

Name (**Please Print**) \_\_\_\_\_  
Professor \_\_\_\_\_  
Date \_\_\_\_\_

**CAPITAL  
COMMUNITY  
COLLEGE**

**COMPOSITION  
101**

**LIBRARY AND  
INFORMATION SKILLS  
WORKBOOK**

24<sup>th</sup> Edition,

Fall 2010

Written By: Karen DeLoatch

Illustrations: Mary Ann Affleck

Tutorials: Claire O'Connor

Screen Shots: Adriane Beller

Library Web Address:  
<http://www.ccc.commnet.edu/library>

## TABLE OF CONTENTS

Introduction.....	3
Chapter 1                      Library Services.....	4
Chapter 2                      Library of Congress Classification System and Book Stacks.....	6
Chapter 3                      Finding Information: Books.....	10
Chapter 4                      Finding Information: Journals.....	13
Chapter 5                      Finding Information: Newspapers.....	19
Chapter 6                      Library Databases Versus The Internet.....	20
Chapter 7                      Critical Thinking and Evaluation of Sources.....	21
Chapter 8                      Web Evaluation.....	24
Chapter 9                      Reference Sources.....	26
Chapter 10                      Designing Your Search Strategy.....	30
Chapter 11                      Documenting Your Sources.....	31
Appendix One                      Glossary of Library Terms.....	32
Appendix Two                      Off Campus Access to Library Databases.....	34

## INTRODUCTION

This workbook is designed to achieve the following goals:

- To teach you the basics of library and information research;
- and
- To teach you how to use the Capital Community College Library.

After you have read each chapter of the workbook and completed the assignments, you should be able to:

- Find a book using the computerized catalog and locate it on the shelf;
- Use the computerized catalog to determine whether a book has been checked out;
- Use journal and newspaper databases to locate current information on specific subjects;
- Evaluate sources of information for author bias and authority;
- Develop a search strategy.

The goal of the workbook is to make you feel comfortable and confident while doing library research. If you need assistance with the workbook or have any other research needs, please contact a reference librarian.

## **CHAPTER 1**

### **LIBRARY SERVICES**

Located on the Fifth Floor, the library includes 45,000 books and videos. Over 300 print journals and newspapers are available. The library subscribes to over 60 online journal and newspaper databases. The databases cover all subjects studied at the college. All databases can be accessed off campus using your Banner ID and password. Please see Appendix 2 for instructions concerning off campus access to databases.

The following services are available to Capital students:

(1) Reference service is available during all open hours. Reference help can be found at the research assistance desk. You can ask a reference question in person or through our online reference questions form located on the library's web page. Library staff can assist you in locating materials using the online catalog, online databases and the Internet. The library subscribes to a live chat reference service called Info Anytime. This service is available 24/7 and there is a link on the library homepage. Our TextALibrarian service may be used any time the library is open to text your question to the reference librarian and there is also a link on the library homepage to learn more about it

(2) Course Reserves. Many teachers make course items available on reserve in the library. Most reserves cannot be taken out of the library. You need a Capital library card to use reserve materials.

(3) Computer Access. There is a mini computer lab providing access to Microsoft Office Products, such as Access, Excel, PowerPoint and Word. The Internet is available on all library computers.

(4) Interlibrary Loan. If you need a book or a journal article not available in a database or in the library, we can borrow it from another library. You can fill out an Interlibrary Loan form in person or by using the online form located on the library's web page. A copy machine is

available for student use. You will need a Capital library card to borrow books and videos. Your Capital library card can be used at all Connecticut Community College libraries.

The library's web page has links to the ReQuest, a statewide database, containing book titles, video titles and journal titles. You can use this database to locate items not available at Capital's library. Also, on the library web page is a link to other libraries, both academic and public. Please look at the library webpage located at <http://www.ccc.commnet.edu/library> for additional information. The general phone number for the library is (860) 906-5027. If you have any reference or research questions, please call the research assistance desk at (860) 906-5020.

