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HOW-TO PERFORM SELF CHECK-OUT @ THE LIBRARY

Here are the steps for Self Check-out @ the Library

**Step 1:** Place the item you want to check-out (book or calculator) on the grey pad of the self-check machine.

**Step 2:** Click on ‘Check-out’, one of the three menus available on the screen;

**Step 3:** Click on Enter Account Number and Enter your GUST ID without the zeros; Click ENTER

**Step 4:** Enter your PIN, which is the last four digits on your CIVIL ID and click ENTER

**Step 5:** Click ‘Done’ once the confirmation message shows up, with details of the item, shows up.

**Step 6:** Select your option of Print Receipt or No Receipt depending on whether or not you require a confirmation receipt.

RESERVE ITEMS AND FINES—CALCULATORS & FINES

The Library in addition to various other services, offers the service of short term borrowing of Textbooks and Calculators (Basic and Financial calculators).

These items are borrowable for two hours from the time of check-out and must be returned to the circulation-desk before the expiry of the two-hour period.

Items returned to any other location will not be counted as returned until they are handed over to the Circulation team. The heavy demand for Reserve items require a stringent overdue policy. As such, users will incur fine if they do not return books and calculators on time; no one is exempt or excused from fines.

Loss of Reserve Items

If users lose Reserve items, they are charged the replacement cost of the item, and any overdue fines that apply.
NEW SUBSCRIPTION: AMERICAN EUROPEAN ASSOCIATION JOURNALS ONLINE

The Library has recently subscribed to the AMERICAN EUROPEAN ASSOCIATION Journals. This resource is a collection of seven journals and is a dissemination of economics knowledge not just to members of the economics community—primarily students, teachers, and professionals, but also to members of the general public who are curious about how economics is applied beneficially in the real world.

STUDENT PRINTING ISSUES

⇒ In order to have access to printers and printing, all the students have to be registered on the printers.

⇒ Please contact the IT Help Desk for registration on printers, and/or printing issues that you may encounter when printing in the Library.

TEXT ANALYZER NOW AVAILABLE IN JSTOR

How it works

Upload a document with text in it. This can be anything: a paper you're writing, an outline of a work in progress, an article you just downloaded, even a picture of a page of your textbook. (Don't worry, we won't store or share the text.)

The tool analyzes the text within the document to find key topics and terms used, and then uses the ones it deems most important — the "prioritized terms" — to find similar content in JSTOR.

Review the results and download any articles you're interested in.

Adjust the results you're seeing by adding, removing or adjusting the importance of the prioritized terms.
1. “Keywords” are terms or words commonly used to describe a topic and are used to perform searches
   a) True
   b) False

2. How many reserve books can one check out at a time, and for how long?
   a) One book for a maximum of two days
   b) Three books for a maximum of two hours
   c) One book for a maximum of 24 hours

3. Checking instructions for an assignment with a classmate is
   a) Acceptable Practice
   b) Plagiarism
   c) Bad Practice

4. The Library books are shelved by:
   a) Call Numbers
   b) Titles
   c) Cover Pages

5. The American Library Association defines Information Literacy as the ability to recognize when information is needed and:
   a) to read and comprehend at the 8th grade level
   b) to locate, evaluate, and use the information
   c) search the Web for appropriate sources

Answers to quiz on previous issue: 1.b, 2.a, 3.b, 4.c, 5.d

Can I access eResources off campus?
All registered students, faculty, and staff members are offered off-campus access!! You must login using your GUST ID and password when directed to the EZProxy (off campus) login page.

The Library is a place for study and reflection, hence eating and drinking is discouraged.
- Bottled water may be brought in and consumed by users.
- Drinks other than water, and paper/plastic cups, glass, or open containers are not permitted inside the Library.
- Food items of any kind are strictly prohibited in the Library, whether or not they are being consumed.

We are happy to answer your queries, please contact us as below:

+965 25307090
library@gust.edu.kw
A good literature review demonstrates that you know the field, justifies the reason for your research and allows you to establish your theoretical framework and methodological focus.

**STEP 5 — Evaluate Your Readings**

It is important to critically evaluate your readings to establish their relevance and credibility for your research topic.

Use your summaries and notes to identify relationships and links in the research literature.

You should now be able to identify:

- Similarities and differences between various authors and their research
- What research agrees and disagrees?
- What major questions remain unanswered?
- What are the possible directions for future research?

**Organizing your summaries**

To organize your research, cluster similar research together, e.g. What information is similar or different. A useful technique for doing this is to draw a mind map and organize the research into major points under each theme.