CCAR
Centru de Accesare a Resurselor

Propunere

2016

Prof.dr.ing.,dr.marketing Angela Repanovici

INFORMATION COMMONS

„Bunuri comune de informare”

- Noțiunea de "bunuri comune de informare" se referă la baze de cunoștințe comune și procesele care facilitează sau împiedică utilizarea acestora.
- De asemenea, se referă la un spațiu fizic, de obicei, într-o bibliotecă academică, în cazul în care oricare și toate pot participa la procesele de cercetare a informațiilor, colectarea și producția științifică.

Wikipedia, Creative commons

- Wikipedia ar putea fi considerată ca un bun exemplu de informații comune, bunurile comune pe care le produce și păstrează informații prin versiunile curente ale articolelor publicate.

- Alt exemplu bun de informații în comun sunt Creative Commons

Wikipedia

The concept of the "information commons" refers to the shared knowledge-base and the processes that facilitate or hinder its use. It also refers to a physical space, usually in an academic library, where any and all can participate in the processes of information research, gathering and production. The term commons refers to the land (or common grounds) that villagers shared for grazing purposes in simpler times. The issues that fall under this topic are varied and include:

- Licenses written to access digital content,
- Copyright law and similar intellectual property,
- Freedom of information,
- International trade,
- Privacy,
- Open-source software,
- Open-access publishing,
- Academic libraries integrated w/ CIT facilities, particularly in the U.S.A., but including:
  - Information Commons, a learning and study space at the University of Sheffield;
  - Business/SPEA Information Commons, Indiana University, created August 2007.

- https://en.wikipedia.org/wiki/Information_commons

https://www.youtube.com/watch?v=CwSYcLHOf-E

INFORMATION COMMONS

- https://www.sheffield.ac.uk/infocommons

Information Commons opening hours

2015 - 2016

The Information Commons is open 24 hours a day, seven days a week to registered staff and students.

Semester

Summer Vacation

Exceptions (including Christmas and Bank Holiday opening)

About the IC

Staffed hours

Study spaces

Teaching facilities

IC history

IC A-Z

http://www.shef.ac.uk/polopoly_fs/1.11711!/file/Collaboratory_1_user_guide_Oct2010.pdf
http://www.shef.ac.uk/polopoly_fs/1.91692!/file/SympodiumUserGuide.pdf

Study Spaces in the IC

The Information Commons provides a unique mix of library and computing services, library materials, learning & teaching resources, and flexible study spaces. It is accessible by all students at any time of day or night. The University wireless network is available throughout the building.

Individual Study

There are a variety of places for students to study on their own in the IC.

- Nearly 500 Desks with managed desktops.
- Study desks where students can read or plug in a laptop.
- Soft-seating areas where students may work informally or relax.

Silent Study

- Silent study reading rooms with no PCs are located on Level 2, 3 & 6.
- Silent study space with PC's is available on Level 5.

Groups

The IC has been designed so that students can work in groups without disturbing others. On Levels 1 - 4 there are a number of large study desks suitable for group work, and students can also book group study rooms or use the Flexispace.

Group study rooms

There are 15 group study rooms on Levels 1 – 6. They accommodate different sizes of group, from small 2-person rooms to large rooms suitable for ten people. Each room has been painted with whiteboard paint that groups can use to plan, make notes, and record ideas.

All rooms are bookable through the myR&R booking system.

UNIVERSITY OF SHEFFIELD

TEACHING ROOM USER GUIDE (2010)

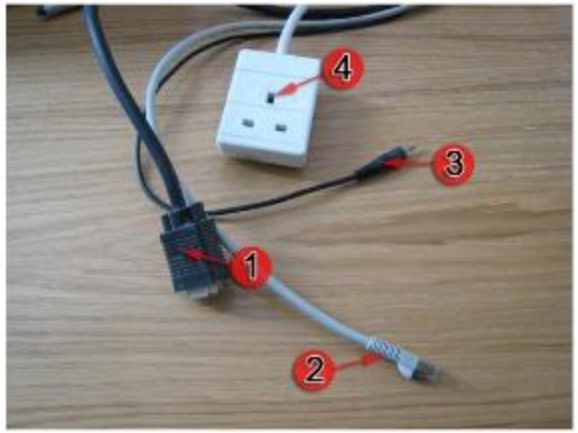
Collaboratory 1

Index

Contents

Displaying a laptop

Switch on the system first (see page 1)

	Connect following cables: 1. Data projector 2. Network (may not be available) 3. Audio (may not be available) 4. Power (may not be available) **If using an apple MAC laptop**, you will need your own VGA adapter to connect to the data video cable
	Press 'LECTERN LAPTOP' on AMX touch screen panel

Student computing

We have more than 1600 student computers in libraries and computer rooms across campus. They all run Windows 7 and are packed with the latest versions of academic and market-leading general software.