To view the virtual library tour, go to

<http://www.ccc.commnet.edu/library/camtasia/VT/VT.html>.

The following shows you the main library webpage:

The screenshot shows a web browser window titled "Capital Community College - Arthur C. Banks Library - Windows Internet Explorer". The address bar displays "http://www.ccc.commnet.edu/library/". The page content includes:

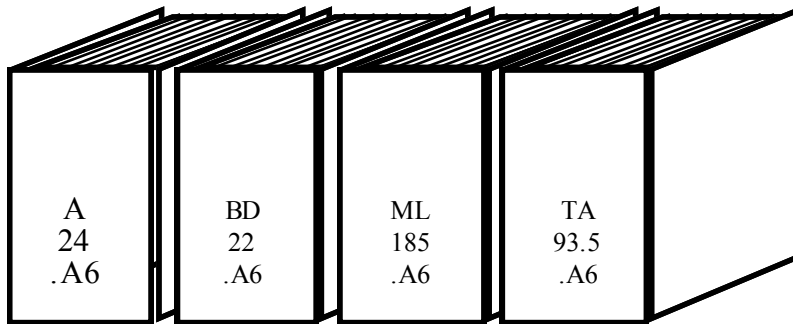
- Header:** "THE ARTHUR C. BANKS LIBRARY at Capital Community College, 950 Main Street Hartford CT 06103, 860.906-5020". Navigation links: "About Capital", "Getting in Touch with Us", "Giving to Capital", "Website Directory".
- Search:** "Quick Search Library Catalog: (Books, DVDs, Music CDs, eBooks)". Search input field, "Go" button, and "Keyword" dropdown.
- Electronic Resources:** "Find Books (Library catalog)", "Find Articles (From on campus)", "Find Articles (From off campus)", "Search the Internet".
- Got Questions???** Section with a "Text a Librarian" icon.
- Citation Help:** "MLA Sample Paper", "APA Sample Paper", "Citation Machine".
- Other Links:** "Evaluating Information", "Library Skills Workbook / Tips / Assignments", "Recommended Websites by Subject", "Other Resources", "Library Policies and Services", "Library Hours and Staff", "Other Library Catalogs", "reQuest (Statewide library catalog)".
- Footer:** "infoAnytime Reference 24/7 Service".

The Windows taskbar at the bottom shows several open applications: Start, Inbox - Microsoft Ou..., Microsoft PowerPoint..., Document1 - Micro..., English Resources on..., and Capital Communit... The system clock shows 1:09 PM.

## CHAPTER 2

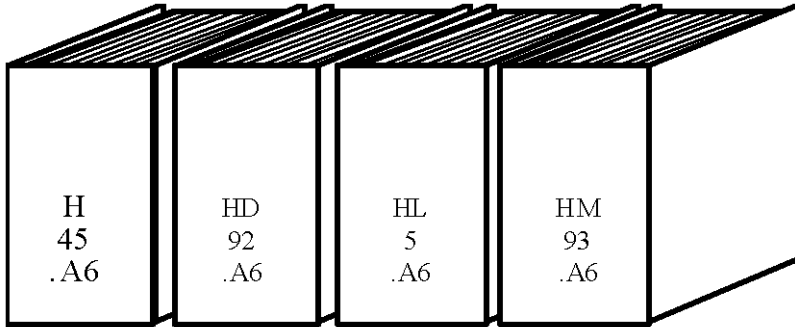
### LIBRARY OF CONGRESS CLASSIFICATION SYSTEM AND BOOK STACKS

The Capital Community College Library uses the Library of Congress Classification System for determining its call numbers. When using the on-line catalog you will see the call number at the bottom of the screen. The spine of the book will have the same call number that is listed on the on-line catalog. It is this call number that tells where the book is shelved. See the end of the chapter for examples of the classification system.



