

# Digital Media Production

## A guide to finding information

The aim of this guide is to introduce you to some of the sources of information held in Oxford Brookes University Library, which may be useful to you during your study of Digital Media Production.

### Getting started - Library homepage

<http://www.brookes.ac.uk/library/>

Here you will be able to search for items on your reading lists, check on your Library account, use Library chat, find out about Library services and resources for your course and much more besides.

### Finding books and other things

#### LibrarySearch

The key to finding what the Library holds is LibrarySearch. It includes details of all the material held in this Library, as well as in many other libraries worldwide, and where to find it. Material held at Brookes will be prioritised in the result rankings. You can access LibrarySearch from terminals in the Library, any of the pooled computer rooms or on your own device at:

<https://oxfordbrookes.on.worldcat.org/discovery>

Most stock of relevance to Digital Media Production students will be found on Levels 2 and 4 of the Headington Library, though other useful materials may be found scattered in several different places in the Library or at our other sites. LibrarySearch includes details of books, journals (see below) and audio-visual material and will tell you if an item is out on loan and, if so, when it is due back. Items on reading lists may have been put in the **Short Loan Collection** on Level 1; LibrarySearch will give you this information.

You can log in to LibrarySearch and then select **My Account** to see what you have on loan and check whether your holds (reservations) are ready for you to collect.

#### Using LibrarySearch

You can search for books using the author and/or key words from the title, eg. *Jackman lighting*. Search for journals and magazines by title, eg. *Sound on Sound*. Search by name for people or institutions to find material by or about them, eg. *Brian Eno* or *British Film Institute*. When you have run a search the side menu gives you the opportunity to focus your search, for example to a particular format or year. When you have found the item you need, check to see that it is on the shelves. If it is, note down the full call number, also known as a shelfmark, including the letters at the end, eg. 777.52 JAC. If the item you need is on loan or at another site click the **Place Hold** button and make a reservation (hold).

**DVDs** are shelved alongside the books. Feature films and documentaries are classified according to their director's nationality. You will also find critical works about the film, biographies of the director and

the film script if we have it, all shelved together around the same call number as the film. When you're looking for a film, you can search by the title, then scroll down the results and choose 'DVD' from the 'Format' options. If we don't have a particular DVD, check on **BoB (Box of Broadcasts)**; see under Key Databases) – see p.4 of this guide. Films on BoB are not listed on LibrarySearch.

**Viewing DVDs:** Most videos and DVDs are available for 1 week loan. Key films on reading lists may have been put into Short Loan where they can be borrowed for 24 hours.

To view DVDs in the Library or at home, you can borrow a plug-in-and-play external DVD drive from the welcome desk. These are available for short, one-day loans and can be used on laptops or networked computers. Please use headphones in the library (also available to borrow from the welcome desk).

The Library has a small selection of **video games** for Xbox and Playstations 3 & 4. These can be found at call number 794.8.

The *BBC Sound FX Recordings*, a collection of sound effects, can be found at 792.024/BRI. The Library's CD collection is on Level 4 of the Library in Zone D. There is also a CD player on level 4, you can plug in your own headphones or borrow some from the Library welcome desk.

## Reading Lists

You can search for an online version of your reading list by module name or number. There will also be a link to it on Moodle. Items on the reading list are linked to LibrarySearch so one click will tell you the shelfmark and whether the book is on the shelves.

## Browsing

You may find it helpful, even inspirational, to go and look at the shelves to see the books, DVDs and videos that are relevant to your work. Use the call numbers below to direct your browsing.

## Useful call numbers for Digital Media Production

791.4334	Animation
006	Applications software
302.2343	Audiences
778.53	Cinematography
006.6	Computer graphics
343.73099	Digital media law
070.18	Documentary films
620.2	Engineering: sound and vibration
658.421	Entrepreneurship
778.535	Film editing
791.43	Film - general
384.8	Film industry
778.5	Filmmaking – technical aspects
781.542	Film music
791.4301	Film theory
778.5343	Lighting for film
343.099	Media law
621.3	Microphones, loudspeakers and lighting
006.696	Motion capture
808.23	Screenwriting
778.5344	Sound for film
791.45	Television
794.8	Video games

## Finding journal articles and more

### Journals, magazines and newspapers

All our journals, print and electronic, can be found on LibrarySearch by searching under the title of the journal, use the **Journals** tab. To find individual journal articles on your topic - see Databases section below for guidance on tracing information in journals. Starting in February 2024, print journals and magazines will be available via a click-and-collect style system. Some recent issues are also browsable, these will be found in the room next to the library welcome desk. Journals are shelved together, in call number order.