Turn up at any computer and find all your things just as you left them. It's easy. Your own shortcuts, files and preferences on any computer with no drama and no hassle.

Using student computers

Student computer rooms

Find a PC

Software

ACD Chemsketch	
Adex 1.1.2-5	
Adobe Acrobat Reader 11	
Adobe Creative Cloud After Effects	Available in these locations.
Adobe Creative Cloud Dreamweaver	Available in these locations.
Adobe Creative Cloud Flash Pro	Available in these locations.
Adobe Creative Cloud Illustrator	Available in these locations.
Adobe Creative Cloud Incopy	Available in these locations.
Adobe Creative Cloud Indesign	Available in these locations.
Adobe Creative Cloud Media Encoder	Available in these locations.
Adobe Creative Cloud Photoshop	Available in these locations.
Adove Creative Cloud Premier	Available in these locations.
Aegisub 3.04	
Albert 1.0	

Software locations

Due to licensing conditions, some software can only be used on computers in specific locations.

Adobe Creative Cloud software is available to install from the Software Center and can be used on computers in the following locations:

- Arts Tower 10.12
- The Diamond - Level 4 - 4.01
- The Diamond - Computer Room 2 - Level 2 - 2.08
- Geography B4
- Health Sciences Library - Hallamshire Hospital PCs 1-7
- Information Commons Level 1 - Scanner PCs area.
- Information Commons Level 4 (main floor area only)
- Perak A04
- Western Bank Library Level 4 - Wolfson Suite
- Western Bank Library Level 5 (PCs 1-6 and 8)
- Western Bank Library Level 6

Self service

In addition to help via telephone, email and drop-in, you can now find answers to your problems by querying the Knowledgebase via the online Self Service Desk

Email support

You can email the CiCS Helpdesk at the address below. The inbox is managed 8-5 Monday-Friday.

helpdesk@sheffield.ac.uk

Onsite visits

Occasionally it may be necessary for CiCS staff to make an on-site visit, and examine a technical problem. This service is for University owned equipment only.

Popular help topics

Connecting to wireless

Set up student printing

Using staff printing - My Sustainable Print

Connecting to VPN

Changing your password

Forgotten your password

Useful resources

Software downloads

Advice on safe computing

Working from home

Accessing CiCS services

IT Training for staff

Getting Started with the Web Content Management System - CMS

Google Apps training

Introduction to MOLE

Research IT courses

Creative and digital media

Media production and editing

If you need to create audio or video materials for your coursework we have dedicated spaces for producing and editing digital media in The Diamond.

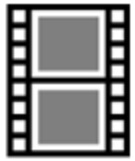
Production room

Editing suite

User Guides

Please click on the icons below for advice and information on using equipment and software in the Creative Media facilities.

Video/Audio Equipment



Video Editing

Audio Editing

Graphics

Screencasting

DVD Creation

Video conversion

Special Effects

Known Issues

Graphics

All of the below software can edit existing graphics, such as photos. If you need to create a graphic, such as a poster, then you must use Adobe Photoshop or Illustrator.

If all you need to do is crop an image to use in a video, the tools in iMovie and Adobe Premiere can do this for you. Video editing software can also perform colour correction on images, such as altering the brightness.

Software	Level	Notes
iPhoto	Beginner	Good for simple photo editing
Adobe Illustrator	Intermediate/Advanced	Vector based graphic editing
Adobe Photoshop	Intermediate/Advanced	Extensive photo editing, image manipulation, graphic design capabilities

iPhoto

Type: Graphics

Difficulty: Beginner

Operating system: Mac

Availability: Creative Media Facilities. Pre-installed on most Macs.