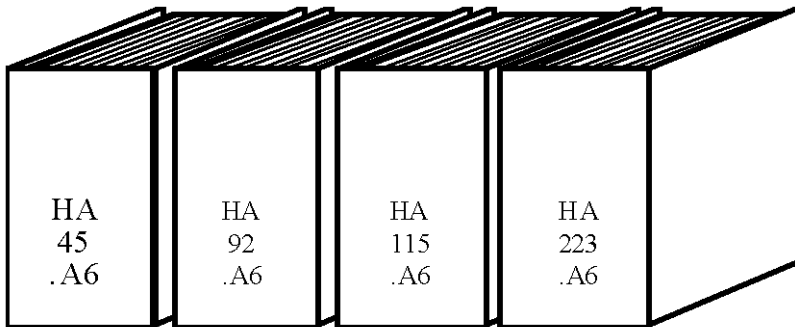
**Book Shelf #1**

- The books on **Book Shelf #1**, above, are shelved in the correct order. Notice that books are shelved **alphabetically** by the first letter in the call number.



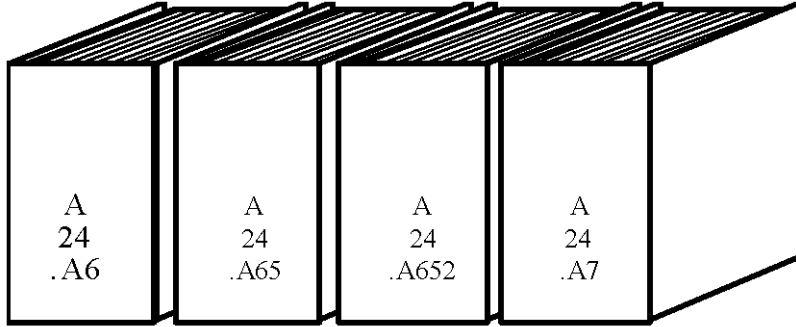
**Book Shelf #2**

- The books on **Book Shelf # 2** are also in correct order. Notice that within a single letter, or classification, such as "H", alphabetical order is still used. "H" comes before "HD", which comes before "HL" etc.



**Book Shelf #3**

- On **Book Shelf #3**, above, all of the books are in classification, "HA". When books have the same first line in a call number, as on **Book Shelf #3**, they are shelved in numerical order, looking at the second line.



**Book Shelf #4**

- If the first two lines of a call number are the same, books are shelved by the third line of the call number, which is a decimal arrangement.
- A decimal arrangement is shelved number by number. Remember that all .A6 numbers (whether .A6, .A65 or A652) will come before A7 numbers, as in the call numbers above, on **Book Shelf #4**.
- Many call numbers will end with the date of publication.
- Call numbers that begin with **REF** are reference books and are located in the reference section of the library. The Library of Congress Classification System arranges all reference books and the library's other collections, including English as a Second Language, Spanish Language, videocassettes and audiocassettes.

**Examples:**

**Call number for a reference book:**

**REF**  
RC  
805  
.D4  
G3x

**Call number for a book in the "English as a Second Language" Collection:**

**ESL**  
PE  
1464  
.M33  
1986

## LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES

This section will explain how to interpret the beginning letters in the classification system. There are examples corresponding to certain areas.

