COURSE FOR LEARNING TO SEARCH FOR AND USE INFORMATION.
ADVANCED LEVEL.

Speciality: Legal and Social Sciences

MODULE 1. INFORMATION RESOURCES

1.1. Information
- 1.1.1. Explosion and democratization of information
- 1.1.2. Why and for what purpose do I need the information?
- 1.1.3. What kind of information do I need?

1.2. Types of information sources
- 1.2.1. Primary sources
- 1.2.2. Secondary sources
- 1.2.3. Assessment and selection of sources

1.3. Website information
- 1.3.1. Open access and scientific and academic publications
- 1.3.2. Search engines: *Google* and *Google Academic*
- 1.3.3. Repositories: *RUIdeRA and Recolecta*

MODULE 2. PROCESS FOR SEARCHING FOR INFORMATION

2.1. Introduction. Determining the information need

2.2. Search strategies
- 2.2.1. Choosing search terms
- 2.2.2. Using operators

2.3 Processing search results
- 2.3.1. Selecting pertinent documents
- 2.3.2. Visualizing and obtaining documents

2.4. . Search tools
- 2.4.1. Electronic magazines and books: Publication Finder. Greco
- 2.4.2. PLINIO: BUCLM metasearcher
- 2.4.3. Dialnet
- 2.4.4. ProQuest Central

MODULE 3. SPECIALIZED RESOURCES IN LEGAL AND SOCIAL SCIENCES

3.1. Main resources in Spanish:
- 3.1.1. CSIC databases: ISOC Contents
- 3.1.2. BOE Portal
- 3.1.3. Aranzadi (Institutions)
- 3.1.4. The Digital Law
- 3.1.5. EUR-Lex
- 3.1.6. SABI (Iberian Financial Analysis System)
- 3.1.7. Psicodoc

3.2. Main international resources:
- 3.2.1. ProQuest specialized databases
- 3.2.2. United Nations Treaty Collections
- 3.2.3. HeinOnline Law Journal Library
- 3.2.4. Ebsco specialized databases

3.3. Other resources
- 3.3.1. Other supplementary databases
- 3.3.2. Search engines, portals and specialized websites
- 3.3.3. UCLM Research centres

MODULE 4. INFORMATION PROCESSING AND ETHICS

4.1. Evaluating and organizing information
    4.1.1.   Evaluating Information
    4.1.2.   Organizing information
    4.1.3.   Tools for organizing information
4.2. Using information: what can be copied and how
    4.2.1.   Ethical and legal use of information: plagarism
    4.2.2.   Quoting and Bibliography
4.3. Writing and presenting research papers
    4.3.1.   Types of research papers.
    4.3.2.   Concept of End-of-degree thesis and UCLM regulations
    4.3.3.   Drawing up written work
    4.3.4.   Oral presentation of work