Can be used for:

- Simple image editing (cropping, rotating, etc.)
- Creating image libraries
- Creating photo slideshows

iPhoto is a piece photo archiving and editing software that comes bundled as part of Apple's iLife '11. It is useful for making quick and simple edits to photographs.

Importing images

To import an image into iPhoto either

- Connect a camera or memory card to your Mac, and iPhoto should see the files automatically.
- Drag photos into iPhoto
- Choose **File > Import to Library**

Images can be found in several ways, including

Screencasting

A Screencast is a digital video recording of a computer screen. Screencasts often also include an audio voiceover. They can be used to record presentations, software tutorials, troubleshooting and for feedback purposes.

Software	Level	Notes
QuickTime Player	Beginner	QuickTime for Mac only
Screenr	Beginner	Web-based
Screencast-O-Matic	Beginner	Web-based

Screenr

Type: Screencasting

Difficulty: Beginner

Operating system: Web-based - can be run from any browser

Availability: Can be operated from any browser.

Can be used for:

- Recording simple, short screencasts, with a voiceover
- Uploading your finished screencast to YouTube
- Downloading your finished screencast for editing

Getting started

Screenr can be used with any Java enabled internet browser. If using a Managed Desktop Computer, Firefox is recommended. It will record up to 5 mins of activity on your computer screen, with the option to record a voiceover as well.

- Go to www.screenr.com
- Sign in to Screenr using your preferred platform (eg. Facebook, Google, Twitter ..)
- Click the 'Launch Screen Recorder Now' button
- Click 'Allow' if any permissions regarding Java pop up - Screenr needs Java in order to work
- A recording frame, similar to the screenshot below should appear

Video and Audio Equipment

A variety of audio and video equipment is available for students to loan from The Diamond. For more details on how to book this see the bookings page.

Staff bookings should go through Audio-Visual Services.

Which camera to use?

Pro camera kits

Panasonic HD Pro user guide

Pros	Cons
• Excellent audio and video quality. • External Mics can be used. • Excellent image stabiliser. • More control over image and audio. • Can switch between automatic and manual modes. • Good battery life.	• Large and bulky. • Not as simple to use for beginners. • Bookings must be authorised before use.

https://www.youtube.com/watch?v=q4Vslk17tq0

Equipment loans

You can borrow high quality video cameras, mics and other AV kit all for free.

Eqiupment for loan

Equipment for Loan

https://www.sheffield.ac.uk/cics/creativemedia/equipment

For students

CiCS have a pool of multimedia equipment available for loan to students.

This equipment includes:

- Audio recorder kits
- Digital SLR camera kits
- Pro camera kits
- Video camcorder kits
- Video / Audio accessories (tripods, lighting kits, external microphone kits, Apple super drives, and much more)

The Equipment can be borrowed for up to 3 days and can be collected from level 4 of The Diamond.

- Booking Guidelines

Which Camera Should I Use?

https://www.sheffield.ac.uk/cics/creativemedia/equipment

Creative media courses and training

We offer a range of training sessions on using the equipment and software to produce and edit video and audio material.

We provide face to face support from the level four Library & IT service desk in The Diamond during staffed hours.

Training courses

8 week media production course

Training

CiCS offer training in the use of recording equipment and multimedia production.

Training can be delivered flexibly, tailored to the needs of the audience. If you would like to arrange a training session please complete the Training Request Form.

Drop-in support is also available daily from the fourth floor CiCS & Library desk in The Diamond.

Training sessions available:

Session	Duration	Overview of session	Learning Outcomes	Additional Information
Introduction to Multimedia Production	1.5-2hrs	Overview of creating video, audio and screencasts, with short practical tasks.	Users in this workshop will learn basic skills for producing multimedia work.	Must take place in The Diamond Edit Suites.
Video Production	1.5-2hrs	Workshop on creating video, including composition and framing advice, a practical assignment and critique of footage. Can be combined with the video editing session.	Users in this workshop will learn how to create and share video using resources available to them at the University.	
Video Editing	30mins-1hr	Practical workshop on video editing, using iMovie (basic) or Adobe Premiere (advanced). Can be combined with video production session.	Users in this workshop will learn how to edit and export material using iMovie or Adobe Premiere.	This session is restricted to a maximum of 18 people, and must take place in the Creative Media facilities in The Diamond.
Audio Production	1.5-2hrs	Workshop on recording audio, including a practical assignment and critique of material produced. Can be combined with the audio editing session.	Users in this workshop will learn how to produce and share audio material using resources available to them at the University.	