- A. General Works  
Example: General encyclopedias, such as Academic American Encyclopedia (AE)
- B. Philosophy, Psychology and Religion  
Example: Philosophy (B) Psychology (BF)
- C. Auxiliary Sciences of History  
Example: General biographical books (CT)
- D. History: General and Old World (Eastern Hemisphere)  
Example: Great Britain (DA), Africa (DT)
- E-F History: America (Western Hemisphere)  
Example: African American History (E 185's) or Connecticut History (F104)
- G. Geography. Maps. Anthropology. Recreation  
Examples: Recreation, Sports and Games (GV)
- H. Social Sciences  
Examples: Statistics (HA), Finance (HG), General Business (HF), Sociology (HM)
- J. Political Science
- K. Law (General)  
Example: United States Law (KF)
- L. Education
- M. Music
- N. Fine Arts  
Examples: Architecture (NA), Drawing and Design (NC), Painting (ND)
- P. Language and Literature  
Examples: English Language Dictionaries (PE), English Literature (PR), American Literature (PS), Spanish Language Dictionaries (PC)
- Q. Science  
Examples: Mathematics (QA), Chemistry (QD)
- R. Medicine  
Examples of subjects included in this section include emergency medical technology, medical assisting, nursing and radiology technology, among others.
- S. Agriculture
- T. Technology  
Examples: Civil Engineering (TA), Electrical Engineering (TK), Mechanical Engineering (TJ)
- U. Military Science
- V. Naval Science
- Z. Bibliography and Library Science

## CHAPTER 3

### FINDING INFORMATION: BOOKS

The Capital Community College Library has a computerized catalog, which is your index to books in this library. You have the options of searching by all fields, author, title or subject.

You will learn how to interpret the information you see on the computer screen in order to find your materials. The catalog will give you the call number so you can find the book on the shelves. It also will tell you if an item is checked out.

When you use books as part of your research there are points to consider. (For a more detailed discussion, please refer to Chapter 7, Critical Thinking and Evaluation of Sources.)

1. What is the copyright date of the book? Depending on your topic, you may wish to use recently published books. For example, students doing research on new technological or biomedical advances would not want books published in the 1970's. If you do historical or literary research, books with an older copyright date may be useful. Keep in mind that there can be new approaches and interpretations of ideas.
2. Are there other sources of information that can help you research a topic, including journal and newspaper articles, Internet sources and audiovisual materials?

#### **To Begin a Search**

You can use the online catalog in the library or from any computer that has an Internet connection. The CCC library book catalog is accessed from the library homepage at <http://www.ccc.commnet.edu/library>. Select Library Catalog and do a basic search. Type your information in the search box. The system allows you to search for titles, subjects, authors and call numbers. You can also search to see if the library has a specific paper journal, magazine or newspaper title. After completing your search you will see the number of items which match your search terms. The call number and book status will be listed on the screen. Book status will include the following terms: in library, checked out, missing or lost.

When searching for titles, omit "A", "an", and "the" at the beginning of a title. Make sure the appropriate category, such as all fields, title or author is selected. For example, if you type a title in the search box, select title from the pull down menu. If you are looking for a specific topic, type the topic in the search box and select all fields. If you are looking for books by a certain author, enter the name in the search box and select author from the pull down menu. Remember to search for an author, by typing last name, first name.

The following gives you examples on how to search the catalog for book titles and authors.

WebVoyage Basic Search - Windows Internet Explorer

http://ca-lib.comnet.edu/vwebv/searchBasic?sk=en\_US

File Edit View Favorites Tools Help

WebVoyage Basic Search

ExLibris Voyager

Search My Searches My List My Account

Basic Search

Database: My Library Catalog

Basic Advanced Subject Author Course Reserve New Books

Search: acts of malice within Title

Limit To: All Material

Records per page: 10 records per page

Search

Search Tips: enter words relating to your topic, use quotes to search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?

Search My Searches My List My Account Help

Your Library Name Here

©2007 Ex Libris Group. All rights reserved.

WebVoyage Holdings Information - Windows Internet Explorer

http://ca-lib.comnet.edu/vwebv/search?searchArg=acts+of+malice&searchCode=TKEY%5E&limitTo=non

File Edit View Favorites Tools Help

WebVoyage Holdings Information

Acts of malice /

Title: Acts of malice / Perri O'Shaughnessy.

Author: [O'Shaughnessy, Perri.](#)

Publisher: New York : Delacorte Press, c1999.

ISBN: 0385332769

Description: [Book club ed.]

