# Welcome to the Wolfson Library

Meg Westbury & Laura Jeffrey

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# Borrowing Policies

- 20 books at a time
- Auto-renewals
- Books back by end of Easter term (not finalised)
- Books may be renewed online
- Books may be recalled or placed on hold at any time
- Policies will be different for your faculty library
- Lost books are charged to your college account

Wolfson College
Cambridge

Menu

Home > Current Students >

# Library

## The Lee Library is so much more than books

In this section +

- iDiscover (library catalogue)
- Access your library account
- Suggest a book purchase
- Academic skills from Wolfson Library
- LibGuides (subject help)
- Help guide for iDiscover
- Research databases A–Z
- Referencing guides by subject
- Libraries with e-Legal deposit terminals
- Spacefinder (find great places to work!)

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To find good places to work, use spacefinder.lib.cam.ac.uk

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# Academic Skills Support

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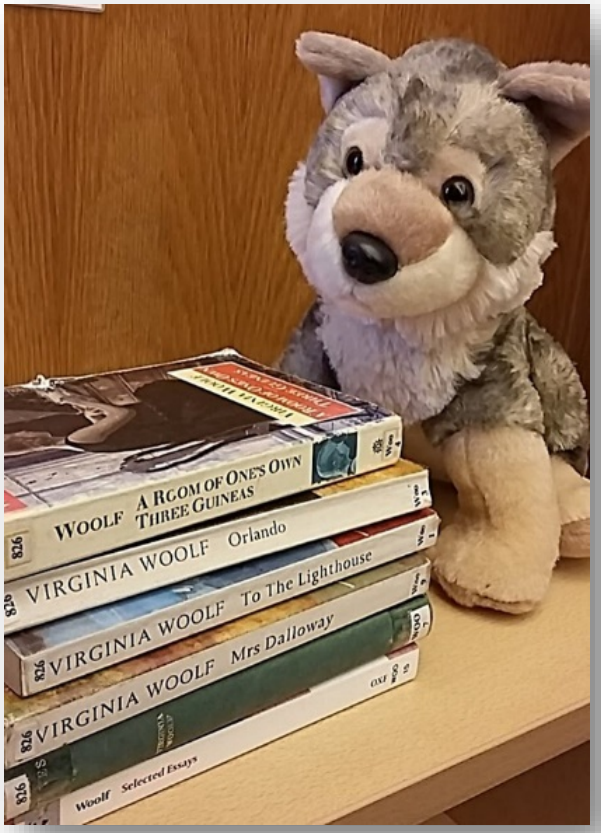
# Here throughout your studies

- Drop in or contact Meg or Laura for a one-to-one chat at any time
- Email newsletter
- Social Media
  - Twitter (@WolfsonLibrary)
  - Instagram (wolfson_library_cambridge)
- Physical and online resources

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# CamGuides

## Information & Digital Essentials

- Transitional online resources for Master's and Undergraduates
- Aims to improve confidence in navigating the city, using libraries, developing sills relevant to your stage of study.
- Tips, tools, templates
- Films of students sharing their experiences
- https://camguides.lib.cam.ac.uk/

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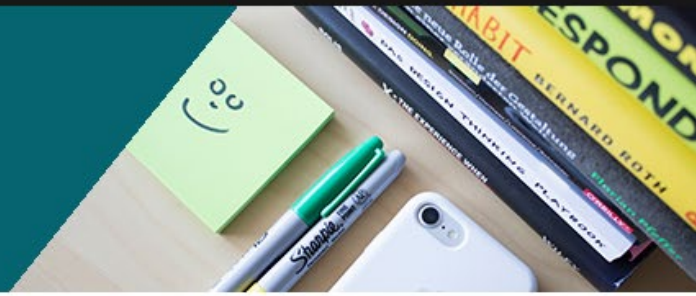
# Study Skills





## Wolfson College Academic Skills: Home page



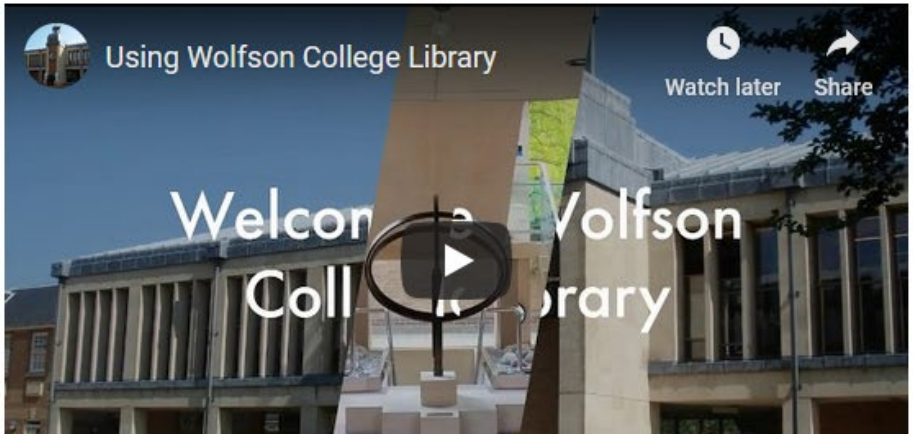
Help with finding, managing and using information from the Wolfson Library Team.

Home page | Finding information on a reading list | Doing a literature search | Managing references | Copyright and plagiarism | Critical evaluation | Time management | Speed Reading | Note making | Academic writing | Using feedback | Digital wellbeing | Keeping up to date | Developing a digital footprint | Publishing your research | Measuring the impact of your research | Research data management | Finishing your thesis

This LibGuide has been put together by the Wolfson College Library team to help you get the most from information resources and develop your academic skills. Browse the themes below to find tips and tools relevant to your stage of study or research.