Tutorials and support

If you'd prefer to be self-taught we offer some online videos and step-by-step guides on some of the basics.

Tutorials | Technical support

Identify, gather and evaluate information

Including:

- Producing a literature review
- Effective Internet searching
- Database tutorials
- Keeping up-to-date

Referencing

Including:

- Styles and good referencing practice
- Avoiding common errors
- EndNote

Good research practice

Including:

- Avoiding plagiarism
- Copyright for e-theses
- Advice from Research and Innovation Services (RIS)
- Research Data Management

Research scholarship

Including:

- White Rose Research Online
- Open access to research
- Bibliometrics
- Altmetrics

Information Skills Resource

You are here: Home > The University Library > Information Skills Resource

Starting...

Making an effective start is a crucial stage in a successful literature search.

Making a start →

Searching...

Information used in assignments should come from academically credible sources.

Finding the right sources →

Thinking...

Thinking critically about your sources - analysing, evaluating and synthesising information - is an essential part of your assignment.

Thinking critically →

Writing...

Understand plagiarism, the difference between collaboration and collusion, and improve your academic writing.

Avoid plagiarism →

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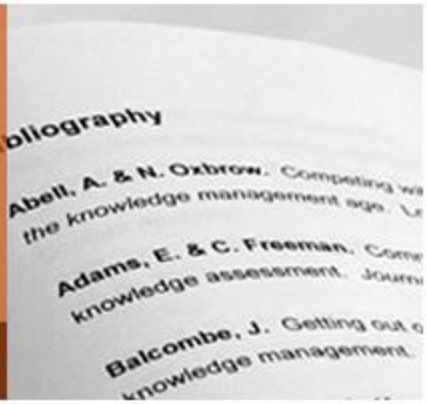
Referencing...

Finding the style of referencing used by your department.

Find your style →



Subject-specific support.

Subject-specific tutorials to help you with your studies.

Find your subject →

Dissertations.

Writing a dissertation requires that you broaden your research skills.

Researchers.

Advice and tutorials about research tools, good research data management and effective scholarship.

Searching...

Information used in assignments should come from academically credible sources.

The information you use at university should come from academically credible sources. The tutorials below will help you to find, navigate and effectively use these resources to make academically sound choices.

Using StarPlus - finding resources for your course

Learn how to use StarPlus, the Library Catalogue, to find all electronic and print content for your course.

Successful database searching

Learn what a database is, how to successfully create a search strategy, and search databases for journal articles.

Effective internet searching

Learn how to choose the most appropriate search tool, and search the Internet effectively.

Database tutorials

Databases tutorials: Select Go

Learn how to use the most common academic databases. **Scopus** and **Web of Science** are multidisciplinary databases, good starting points for all subjects.

Using social media

How to make the most of social media tools to enhance both your studies and online presence.

Should we trust Wikipedia?

A Library Conference - The University of Sheffield, 11th November 2015.

"Education…is not the learning of many facts, but the training of the mind to think" (Einstein, 1921)

Thinking critically about your sources - analysing, evaluating and synthesising information - is an essential part of your studies at University-level. Your work will benefit from using the best evidence and information available, and showing you have researched your question and have reliable evidence to back your arguments.

What is critical thinking, and why is it important?

Watch below, or click on the link above to see it via YouTube.

Evaluating information and critical thinking

Learn how to think critically about your information sources, and evaluate information that you find to ensure that it is reliable, accurate, of good quality, and relevant to your assignment.

http://www.librarydevelopment.group.shef.ac.uk/thinking.html

Writing...

Understand plagiarism, the difference between collaboration and collusion, and improve your academic writing.

To achieve good marks, it is important to write in an effective academic manner. You must also know how to avoid accidental plagiarism, collaboration or collusion. The tutorials and links below will help you.

Plagiarism

Understand plagiarism, the difference between collaboration and collusion, and improve your academic writing.

The Academic Skills Hub: Writing Skills

This advice from TASH will help you to convey your ideas effectively. Writing is a key skill you will use and develop constantly during your time at University. This section is designed to give you a better understanding of writing techniques.