Format: Book

Subjects: [Reilly, Nina \(Fictitious character\)--Fiction.](#)  
[Women lawyers--Fiction.](#)  
[Fratricide--Fiction.](#)  
[South Lake Tahoe \(Calif.\)--Fiction.](#)

Held at: [Local Database](#)

Holdings Information

Database: Local Database

Location: STACKS

Call Number: PS3565.S542 A64 1999b

Number of Items: 1

Status: Not Charged

[Back to library list](#)

This item

Record View

Staff View

Actions

- Make a Request
- (e.g. Hold, Recall, Photocopy)
- Print
- Export
- Add to My List

More About This Item From

S-F-X

Google Books:

"About This Book"

Bibliographic Record Display

WebVoyage Basic Search - Windows Internet Explorer

http://ca-lib.comnet.edu/vwebv/searchBasic?sk=en\_US

File Edit View Favorites Tools Help

WebVoyage Basic Search

ExLibris Voyager

Search My Searches My List My Account

Basic Search

Database: My Library Catalog

Basic Advanced Subject Author Course Reserve New Books

Search: lescroart, john within Author

Limit To: All Material

Records per page: 10 records per page

Search

Search Tips: enter words relating to your topic, use quotes to search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?

Search My Searches My List My Account Help

Your Library Name Here

©2007 Ex Libris Group. All rights reserved.

Start Inbox - Microsoft Outloo... Document1 - Microsoft... WebVoyage Basic Sea... Search Desktop 1:58 PM

WebVoyage Titles - Windows Internet Explorer

http://ca-lib.comnet.edu/vwebv/search?searchArg=lescroart%2C+john&searchCode=NKEY\*&limitTo=noi

File Edit View Favorites Tools Help

WebVoyage Titles

ExLibris Voyager

Search My Searches My List My Account

New Search : Go

Titles

Database: My Library Catalog

5 results found

Author(lescroart, john)

Edit Search Save Search

Print Export Add to List Select Page All

Sort By: Relevance

Filter Your Search:

- add filter: Videos
- add filter: English language materials
- add filter: 2006 And After

- 1 **Lescroart, John T.**  
First law / John Lescroart.  
2003  
PS3562.E78 F5 2003  
available, STACKS
- 2 **Lescroart, John T.**  
Hearing / John Lescroart.  
2002  
PPB FIC LES  
available, STACKS
- 3 **Lescroart, John T.**  
Hearing / John Lescroart.  
2001

Done

Start Inbox - Microsoft Outloo... English 101 Tuesday... Document3 - Microsof... WebVoyage Titles ... Search Desktop 10:59 AM

## CHAPTER 4

### FINDING INFORMATION: JOURNALS

In previous assignments you learned how to search for books by using the on-line catalog and locate books on the shelf by using the Library of Congress Classification System. However, books often do not contain the most recent information. If you are researching a current topic, magazine or journal articles are a good source of information. You can use a journal database to locate articles as you used the on-line catalog to locate books. Articles in magazines, such as *Time*, *People* and *Sports Illustrated*, and the more scholarly journals, such as *Administrative Management* and *The Journal of Nursing Management* are accessed by keyword or subject using various journal databases.

Databases bring together journals and articles on your subject. All articles about abortion will be listed together under the heading Abortion, even though the articles are in different journals. If you are having difficulty locating your subject, remember that there may be more than one way to list a subject.

Each subject area has specialized journal databases. For example, general interest titles and titles from various scholarly disciplines are indexed in *InfoTrac OneFile* or *Academic Search Premier*, business articles are indexed in *ABI Inform* or *Business and Company Resource Center*, nursing articles are indexed in the *CINAHL: The Cumulative Index to Nursing and Allied Health Literature* or *Health Source*, and education articles are indexed in the *ERIC* database. Many on-line databases cover different subjects. If you want to know what is covered in each database, go to the information databases link on the library web page and click on database descriptions. **Be sure you are using the correct database for your subject.**

The on-line databases include article citations, article abstracts or the full text of the articles. A **citation** gives you only the title of article, author (if one is listed), the name of the journal, the volume number, the pages and date of the journal issue. An **abstract** will give a brief summary of the article. **Full text** means that you will be able to access the entire article,

including graphics through the database. If you cannot locate a full text article, make sure you print out the entire citation and abstract so you will be able to locate the journal article. Write down or print out citations for more than one article in case someone else is using the journal or the article is not exactly what you need.

