

Graphic Design

A guide to finding information

The aim of this guide is to introduce you to the Library and the resources that will help you during your study of Graphic Design at Oxford Brookes.

Getting started - Library homepage

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

The image shows a screenshot of the Oxford Brookes University Library homepage with several callout boxes providing instructions:

- Need a journal, print or online? Find it here.** (Points to the 'Journal titles' link in the navigation bar)
- Looking for a print book or e-book? Use this.** (Points to the 'LibrarySearch' link in the navigation bar)
- Hunting for articles or images for your topic? Search a specialist database.** (Points to the 'Find a database' link in the navigation bar)
- Find your reading list online and link directly through to LibrarySearch for each entry.** (Points to the 'Reading lists' link in the navigation bar)
- LibrarySearch box**
Search a range of Library content in one go. (Points to the search input field)
- Need help? If the Subject Help pages don't have the answer, contact your Academic Liaison Librarian.** (Points to the 'Specialist help from your Academic Liaison Librarian' text in the Subject Help section)

The homepage layout includes:

- SEARCH** navigation bar with links: LibrarySearch, Books & e-books, Journal titles, Find a database, Reading lists, Subject help
- LibrarySearch** section with a search box and a 'Go' button
- QUICK LINKS** section with buttons for: Library services, Library users, Teach yourself, Research, Dissertations and theses, Virtual tour Headington Library, Referencing & plagiarism, EndNote, Exam papers, Interlibrary loans service, Feedback and comments, Site A - Z, Contact us
- SUBJECT HELP** section with the text: Specialist help from your Academic Liaison Librarian

Finding books

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 off-campus at:

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

Most stock of relevance to Graphic Design students will be found on Levels 3 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 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. *Ambrose production manual*. Search for journals and magazines by title, eg. *Visual Communication*. Search by name for people or institutions to find material by or about them, eg. *Ruari McLean* or *Design Museum*. 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 on LibrarySearch 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. 686.22 AMB. If the item you need is on loan or at another site click the **Place Hold** button and make a reservation (hold).

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 call number and whether the book is on the shelves.

Browsing

You may find it helpful, even inspirational, to go and look at the books on the shelves to see what is relevant to your work. Use the call numbers below to direct your browsing.

Useful call numbers for Graphic Design

005.369	InDesign
302.222 and 302.23	Visual Communication
338.477	Creative Industries. See also 702.3
343.099	Media Law
346.0482	Copyright
686.22	Typography
686.2252	Layout
700.1	Visual Culture. See also 306.47
701.8	Colour

702.81	Artists' books
741	Drawing: art
741.6	Graphic Design
741.6	Illustration
760	Printmaking
770	Photography

Oversize books are shelved separately near the book sequence.

Print reference works

These can be found in Zone B on Level 4 of the Library, most will be for reference use only.

Ambrose, G. and Harris, P. (2006) <i>The Visual Dictionary of Graphic Design</i> .	741.603 AMB
Julier, G. (2004) <i>The Thames & Hudson Dictionary of Design Since 1900</i> , 2 nd edition	745.403 JUL
Livingston, A. and Livingston, I. (2012) <i>The Thames & Hudson Dictionary of Graphic Design and Designers</i> .	741.603 LIV
Thompson, P. and Davenport, P. (1980) <i>The Dictionary of Visual Language</i>	745.603 THO
Woodham, J.M. (2004) <i>A Dictionary of Modern Design</i> .	745.403 WOO

Finding journal articles and more

Journals, magazines and newspapers

Graphic Design print journals and magazines can be found in the mobile shelving in the Basement. They are shelved in call number order, all call numbers for a journal have the letter J in front. All our journals, print and electronic, can be found on LibrarySearch by searching under the title of the journal, use the **Journal titles** tab. To find individual journal articles on your topic - see Databases section below for guidance on tracing information in journals.

Newspapers can be useful sources of information for a wide range of subjects, including reviews of exhibitions and feature articles on designers. 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 and Current Affairs* web page:

<http://www.brookes.ac.uk/library/resources/news-and-current-affairs/>

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 image and audio-visual databases and online reference sources.