Writing assignments

When writing assignments, to gain the best marks possible, read as broadly as possible, critically evaluate your sources and compare and contrast the literature. These critical thinking skills can be used in any situation and will be particularly important in your future working life.

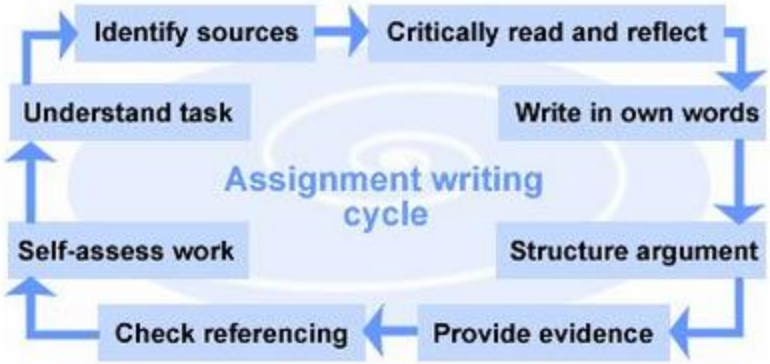
To move beyond your recommended reading:

- Find your own quality resources, use your Subject guides to help you start
- Create effective search strategies whether using StarPlus, the Internet or databases and refine these as necessary
- Critically evaluate any information found
- Ensure you quote your sources appropriately, avoid plagiarism and cite references accurately in your recommended referencing system
- Continue to formulate your own opinions and justify your thinking in your writing

These tutorials are intended to help with this:

- Effective Internet searching tutorial
- Successful database searching tutorial
- Evaluating information and critical thinking
- Plagiarism tutorial
- Referencing tutorials

Alternatively make an appointment to see your Librarian



Information literacy.

In the workplace.

Employability

Information literacy in the workplace

Information literacy is an essential skill that is vital within academic studies, personal use of information and working life.

Find out more about the importance of information literacy in the workplace:

- **"The modern workplace requires employees who are confident and competent in interacting with information to deliver maximum business value"**
  Cheuk, B. (2008). "Delivering business value through information literacy in the workplace". Libri, 58, 137-143. Available to registered users via StarPlus
- **"...you're giving me bad numbers and bad research information ...you're not credible"**
  Peter Jones. BBC. (2010). Dragons Den. Retrieved June 1, 2011 from http://www.bbc.co.uk/dragonsden/entrepreneurs/letitiavalentine.shtml
- **"There is now even more information for business people to find their way around and the need for improved skills amongst the workforce is even more urgent."**
  De Saulles, M. (2007). Information literacy amongst UK SMEs: an information policy gap. Aslib Proceedings, 59 (1), 68-79. doi 10.1108/00012530710725214

Research Data Management (RDM)

Benefits of good RDM
From the perspective of researchers, institutions, and external stakeholders

What is research data?
The nature of data

Data Management Plans (DMPs)
The value of data management planning

Creating research data
Legal and ethical aspects of RDM to consider during project planning

Organising research data
File formats, filenames, folder structures, data documentation and metadata

Storage and back-up
How to manage short-term storage of your data

Accessing your research data
How to manage collaborations and ensure security

Preserving research data
Long-term storage and preservation after the end of the project. What to keep and what to dispose of

Publishing and sharing research data
Publishing data and data citation. The benefits of sharing

The University of Sheffield RDM Service Delivery Group
Terms of reference and membership of group

What is research data?

The University of Sheffield's Research Data Management policy provides a strategic framework for the management of data generated by research projects. The University regards the effective management of the data generated by research projects as an integral part of good research and innovation practice.

What is research data?

The University of Oxford defines research data as *"the recorded information (regardless of the form or the media in which they may exist) necessary to support or validate a research project's observations, findings or outputs"*.

Research data can be qualitative, textual, numerical, quantitative, preliminary, final, physical, digital or print. There is no clear consensus on a definition because research data means different things to different people in different contexts and the definition varies depending on your subject discipline and research funder.

Good research data management supports and enhances your research. Research data management involves planning and making decisions on the collection, organization, management, storage, back-up, preservation and data sharing throughout its lifecycle.

