



# WORKPLACE INFORMATION SOURCES

As a final year student, you will be used to finding resources for your assignments and studies. This doesn't change when you enter the workplace! You'll still need to find information but where you go to get that information will be different. You won't have access to all of the library resources that you're used to using as a student.

This module will show you how to find information sources you can use once you've graduated.

In this module you will:

- Refresh your memory on using search techniques
- Learn how to search Google effectively
- Gain an understanding of the different types of information available
- Understand how to join the Library as an alumni member
- Learn about open access resources and where to find them

## Search strategies

Your ability to find the right information can help you to impress your boss, and be more effective in your workplace.

Did you know the strategies you use with Library Search can also be used in other search engines, like Google?

Target your search with three simple steps:

1. Identify the key concepts of your topic.
2. Brainstorm alternative keywords.
3. Combine your keywords using search techniques.

### Step 1: Identify the key concepts of your topic

Get to the core of your topic by figuring out what the key ideas are. Knowing exactly what you're looking for will help you to plan a search that leads to the most relevant results.

### Step 2: Brainstorm alternative keywords

There can be many different ways to say the same thing, so remember that your search concepts are often known by many different terms. To cast a wider net with your search, include all the synonyms you can think of for your keywords.

### Step 3: Combine your keywords using search techniques

Using a range of alternate keywords will help you to find more search results.

Combining those keywords using AND, OR or NOT will provide results that are more relevant to your question.

The Library's [Search Tips web page](http://j.mp/1T5xJ4E) (<http://j.mp/1T5xJ4E>) outlines search techniques that can be used both in library databases and web based search engines.

## Alumni access to Deakin University Library resources

While you'll always be a Deakin alumnus after you graduate, you can enjoy the full benefits by joining the [Deakin University Alumni Community](https://engage.deakin.edu.au/alumni-home) (https://engage.deakin.edu.au/alumni-home). Students are eligible to join once they have completed their course at Deakin University. Don't forget to bookmark the page and join after your course ends!

Once you've joined the Deakin Alumni Community, you're eligible to become an [alumni member of the Library](https://www.deakin.edu.au/library/membership/alumni) (https://www.deakin.edu.au/library/membership/alumni). It's free and means you will have access to a range of our resources including the print collection and selected online databases including journal articles, images, e-books and more.

Below are some of the benefits of becoming an alumni member:

- You can join the Library and have access to selected resources.
- Be alerted about events for alumni.
- Network with fellow Deakin alumni who may be able to connect you with industry contacts.

## Google Advanced Search and Google Scholar

A definite perk to being a university student is the extensive access you have to library subscribed resources. When you enter the workplace, you'll be relying on different information sources, and finding them in different ways – including Google.

Did you know you can tailor your [Google search](http://bit.ly/2rcSiYe) (http://bit.ly/2rcSiYe) in similar ways to your Library Search?

[Use Google Advanced Search](http://bit.ly/2qHNLJN) (http://bit.ly/2qHNLJN) to conduct complex searches, for example: find sites updated in the last 24 hours, or images that are in black and white only.

[Use Google Scholar](http://bit.ly/2sfPojU) (http://bit.ly/2sfPojU) to find scholarly literature including articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites.

You can also get tips, tricks, and instructions to:

[Refine web searches](http://bit.ly/2rIMYAO) (http://bit.ly/2rIMYAO)

[Find free-to-use images](http://bit.ly/2qCTr8N) (http://bit.ly/2qCTr8N)

[Filter your search results](http://bit.ly/2qCMeFy) (http://bit.ly/2qCMeFy)

## Information types

Books, journal articles, conference papers, blogs, social media, newspapers, government reports, reference material – do you know the difference?

You'll need to know which ones to use when you're in the workplace, so visit our [Information sources page](https://www.deakin.edu.au/library/skills-for-study/information-sources) (https://www.deakin.edu.au/library/skills-for-study/information-sources) for an overview of information sources, including the descriptions, purpose, publisher timeframes and author attributes. Those details will help you decide which type of information best suits your needs.

But remember, you also need to consider how you evaluate the information you find, and how best to use it. Here are some good sites to get you started:

- [The Conversation](https://theconversation.com/au) (https://theconversation.com/au)
- [Australian Policy Online](https://apo.org.au/) (https://apo.org.au/)

## Open access resources

Open access resources are publicly available for you to access, and generally includes academic sources, such as journal articles and books.

While you may associate academic resources with study, they can also come in handy in the workplace, if you need research to support work decisions, projects and business strategies. You may also want to use them to keep updated on topics related to your field.

## Where can you find open access materials?

### Google Scholar

Recognise the PDF links in your [Google Scholar](http://bit.ly/2sfPojU) (http://bit.ly/2sfPojU) results? They often take you to an open access copy - but remember once you graduate you won't have access to all the FIND IT @ DEAKIN links. [Google Scholar Search Tips](http://bit.ly/2rm7SyY) (http://bit.ly/2rm7SyY) will help you get the most of your searching on Google Scholar.

