Step 7
Specialist types of information: conference proceedings, standards, patents, statistics, legal and business information.

Conference Proceedings
Conference proceedings are primary sources of information. New research is reported at conferences and is published in material known as conference proceedings or transactions.

Computing, engineering and technology conferences can be located through the ACM Digital Library for computing and IEEE Xplore for electrical and electronics engineering. The British Library Zetoc service has a general conference search facility.

There are links to ACM, IEEE Xplore and ZETOC and other indexing services from Library Guides and iFind.

Standards
A standard is a technical specification or other document available to the public that contains precise criteria designed to be used consistently as a rule, guideline, or definition. Standards help to make life simpler and to increase the reliability and the effectiveness of many goods and services we use.

- Standards are a source of reliable, tested and detailed scientific and technical data.
- Standards are used in manufacturing to ensure product uniformity, reliability, and safety for the consumer.
- Standards protect workers and employees by ensuring that equipment and production machinery are safe for to use. For more information about standards go to British Standards (BSI) https://www.bsigroup.com/ or see our guide to British Standards.

You can use British Standards Online to see the full text of all current British Standards. You can access British Standards Online by typing British Standards Online into iFind.
You will need to login with your Swansea username and password to download standards.

You can use IEEE Xplore to search and view the full text of IEEE Standards. The full name of the IEEE is the Institute of Electrical and Electronics Engineers. Access IEEE Xplore online.

**Patents**

Patent information is a huge source of technological and commercial intelligence - about 80% of the information contained in patents is not found elsewhere in the literature. A patent is a legal right granted to the applicant, upon fulfillment of certain conditions, which grants them the monopoly on making, using or selling an invention, for a fixed period of time, in the countries in which a patent has been granted.

European patents are often freely available online through the Espacenet database.

United States patents can be searched through the US Patent & Trademark Office [http://patft.uspto.gov/](http://patft.uspto.gov/)

The Engineering team can give help with searching if necessary. Contact engineeringlib@swansea.ac.uk.

**Statistical information**

Statistics give data or factual descriptions of events and activities that can be represented as a table of numbers or as graphs.

When you look at statistical data, you should be able to easily answer the following questions:

- Who are the people who did the study?
- Why were they doing the study?
- Who paid for the study?

This will help you identify and evaluate sources for statistics so you can use statistical information accurately in your work.
Official statistics are an important source of information. Official statistics are published by governments, for example every nation will have an official statistical agency such as the UK’s Office for National Statistics who ensure certain standards are adhered to so that true comparisons can be made across countries and across time periods.

European statistics can be found on the European Union’s Eurostat website.

The websites for National Statistical Offices around the world can be found on the UN’s website.

Go to the Library Guide for your subject for more comprehensive and specialist guidance.

There are also lots of unofficial statistics that you will find on the internet. These are issued by professional organisations, charities, trade associations to name but a few. A quick way to find statistics on the web through a commercial search engine such as Google is to type in the syntax `filetype:xls` added onto your search term to retrieve data contained in Microsoft Excel spreadsheets, for example:

![Screenshot of results for a Google search for 'burglaries filetype:xls'](image)

_Figure 1 Screenshot of results for a Google search for 'burglaries filetype:xls'_.

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[UN Statistics on the Internet](https://unstats.un.org/unsd/cr/dgcrstat/)
Law reports, law journals and legislation (statutes)
You will often need to find reports of law cases heard in the courts, law journal articles and items of legislation from the UK or abroad. There are many possible sources of these and various ways to find them both in paper and electronic format. If you wish to use paper-based versions of this type of material then these are available within the Law Library (Level 4, East wing of Singleton Park Library) and individual titles can be readily found using iFind. You can also use the various web-based databases to find online full text versions of legal information.