The library subscribes to many online journal databases. The advantages of computerized searching for journal and newspaper articles include:

1. Searching several years at once;
2. Searching by either keyword or standardized headings;
3. Combining search terms by using the word and;
4. Limiting search terms by using the word not;
5. Printing several journal summaries, including complete citations; and
6. Printing the full text of journal articles.

Many of the databases have different interfaces, meaning they look different and are searched differently. For your research, try to use more than one journal database. This will help you understand how information is organized in the various databases. There may be instances when a library decides for one reason or another to drop a particular journal database. As you research your topics try to understand the concepts for your subject not just the mechanics of doing a particular search. You should understand why you would want to use a journal database for your research. For a more detailed discussion of critical thinking as it relates to journal indexes, please see Chapter 7: Critical Thinking and Evaluation of Sources.

If you are having trouble thinking of a research topic, look at the Capitals' Topics for Research Papers at <http://www.ccc.commnet.edu/library/papertopics.htm>.

There is a small collection of current journals and magazines located in the journal reading room. The rest are located alphabetically by journal name in the Journal stacks area. To determine which paper journals, magazines and newspapers are available; please consult the CCC Journals List. This list is available on the library's web page.

On the following pages, you will find examples from Capital's information databases.

Capital Community College - Information Databases - Windows Internet Explorer  
 http://www.ccc.comnet.edu/library/databases.htm

File Edit View Favorites Tools Help

Capital Community College - Information Databases

**THE ARTHUR C. BANKS LIBRARY**  
 at Capital Community College  
 950 Main Street Hartford CT 06103  
 860.906-5020

About Capital | Getting in Touch with Us | Giving to Capital | Website Directory

## Information Databases

Access databases from home via myCommNet. Once logged on click on the "Library" tab.  
 Show me how

### Magazine Databases

- Academic OneFile
- Academic Search Premier
- Associates Programs Source
- Expanded Academic
- Infotrac (General) OneFile
- MasterFile Premier
- Opposing Viewpoints Resource Center

### Newspaper Databases

- Boston Globe
- Christian Science Monitor
- Hartford Courant
- Hartford Courant Historical 1764-1922
- Hartford Courant Historical 1923- 1984
- iCONN Newsstand
- Los Angeles Times
- New York Times

Start | Inbox - Microsoft Outlo... | IDSTutor1.docx - Micro... | Document4 - Microsoft ... | Yahoo! Calendar - libcal... | Capital Community C... | 10:19 AM

Capital Community College - Information Databases - Windows Internet Explorer  
 http://www.ccc.comnet.edu/library/databases.htm

File Edit View Favorites Tools Help

Capital Community College - Information Databases

- Hartford Courant Historical 1923- 1984
- iCONN Newsstand
- Los Angeles Times
- New York Times
- New York Times Historical 1851-2004
- Newspaper Source
- Regional Business News
- Wall Street Journal
- Washington Post

### Reference Sources

- American National Biography
- AccessScience
- CQ Researcher
- CountryWatch
- Encyclopedia Britannica
- General Reference Center Gold
- Health and Wellness Resource Center
- Information Please
- Informe! (Revistas en Espanol)
- Statistical Abstracts

### Allied Health Databases

- Academic Search Premier
- CINAHL
- DSM Premium
- Expanded Academic
- Health and Wellness Resource Center
- Health Source:Nursing and Academic
- Medline

Start | Inbox - Microsoft Outlo... | IDSTutor1.docx - Micro... | Document4 - Microsoft ... | Yahoo! Calendar - libcal... | Capital Community C... | 10:20 AM

## GENERAL KNOWLEDGE JOURNALS/MAGAZINES: ACADEMIC SEARCH PREMIER

Below is a search page from one of our databases. It should be noted that all databases have their own search pages, all are a bit different, but all have similar components and capabilities. Enter your **search terms** or **keywords** in the search box, click the **Full Text** box, and click **Search**.