Newspapers can be useful sources of information for a wide range of subjects, including reviews of films and feature articles on directors. As they are published frequently, they are often the best sources for current, up-to-date information. More information on searching for news stories can be found on our *News Sources* page:

<http://www.brookes.ac.uk/library/collections/news-sources>

### Databases

The Library subscribes to a wide range of electronic databases, some of which contain details of journal articles (and sometimes book chapters, book reviews and conference proceedings) on particular subjects. You can search these databases using keywords to find details of relevant articles for your assignments and research. There are also collections of tutorials, image and audio-visual databases and online reference sources.

There are three types of journals database. The first and most basic type provides an indexing service only, providing sufficient bibliographic information (i.e. author and title of the article, the name of the journal, dates and pages) to locate the article. The second type also provides an abstract, that is a brief summary of each article's contents. The third type will provide the full text of the article.

Where articles are not available online in full text the next step is to check LibrarySearch for the titles of journals containing articles you wish to read. When you find the journal you are looking for it is important to check the holdings information to be sure that we have the issue you need. Sometimes we will have a journal in both print and electronic format but the holdings information is likely to be different, you need to choose the format that covers the date you are seeking.

Databases can be accessed on pooled room computers in the Library or in any pooled computer room as well as on your own device. Usually your Brookes login will be requested, details for those resources with a different login can be found via Library E-resources:

<https://sites.google.com/brookes.ac.uk/library-e-resources/home>.

Select the **Databases** tab from the Library homepage to browse by subject or search alphabetically for the resource you need. Below is a list of the most useful databases for Digital Media Production:

#### Key databases

##### *ACM Digital Library*

Full text of every article ever published by ACM (Association for Computing Machinery) and bibliographic citations from major publishers in computing.

### *Box of Broadcasts (BoB)*

An online archive giving you access to thousands of recorded radio and TV programmes including films. It allows users to record programmes which will then be stored on the database. Films on BoB are not listed on LibrarySearch.

### *IEEE Xplore Digital Library*

High quality technical literature published since 1988 in the fields of engineering and technology. Includes journal articles, transactions, conference proceedings and standards.

### *Performing Arts Periodicals Database*

A key database for film but also includes articles on computer games and television.

## **Also useful**

### *Academic Search Complete*

A multi-disciplinary database that indexes a wide variety of journals including those for film and computing.

### *Communication & Mass Media Complete*

Useful for aspects, especially social and cultural but some technology, of virtual reality, film, television and computer games. Good for information about audiences.

### *Factiva*

International news database covering 152 countries in 22 languages. Includes national and local newspapers as well as trade and professional publications. Also good for company information.

### *RILM abstracts of music literature*

Covers material published since 1967. Good for digital and all aspects of soundtracks for film and television. Well worth a look.

### *ScienceDirect Freedom Collection*

Contains about 1800 full text journals published by Elsevier, mainly in science, technology and medicine. Full text coverage for most journals in the collection is available from 2002 to present.

## **Referencing**

Acknowledging your sources correctly is a very important part of any academic work you do, failure to do so can affect your marks and may leave you vulnerable to charges of plagiarism. The recommended style for students in the School of Art is Harvard, which is an author/date style. Please check with your department about any specific guidelines they produce (e.g. in a course handbook). The Library produces a guide to citing your references using the Harvard system. The Library guide can be found online at:

<http://www.brookes.ac.uk/library/how-to/reference-and-avoid-plagiarism>

For more detailed guidance you may wish to look at the following:

[Cite them right online](#)

Search for the type of resource you need to reference and you will be given clear examples of both in-text and reference list citations.

Pears, R. and Shields, G. J. (2022) *Cite them right: the essential referencing guide*. 12th edn. London: Bloomsbury. 808.02 PEA

If you are still unsure you can talk to your tutor, your Academic Liaison Librarian (contact details below) or staff from the Centre for Academic Development, which is the University study skills service, for contact details and information about the help it offers go to:

<https://www.brookes.ac.uk/students/academic-development/>

## **Managing your references using EndNote**

EndNote enables you to collect, store and manage references in your own personal 'Library'. There is a desktop version available on the Oxford Brookes network, and a web version freely available to all Brookes staff and students.

EndNote is recommended for anyone to improve efficiency when studying, doing research and creating bibliographies. You can enter references manually into your Endnote desktop/web Library or transfer them directly from databases. References from your Library can then be inserted into your Word documents and used to create bibliographies in the style of your choice.

For more information, see our Library web pages at

<http://www.brookes.ac.uk/library/how-to/use-endnote>

### **More information**

If you need any more information or help please contact your Academic Liaison Librarian: their contact details are available on the Library's [Course Resource Help page for Digital Media Production](#).

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