The most important databases for law are:

- WestLaw
- LexisLibrary

**WestLaw UK**

Westlaw UK is a large legal information database containing:

- UK Cases (Law Reports) back to 1865. 30 series of Law reports.
- UK Legislation back to 1267
- UK Full Text Journals – 50
- UK Journal Abstracts from 800 Journals
- UK Commentary Titles -13
- Plus vast collections of EU and International Materials

Note you will need to use your university username and password to access this database off campus.

**LexisLibrary**

Lexis is also a large full text legal database containing

- UK Cases (Law Reports) back to 1865. 60 series of Law reports.
- UK Legislation back to 1267
- UK Full Text Journals – 60
- UK Journal Abstracts from 100 Journals
- UK Commentary Titles 4 (including Halsbury’s Laws)
- Plus vast collections of EU and International Materials

Note: you will need to use your university username and password to access this database off campus.

Business information
In addition to articles from scholarly journals or from newspapers, business students will also need access to information about industries, companies and markets:

**Company profiles:**
**Marketline Advantage** has thousands of company profiles that include data on history, personnel, competitors, products and services. You can access **Marketline Advantage** through iFind or the **Library Guide for Management**. If you access the database off campus, you will need to click ‘Shibboleth’ on the sign in page and then select Swansea University as your institution.

**Company annual reports:**
**FAME (Financial Analysis Made Easy)** has access to company accounts for all UK and Ireland companies over the last 10 years. You can also extract lists of companies according to particular criteria, e.g. all manufacturers of a specific product in a specific geographical area; or all companies with over XXX employees; or all FTSE companies in Wales. You can access **FAME** through iFind or the **Library Guide for Management**.

**Market research information:**
**Mintel Oxygen and Mintel Market Sizes** are the main sources of quality market research information for Swansea students. **Mintel Oxygen** contains reports on the Food, Drink, E-commerce, Technology and Leisure industries in the UK. **Mintel Market Sizes** contains industry and country data containing market size, market share, market segmentation and forecast data for thousands of consumer goods categories worldwide.
**EBSCO Business Source Complete** also contains market research reports. You can access **Business Source Complete** through **iFind** or the **Library Guide for Management**.

**Film and Music**

You can use **iFind** to search for DVDs and videos. Enter key words to find matches by title, director or subject. From the results list filter results by clicking on one of the Resource Type options (Audio Visual) to limit your results to DVDs etc, and exclude book results.

DVDs, Videos and CDs are shelved in the Media room on Level 3 West wing, in the Study Hall.

DVDs and VHS videos may be viewed in the Audio-Visual room on Level 2 West Wing. Headphones may be borrowed from the Information Desk.

You can download film clips and music from many different Internet sites, but you must make sure that you check that downloading is legal before you proceed. You may also need to install additional software on your own computer to view films or listen to music. Note that you are not able to install additional software on any of the Open Access student PCs in the Library.

Swansea University has a licence allowing you to download clips legally from Media Plus and use them in assignments. **Media Plus** has 3,000 hours of downloadable television news and cinema newsreels, selected from ITN/Reuter archives. Media Plus also has collections of documentaries and sound together with still images on a large range of subjects.

You can find out more about using film and other media in your work from the **British Universities Film and Video Council**.

Remember that film and music are protected by copyright and you must check to see whether you need permission before you download or copy music and film into your assignments.
Pictures and images
You may want to illustrate your work with pictures or images especially if you are doing a design project.

You may want to photocopy or scan illustrations from journals or magazines or find images on the Internet that you can download and use in your own work. Remember many images are protected by copyright and you must check to see whether you need permission before you download or copy images into your assignments.

You can find further information and guidance on using images on the Copyright Library Guide.

Evidence based material
Evidence based material is used by health and social care professionals to plan and justify treatments used in clinical and professional practice. Clinical trials and other types of research aim to provide evidence on whether a particular treatment works, how well it works compared to other treatments, and what are the risks of the treatment.

Reviews of evidence-based medicine and best practice can be found on the following sites:

- The Cochrane Library
- Turning Research into Practice (TRIP)
- Campbell Collaboration (for education, criminal justice and social welfare)