New Search | Publications | Subject Terms | Cited References | More ▾ | Sign In | Folder | Preferences | Languages ▾ | New Features!  
infoAnytime | Help

Capital Community College

Searching: **Academic Search Premier** | Choose Databases >

EBSCO  
HOST

stem cell research | Search | Clear ?

Search Options | Basic Search | Advanced Search | Visual Search | Search History

Search Options Reset

Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text  **Full Text**

Scholarly (Peer Reviewed) Journals

Publication

References Available

Published Date from

Month ▾ Year:  to

Month ▾ Year:

Publication Type

All

Periodical

A sample **Results** page from this database is shown on the next page.

The screenshot shows the EBSCOhost search results page for the query "stem cell research". The page displays 2796 results. A blue box with an arrow points to the title "1. This Cord Could Save a Life." with the text "Click on title". On the left side, four arrows point to the results count, the "Scholarly (Peer Reviewed) Journals" checkbox, the date range slider, and the "Update" button. The search results list two articles with their authors, journals, and subjects.

The above is a sample of the results page from the database *Academic Search Premier*. The total number of results can be very large. To limit your results you can perform the updates described below.

The four arrows on the left side of the page, from top to bottom, indicate the following:

1. The total number of results of your search.
2. To limit to scholarly or peer reviewed articles, click on the box that the second arrow is pointing to.
3. To limit by date, drag the small blue arrow to the right towards the "2010" side.
4. Then click on the Update link that the arrow is pointing to, and the new results number and updated list of results will be shown.

It must be noted that all databases have similar capabilities, but the search pages and the results pages all look very different. Once you learn to use one, the others will be easier to use. You will need to spend some time studying the results page to become familiar with how to limit your results.

The Capital Community College Library subscribes to the following information databases. This is only a partial list. (A complete list is available online at <http://www.ccc.commnet.edu/library/databases.htm>). **All journal databases are available off campus by using your Banner ID and password. See Appendix 2 for instructions.**

1. Academic Search Premier contains indexing and abstracts for more than 8,200 journals, with full text for more than 4,500 of those titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for nearly 1,000 titles. Academic Search Premier contains unmatched full text coverage in biology, chemistry, engineering, physics, psychology, religion & theology, etc. **You will use Academic Search Premier for this workbook assignment.**
2. ERIC is a database that indexes materials from the field of education.
3. Infotrac OneFile provides access to 4,900 full text journals and magazines. You can search for many subjects in this database. Many of the articles are full text.
4. CINAHL (Cumulative Index to Nursing and Allied Health Literature) contains journal information for subjects such as nursing, radiology technology, emergency medical technology, and medical assisting, among others.
5. Health Source provides coverage of 520 scholarly, full text journals dedicated to medical disciplines/

Practice looking for a journal article using **Academic Search Premier**. Select Academic Search premier at <http://www.ccc.commnet.edu/library/databases.htm>. It is listed under magazine databases.

1. Do a practice search on crime and juveniles.
2. Select full text.
3. Click on Search and view your records.
4. Pull down the sort by menu.
5. Select date
6. Select one full text article to understand how the information is displayed.

The most recent articles are displayed first and article titles are highlighted. Full text articles are indicated with HTML Full Text or PDF Full Text. Full text means that the entire article is available in the database. Non full text articles will display only an abstract or citation. (See the glossary for a definition of abstract and citation).

## CHAPTER 5

### FINDING INFORMATION: NEWSPAPERS

For accessing day-to-day events, newspapers are an excellent source of information. Current events can include foreign relations, local and national politics, natural disasters, social problems, among others. You can also use newspapers to find statistical information.