Classification of research data

Research data are generated for different purposes and through different processes (Research Information Network classification):

Observational:	Data captured in real-time, usually irreplaceable. For example, neuroimages, sample data, sensor data, survey data.
Experimental:	Data captured from laboratory equipment. The data is often reproducible but reproduction would be costly. For example, gene sequences, chromatograms, chemical toroid magnetic field data.
Simulation:	Data generated from test models. For example climate, mathematical or economic models.
Derived or compiled:	Data is reproducible but reproduction would be costly. For example, text and data mining, 3D models, compiled databases.
Reference or canonical:	A (static or organic) conglomeration or collection of smaller (peer-reviewed) datasets, most probably published and curated. For example, gene sequence databanks, chemical structures, or spatial data portals.

Research data types

What does research data look like? May include all of the following:

- Documents, spreadsheets and presentations
- Laboratory notebooks
- Field notebooks, diaries
- Questionnaires, surveys, transcripts
- Audio and video tapes
- Photographs and films
- Test responses or results
- Database contents (video, audio, text, images)
- Data files
- Models, algorithms, scripts
- Contents of an application (input, output, schemas)
- Methodologies and workflows
- Collection of digital objects acquired and generated during the process of research
- Physical objects such as slides, artefacts, specimens, samples

Research data formats

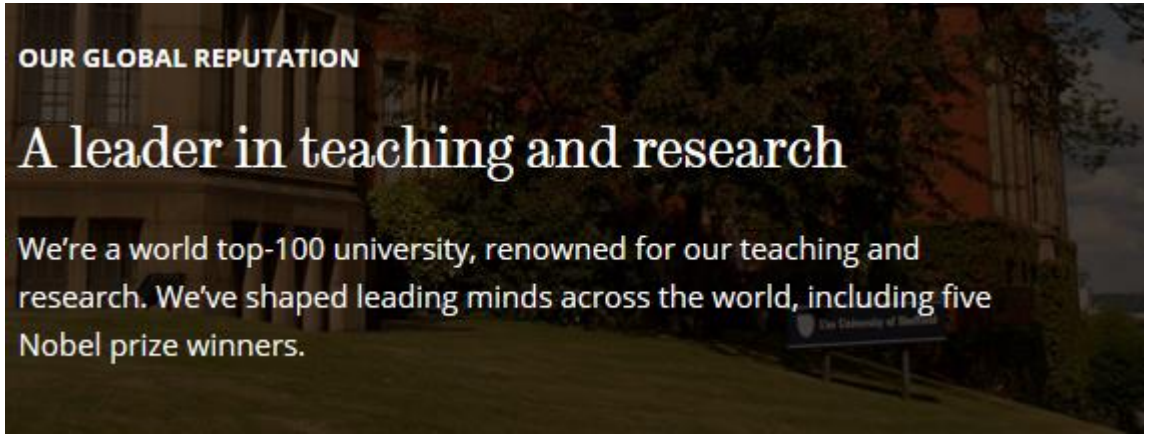
Research data come in many varied formats. These include:

Text - plain text files, Document Format (PDF), Rich Text Format (RTF), Hyper-Text Markup Language (HTML), Extensible Markup Language (XML), MS Word.
Discipline specific - Crystallographic Information File (CIF), chemistry; GRIdded Binary (GRIB), meteorology; Flexible Image Transport System (FITS), astronomy.
Instrument specific - Olympus Confocal Microscope Data Format, Carl Zeiss Digital Microscopic Image Format (ZVI).
Numerical – Statistical Package for the Social Sciences (SPSS), MS Excel, Stata.
Models - 3D, statistical, similitude, macroeconomic, causal.
Multimedia – JPEG, TIFF, Dicom, MPEG, Quicktime, Bitmap
Software – Java, C, Perl, Python, Ruby, PHP

The UK Data Archive produced a useful table on durable file formats, especially those acceptable formats which are essential for data preservation.