If you have any questions, please don't hesitate to contact us: email **Meg, the Wolfson College Librarian**, or **Laura, Academic Skills Librarian**, or drop into the library 9-5 on weekdays. We are here to support you throughout your degree.

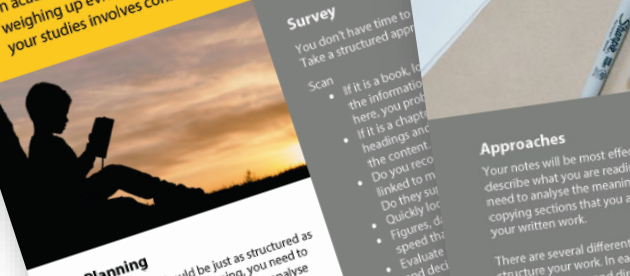
Find out more about using the library on our **webpages** or by watching our Induction videos:



# Wolfson Study Skills

## Critical Reading

In academic terms, being critical is not about finding fault. Instead, weighing up evidence and arguments to make a judgement. To be critical in your studies involves constantly asking questions and keeping



### Planning

Your reading should be just as structured as your essay. Before beginning, you need to plan. Create a list or mind map to analyse your question and help identify what you do and don't know.

Ask yourself: Why I am reading this? What questions do I want it to answer?

Your strategic approach should ideally include the following steps:

- Survey
- Question
- Read
- Recall
- Review

Throughout the process do not accept what you read at face value, always question the information, ideas and arguments you come across. Use evidence to help you form your own opinions, arguments, theories and ideas.

### Survey

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# Wolfson Study Skills

## Note Making

Your notes should not just restate or describe the content of a text or lec
they should interpret it in the context of everything else that you have r
paraphrase as you go along, you will be writing sections of text that yo
directly into your essays. Use this guide to ensure that your notes are

### Approaches

Your notes will be most effective if they don't just describe what you are reading or copy it verbatim. You need to analyse the meaning in your own words, only copying sections that you anticipate directly citing in your written work.

There are several different approaches to help you structure your work. In each case you need to clearly record all sources and direct quotes.

### Linear

This continuous form of writing is popular but more passive, so to make your notes as useful as possible:

- Add structure with headings and highlight key points by underlining and using capitals
- Keep it brief using symbols, abbreviations and bullet points
- Prioritise sections by adding numbers
- Leave good margins so you can add additional notes and reflections later
- Separate direct quotes and your own ideas using square brackets or a different colour.

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# Wolfson Study Skills

## Referencing

Reading and note making need to be backed up by imp
accreditation to any sources that you use when buildin
essay or thesis. This guide will help you navigate this

### Plagiarism

This is copying, colluding and quoting
but submitting it as your own.

It applies to all types of sources and
mathematical derivations, comput
drawn from manuscripts, publish
handouts and other students' w

You can avoid it by keeping c
that isn't common knowled

More information is availa
- https://www.plagiarism
- http://libguides.cam.ac.uk/plagi

### Styles

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# Wolfson Study Skills

## Time management

*As an independent learner you will have discovered how important it is to manage time effectively. However, that is easier said than done, so here are some tips to help keep on top of things.*

### What do you need to do?

Before attending to the first thing that springs to mind, ask yourself: what has to be done now and what can wait? The best way to prioritise is not to have a single to-do list but instead divide tasks into a number of different timescales:

- short term (morning, afternoon, daily)
- medium term (week)
- long term (monthly, termly or longer if dealing with a dissertation, project or thesis).

### When do you need to do it?

Rank your lists or colour-code them so you can easily see what needs to be done first. Be strict and stick to it. Try to complete one task at a time. It is more satisfying to have one thing ticked off than several, half-finished jobs.

### How are you going to do it?

Break your tasks down into manageable chunks. Putting 'Write essay' or 'Read book' on a to-do list isn't very helpful. Instead, make your objectives SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Timely

By taking this approach, the above tasks become: 'Draft essay introduction on Monday between 9 and 11am in Wolfson Library' or 'Read chapters 3 & 4 between 5 and 6pm on Tuesday evening and make notes in Zotero'. That way, you know exactly what needs doing, are more likely to be able to get the job done and know what remains to do if you run out of time.

### Where are you going to do it?

Think about your study space. Will you be more productive at your desk in your room so that everything is to hand? Or are there too many distractions at home and will you benefit from working in the library, with others? Wherever you are based, make sure it is comfy, well-lit and organised.

If you need inspiration have a look at Spacefinder, which covers libraries, cafes and outdoor spaces in Cambridge, tagged to help you find a place to meet your needs: https://spacefinder.lib.cam.ac.uk/

If you are tempted to spend too much time browsing the web or on social media, there are apps such as StayFocusd for Chrome or Self-Control for macOS that will lock you out of websites for a limited period. You decide which sites and for how long but beware, you can't override them!

*Turn over for more tips*

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# WolfWorks

- Programme of workshops tailored to different levels of study and research
- Advanced UGs and Graduates Wednesday 7-8pm
  - Literature searching
  - Bibliographies and reference management with Zotero
  - Speed Reading
  - Getting published
- New Undergraduates Thursday 7-8pm
  - Time management
  - Note making
  - Critical evaluation
  - Wellbeing

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# Come and see us

## Tours

| | |
|---|---|
| Monday: | New Undergraduates |
| Tuesday – Friday: | 10am, 2pm, 4pm |

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