### Open access repositories and databases

- [Directory of Open Access Journals](http://bit.ly/2rr4hll) (http://bit.ly/2rr4hll)
- [Directory of Open Access Books](http://bit.ly/2qCn12k) (http://bit.ly/2qCn12k)

It's good practice to check the quality of your resources, as some open access journals might not be as comprehensively reviewed as others.

## Institutional repositories

Access resources published by a specific university's researchers, for example:

- Deakin University: [Deakin Research Online \(DRO\)](http://dro.deakin.edu.au/) (http://dro.deakin.edu.au/)
- University of Melbourne: [Minerva Access](https://minerva-access.unimelb.edu.au/) (https://minerva-access.unimelb.edu.au/)
- Monash University: [Research Repository](https://research.monash.edu/en/) (https://research.monash.edu/en/)

## Government and Industry sources

Both federal and state governments provide a wealth of information that is freely available. Government content is viewed as a reliable source of information, and can be identified by the web URL containing ".gov".

You may already be familiar with the [Australian Tax Office](https://www.ato.gov.au/) (ATO) (https://www.ato.gov.au/), [Australian Bureau of Statistics](http://abs.gov.au/) (ABS) (http://abs.gov.au/) or the [Reserve Bank of Australia](http://rba.gov.au/) (RBA) (http://rba.gov.au/).

Many Government websites have specific sections often referred to as publications, statistics, resources and/or research, which are a great source of financial, demographic, policy and industry information.

Government websites are also a reliable source of legal information, including the most reliable source of legislation (acts), at the [Federal Register of Legislation](http://legislation.gov.au/) (http://legislation.gov.au/) or the respective state equivalent.

## Industry information from Professional Associations

In the Transition to the Workplace module, you learned how professional associations can benefit your professional identity. They can also be a great source of industry information! Most professional associations will have a section specifically for freely available resources.

Tip: Each website might call their resource section something different. Look for terms including publications, resources, reports, news, downloads and media.

### What types of information are available in your industry?

#### Accounting

- [CPA Australia](https://www.cpaaustralia.com.au/): https://www.cpaaustralia.com.au/
- [Chartered Accountants Australia New Zealand](https://www.charteredaccountantsanz.com/): https://www.charteredaccountantsanz.com/
- [Institute of Public Accountants](https://www.publicaccountants.org.au/): https://www.publicaccountants.org.au/
- [Tax Institute](https://www.taxinstitute.com.au/): https://www.taxinstitute.com.au/
- [Institute of Internal Auditors](https://www.iaa.org.au/): https://www.iaa.org.au/
- [Chartered Institute of Management Accountants](http://www.cimaglobal.com/): http://www.cimaglobal.com/
- [Association of Taxation and Management Accountants](http://www.atma.com.au/): http://www.atma.com.au/
- [Institute of Certified Management Accountants](https://www.cmawebline.org/): https://www.cmawebline.org/

#### Economics

- [Economic Society of Australia](http://esacentral.org.au/): http://esacentral.org.au/

#### Finance

- [Financial Services Institute of Australasia](http://www.finsia.com/): http://www.finsia.com/
- [Australian Bankers Association](http://www.bankers.asn.au/): http://www.bankers.asn.au/
- [Australian Financial Markets Association](http://www.afma.com.au/): http://www.afma.com.au/
- [Accounting and Finance Association of Australia and New Zealand](http://www.afaanz.org/): http://www.afaanz.org/
- [Australian Institute of Credit Management](http://www.aicm.com.au/): http://www.aicm.com.au/
- [Finance and Treasury Association](https://financetreasury.com.au/): https://financetreasury.com.au/
- [Australian Private Equity & Venture Capital Association](https://www.avcal.com.au/): https://www.avcal.com.au/
- [The Stockbrokers And Financial Advisers Association](http://www.stockbrokers.org.au/): http://www.stockbrokers.org.au/
- [Insurance Council of Australia](http://www.insurancecouncil.com.au/): http://www.insurancecouncil.com.au/
- [Australian and New Zealand Institute of Insurance and Finance](https://anziif.com/): https://anziif.com/

#### Financial Planning

- [Financial Planning Association](http://www.fpa.asn.au/): http://www.fpa.asn.au/
- [Association of Financial Advisors](http://www.afa.asn.au/): http://www.afa.asn.au/

