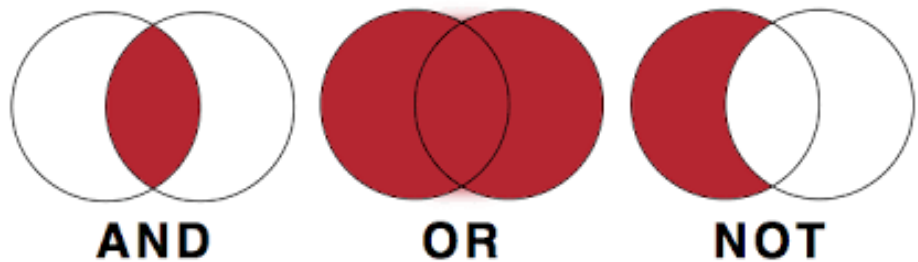
Search – Familiarise Yourself

- 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) to narrow your search for specific years or literature types for instance
 - exactly as if shopping online on Zalando or Amazon!



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 (narrows down your search)
- **OR: Or... or...** meaning include each element mentioned (makes your search much broader)
- **NOT: Avoid...** meaning remove this element from the search (narrows down your search)
Use with caution

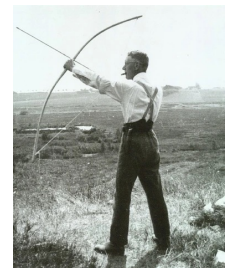


Boolean Operators: AND OR NOT

- **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'
Enclose synonyms in parentheses and use AND, OR, NOT
- *war in ukraine* = 198.742 hits
"war in ukraine" = 26.853 hits
war AND ukraine AND prisoners of war = 15.948 hits
war AND ukraine AND "prisoners of war" = 4.338 hits
war AND ukraine AND "prisoners of war" NOT nazi AND 2022* = 358 hits
war AND ukraine AND "prisoners of war" NOT nazi AND (2022 OR 2023)* = 407 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 have slightly different search box options

Block Search and Advanced Search

- Example: Let's search for literature on the Taliban and its seizure of Kabul using advanced search in soeg.kb.dk
- Simple search: *taliban AND fall AND kabul* – maybe it will do, but it's a very simple search
- Think about synonyms: *taliban OR islamist OR "haqqani network"* and continue
- Then combine: *(taliban OR islamist OR "haqqani network")* in 'synonym wells' in parentheses
- Go!: *(taliban OR islamist OR "haqqani network") AND (fall OR conquest OR seizure) AND (kabul OR "afghan capital")* – as all three elements must be present in our search string (Taliban, fall, Kabul)
- Add wildcards (*) where it makes sense: *(taliban* OR islamist* OR "haqqani network") AND (fall* OR conquest* OR seizure*) AND (kabul OR "afghan capital")*
- This is a much better search!
- Now, test your search string and adjust it for optimum results

Block Search and Advanced Search

- Work systematically and analytically if necessary

russian	war	mercenary
putin	warfare	wagner
belarus	conflict	"green men"
fsb	battle	prigozhin
"russian armed forces"	"special military operation"	"private military company"
<i>etc.</i>	<i>etc.</i>	<i>etc.</i>

- Remember truncation where meaningful –
russia*, mercernar*, etc.
- Use NOT with caution – e.g. NOT "second world war"

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 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 – 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



Enough is Enough

- You don't always have to search from the top
- Searching 'down' in a relevant database or even journal in the portal eliminates some noise (example: ProQuest and its subbases)
- Also, pause your search and assess when you have enough literature
- Think about a search strategy that matches what you need



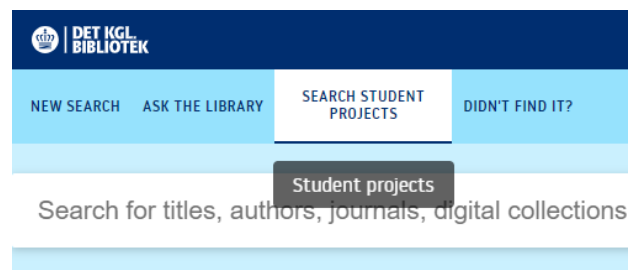
News

- **InfoMedia**: Danish newspapers – 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



Theses

- Theses, dissertations, etc. – useful for inspiration
- Click above the search box at soeg.kb.dk – [search student projects](#)
- Remember the filter menu to the left



'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, thinktanks, 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](#)

Academic AI

- *Generative conversational AI* and large language models
- Several strong alternatives:
 - ChatGPT: Most simple and least beta, but 'offline' (cutoff in September 2021 in free 3.5 version)
 - Bing: GPT-4+ online, very configurable, sources, has a chat max
 - Bard: Subpar (but getting there), multi-modal
 - Claude: New kid on the block, massive prompts possible, great for text uploads, most beta, access geo-restricted
- Beta: Consensus, Elicit, SciSummary, AcademicGPT, Writefull, Paperpal

Academic AI

- Be aware of challenges and risks of academic AI and discuss it at faculty
- Two points are especially acute:
Anything entered into AI systems should be regarded as public domain – never enter sensitive information
AI output is neither fault-free nor bias-free
- Current LLM AI systems work like a black box
- Not allowed for anything exam-related

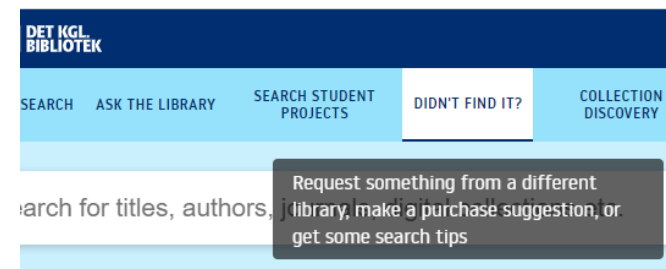


Useful Links

- [Danish Institute for International Studies](#) (DIIS)
- [Statistics Denmark](#) with [Information Service](#) or [eurostat](#)
- [Parliament's Information Centre](#) or [EU Information Centre](#)
- Find a researcher examples: [CBS](#) or [SDU](#)
- [Google Dataset Search](#) gets better and better
- [Research Portal Denmark](#) – Danish research, but new and unpolished
- [SRM](#), [CAST](#) and [SODAS](#) and other [centres](#) at [campus](#)
- Our **[curated subject pages](#)** and **[Datalab](#)**
- Bona fide [dictionaries](#) in English/Danish/German, etc.
- Practical advice on assignments: [studypedia.au.dk](#)
- The [South Campus Library](#) has special law/judicial databases only available there
- The course literature shelves at the Library have books on [systematic review methods](#) and much more

"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** – slower (up to three weeks), but the books stays at the library forever, yay
- It's free!
- Never give up – **contact the library** for thorny issues



- **bibliotek.dk**: Look if other libraries might have the book and order it directly with your usual soeg.kb.dk

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

- 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)
- We strongly recommend to join a **Zotero introductory course**
- **Zotero Doctor** – walk-in support at the Library, just contact Thomas, +45 91 32 46 52
- Zotero is God's gift 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, mostly in Danish
- [The Library's Absalon page](#) – download slides
- [Det Kgl. Bibliotek](#) – the mothership and culture
- [Our Instagram](#) – nice pictures...

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