There are three types of 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 from outside the University. 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 **Find a Database** 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 Graphic Design:

Journal articles

Academic Search Complete

A generic database with good art and design coverage. Particularly useful when your topic is cross-disciplinary.

Art Full Text

A highly recommended database. Good coverage of all aspects of graphic design. Covers material published from 1984 onwards, full text articles are available from 1997.

Newspapers

Factiva

International news database. Includes national and local newspapers and trade and professional journals from 152 countries in 22 languages. Also includes some images.

LexisLibrary The News tab of this legal database gives full text access to UK national and regional newspapers including the *Guardian*, *Independent*, *Times* and *Daily Telegraph*. It is an excellent source for reviews and design news. It does not include images.

Reference sources

Oxford Dictionary of National Biography

An illustrated collection of articles providing the life stories of over 50,000 people who have shaped the history of the British Isles and beyond, from the earliest times to those who died in recent years. Includes designers and typographers such as Abram Games, Ruari McLean and Jan Tschichold.

Oxford Art Online

An encyclopaedia covering the visual arts from prehistory to the present day.

Oxford Reference Online

200 dictionaries and reference works published by Oxford University Press. Includes dictionaries of art and design and the Oxford Companion to the Photograph.

Image and audio-visual databases

ARTstor

More than a million images, covering a wide range of subjects. The images can be used in coursework and classroom presentations.

Box of Broadcasts (BoB)

If you have missed a television or radio programme that would be perfect for your assignment, search for it on BoB. This off-air recording and media service contains over 45,000 programmes.

Bridgeman Education

Provides art images that are available for educational purposes. Covers some 30,000 artists across all media.

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 Graphic Design students is Harvard, which is an author/date style. Guidance is given in the student guide issued by the Graphic Design Department. The Library produces a guide to citing your references using the Harvard system. The Library guide can be found in the Help Zone on Level 1 of the Library or online at:

<http://www.brookes.ac.uk/library/library-services/library-research-guides/>

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. (2019) *Cite them right: The essential referencing guide*.
11th edition.

808.02 PEA

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

<https://www.brookes.ac.uk/students/upgrade/>

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/library-services/endnote/>

The Library runs drop in training sessions on Endnote Web, for times and dates see:

<https://www.brookes.ac.uk/library/library-services/endnote/endnote-help-and-training/>

Special Collections

The Library has Special Collections around several themes including art and architecture and publishing and literary prizes. Some of these collections may be of interest to Graphics Design students. For more information about our Special Collections please see:

<https://www.brookes.ac.uk/library/special-collections/>

Internet sites

There are a large number of art and design resources available on the internet. A selected list of internet sources of use to Graphic Design students can be found via the Subject help page for Graphic Design at:

<http://www.brookes.ac.uk/library/subject-help/graphic-design/internet-sites-for-graphic-design/>

Careers information

The Library has a number of books relating to careers for art and design graduates. Most will be found at the call number **702.3**. The following is a small selection of the most up-to-date books in stock:

Branagan, A. (2017) <i>The essential guide to business for artists and designers: an enterprise manual for visual artists and creative professionals</i> . 2 nd edition.	658.022 BRA
Carniol, S. (2009) <i>Preparing for a career in media and design</i> .	741.6023 CAR
Clark, R. P. (2008) <i>Career opportunities in the visual arts</i> .	702.3 CLA
Holmes, K. (2009) <i>Creative Industries</i> .	702.3 HOL
Salmon, M. (2009) <i>Opportunities in visual arts careers</i> .	702.3 SAL
Taylor, F. (2013) <i>How to create a portfolio and get hired: a guide for graphic designers and illustrators</i> . 2 nd edition.	741.6023 TAY
<i>Writers' and artists' yearbook</i> . (2018)	070.58 WRI

Books on writing a CV can be found at 650.142. Books to help you with job interviews are at 650.144.

More information:

If you need any more information or help please contact your Academic Liaison Librarian, **Chris Fowler** by email, telephone or at her office, JHB 310, on Level 3 of the Headington Library.

Chris' full contact details are:

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