## Food and Agribusiness

- [Agribusiness Australia](https://www.agribusiness.asn.au/): <https://www.agribusiness.asn.au/>
- [Victorian Farmers Federation](https://www.vff.org.au/): <https://www.vff.org.au/>
- [AG Institute Australia \(AIA\)](http://www.aginstitute.com.au/): <http://www.aginstitute.com.au/>
- [AARES - Australasian Agricultural & Resource Economics Society](https://www.aares.org.au/): <https://www.aares.org.au/>
- [RAID Network](https://raidnetwork.crawfordfund.org/): <https://raidnetwork.crawfordfund.org/>
- [Agriculture Victoria - Young Farmers](http://agriculture.vic.gov.au/agriculture/food-and-fibre-industries/young-farmers/get-in-touch-with-your-peers): <http://agriculture.vic.gov.au/agriculture/food-and-fibre-industries/young-farmers/get-in-touch-with-your-peers>
- [Australian Industry and Skills Committee](https://nationalindustryinsights.aisc.net.au/industries/agriculture): <https://nationalindustryinsights.aisc.net.au/industries/agriculture>
- [Australian Women in Agriculture](https://awia.org.au/): <https://awia.org.au/>

## Human Resource Management

- [Australian Human Resources Institute](https://www.ahri.com.au/): <https://www.ahri.com.au/>
- [Recruitment & Consulting Services Association](http://www.rcsa.com.au/): <http://www.rcsa.com.au/>
- [National Safety Council of Australia](http://nsca.org.au/): <http://nsca.org.au/>
- [Safety Institute of Australia](https://sia.org.au/): <https://sia.org.au/>
- [Australian Institute of Training & Development](http://www.aitd.com.au/): <http://www.aitd.com.au/>

## Management

- [Australian Institute of Management](http://www.aim.com.au/): <http://www.aim.com.au/>
- [Institute of Management Consultants](https://www.imc.org.au/): <https://www.imc.org.au/>
- [Australian Psychological Society - Organisational Psychology](http://www.psychology.org.au/public/organisational/): <http://www.psychology.org.au/public/organisational/>
- [Australian Institute of Project Management](https://www.aipm.com.au/): <https://www.aipm.com.au/>

## Management Information Systems

- [Australian Computer Society](https://www.acs.org.au/): <https://www.acs.org.au/>
- [Australasian Association for Information Systems](http://www.aaisnet.org): <http://www.aaisnet.org>

## Marketing

- [Australian Marketing Institute](http://www.ami.org.au/): <http://www.ami.org.au/>
- [Australian Market and Social Research Society](http://www.amsrs.com.au/): <http://www.amsrs.com.au/>
- [The Communications Council](http://www.communicationscouncil.org.au/): <http://www.communicationscouncil.org.au/>
- [Association for Data-driven Marketing and Advertising](https://www.adma.com.au/): <https://www.adma.com.au/>
- [The Digital Industry Association of Australia](http://www.aimia.com.au/): <http://www.aimia.com.au/>
- [Public Relations Institute of Australia](https://www.pria.com.au/): <https://www.pria.com.au/>

## Property and Real Estate

- [Real Estate Institute of Victoria](https://reiv.com.au/): <https://reiv.com.au/>
- [RICS](https://www.rics.org/oceania/): <https://www.rics.org/oceania/>
- [Green Building Council Australia](https://new.gbca.org.au/): <https://new.gbca.org.au/>
- [Real Estate Institute of Australia](https://reia.asn.au/): <https://reia.asn.au/>
- [National real estate association](https://nrea.org.au/): <https://nrea.org.au/>
- [EAC Estate Agents Cooperative](https://eac.com.au/): <https://eac.com.au/>
- [Property investment professionals of Australia](https://www.pipa.asn.au/): <https://www.pipa.asn.au/>
- [Australian property institute](https://www.api.org.au/): <https://www.api.org.au/>
- [Australian valuers institute](http://www.valuersinstitute.com.au/): <http://www.valuersinstitute.com.au/>
- [Urban Development Institute of Australia \(UDIA\)](https://www.udiavic.com.au/): <https://www.udiavic.com.au/>

## Industry magazines

If you're looking for short articles that cover current trends and industry news, written for other practitioners in the industry, and containing practical information – you want to find industry magazines.

Also known as sector, trade or professional magazines, they are resources written by practitioners in the industry. Some are available in print and many have websites with online articles.

Some examples of industry magazines include:

- [Acuity \(Chartered Accountants\) magazine](https://www.acuitymag.com/) (<https://www.acuitymag.com/>)
- [Intheblack \(CPA\) magazine](https://www.intheblack.com/) (<https://www.intheblack.com/>)
- [Harvard Business Review](https://hbr.org/) (<https://hbr.org/>)
- [B&T](http://www.bandt.com.au/) (<http://www.bandt.com.au/>)

## Conclusion

Developing your understanding of information sources is an ongoing process, and an asset in the workplace. The breadth of resources you may be exposed to, or required to use, will vary throughout your career.

Your research is also what you make of it – so utilise the array of workplace information sources that are available to you!