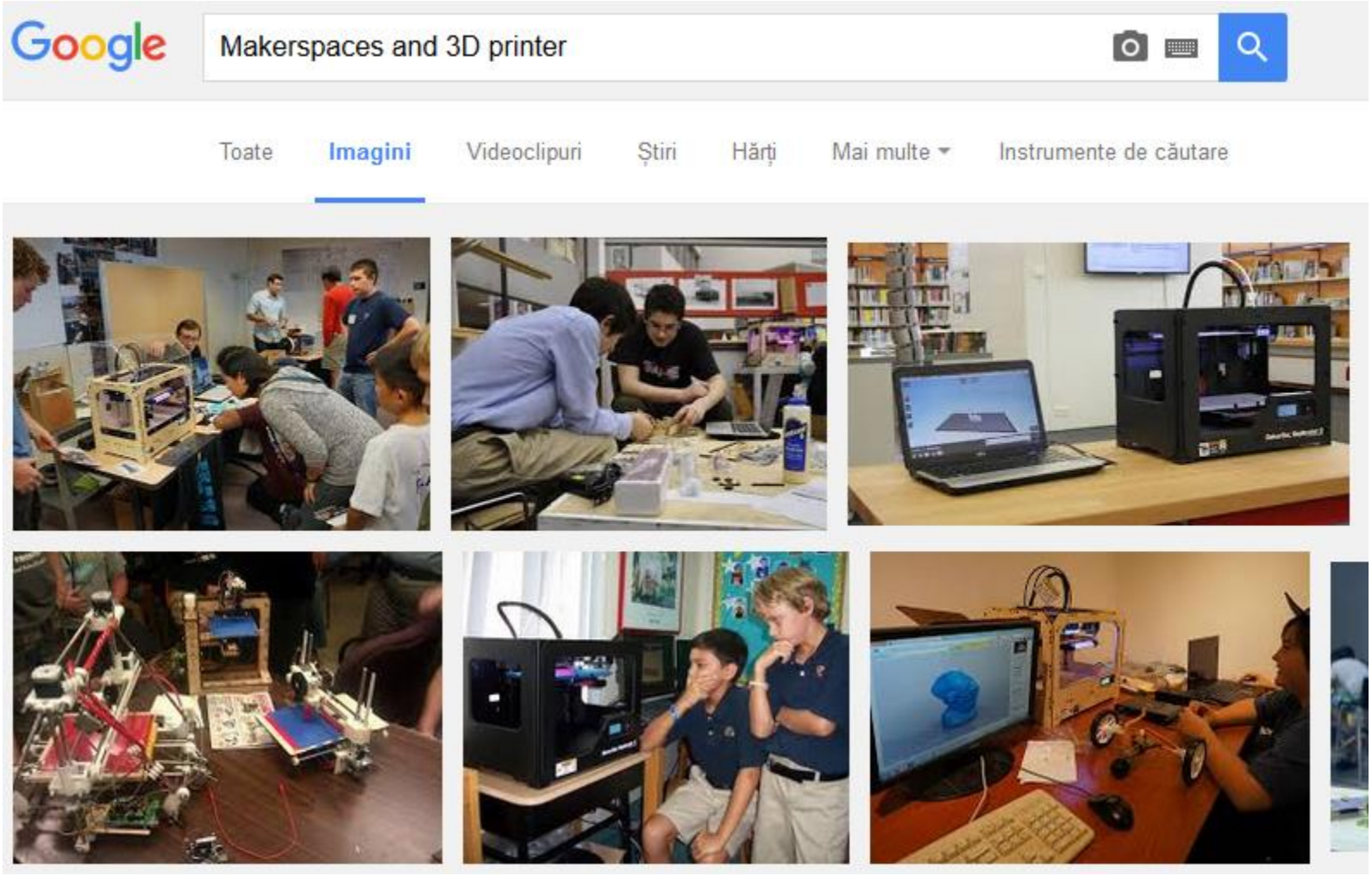
If you are interested in learning more about research data management then why not try the RDMRose Open Educational Resource (OER), which was produced by a collaboration between the libraries of the University of Leeds, Sheffield and York, with the Information School at Sheffield. The OER contains several practical hands-on activities often engaging with real documents such as institutional RDM policies or data management plans.


A world-class university – in a unique city
Sheffield is a world top-100 university. Learn from world-leading academics and make your home in the best student city.
What makes us special
Accessible Entrance Ramp


OUR GLOBAL REPUTATION
A leader in teaching and research
We're a world top-100 university, renowned for our teaching and research. We've shaped leading minds across the world, including five Nobel prize winners.

https://www.youtube.com/watch?v=fvy94uCZgoc

3D Printers & Maker Spaces



Academic Library as Makerspace: 3D Printing and Knowledge Creation

Kathlin L. Ray
University of Nevada, Reno