**All newspaper databases are available off campus by using your Banner ID and password. See Appendix 2 for instructions.**

The library subscribes to the following online newspaper databases that can be accessed at <http://www.ccc.commnet.edu/library/databases.htm>.

1. The Hartford Courant provides access to daily newspaper articles from 1992 to the present.
2. Newspaper Source: contains full-text articles from 159 regional U.S. newspapers. Total coverage includes more than 500,000 articles.
3. New York Times On-Line Database, 2002 to the Present offers full text articles and has superb coverage of national and international news plus coverage of important speeches and documents, Supreme Court decisions and presidential press conference transcripts.
4. Proquest Historical Newspapers: The New York Times (1851-2001) offers full page and article images with searchable full text back to the first issue. The collection includes digital reproductions, providing access to every page from every issue.
5. Proquest Historical Newspapers: The Hartford Courant includes full-page coverage from issue 1, volume 1 of the newspaper starting in 1764 with coverage to 1984.

The library subscribes to the following daily paper newspapers. Current and back issues of newspapers are located in the journal reading room.

1. Hartford Courant
2. Investor's Business Daily
3. New York Times
4. San Juan Star
5. USA Today
6. Wall Street Journal

## CHAPTER 6

### LIBRARY DATABASES VERSUS THE INTERNET

- Is there a difference between what is found in library databases and the Internet? The answer is yes. The library staff decides which databases to purchase by examining the college curriculum and deciding which databases will be helpful to our students.
- Academic Search Premier, Infotrac One File, Newspaper Source and Health Source are just some examples of library databases.
- The material in databases comes from reputable publishers and has been checked for accuracy and reliability. The opposite is true of the “open or free Internet”. Anyone with the knowledge of web page design can mount materials on the Internet. You have to be careful when you decide to use the Internet for researching a topic. Free web sites do not include all information for researching topics.
- Free websites may not give you access to older issues of magazines, journals and newspapers. Searching the free Internet can give you tens of thousands of sites, many of which are of questionable quality. There is no way to determine at first glance if Internet sites are reliable or not.
- Library databases are web based, meaning that information is searched through a web interface. If your instructor limits what they want you to find from the Internet they are not referring to the content of library databases.
- The full text articles in journal and newspaper databases are exactly the same as they would be found in the actual paper issue including illustrations, graphs and charts. For example, an article from Time magazine you found in Academic Search Premier is exactly the same as if you used the paper issue of Time.
- In some instances, you may find today’s newspaper on a website. Older issues of newspapers on the web often have a charge associated with them. In some instances, you may find a website for a magazine, such as Time or Newsweek. Accessing the older issues usually involves a fee. **Library journal and newspaper databases are free of charge to Capital faculty, staff and students.**
- Many years of back issues of magazines and journals are found in library databases. If you need assistance with library databases and the free Internet, please consult a reference librarian.

**THERE IS NO ASSIGNMENT FOR THIS CHAPTER**

## CHAPTER 7

### CRITICAL THINKING AND EVALUATION OF SOURCES

Critical thinking is learning to think for yourself and to develop your own independent opinions, backed by sound reasoning and support. It is learning to drop the role of passive student and to assume the role of a self-reliant thinker and researcher.

Critical thinking enters into important decisions in your daily life and affects your growth process in school and work. The term critical thinking describes the deliberate thinking that helps you to decide on what to believe and how to act. It helps you examine a problem or issue from many angles to arrive at the best possible solution.

Critical thinking is by no means restricted to academic matters. At certain points in our lives, each of us faces some decisions in which it is not clear how we should proceed. Examples can include career choices and educational choices. The act of purchasing a car involves critical thinking to a certain degree. Without thinking carefully, you may make spur of the moment decisions. In order to think critically you need to have sufficient background information concerning your subject. The information found in this chapter will assist you with the decision making process.

#### The Critical Thinking Process

Most personal and academic decisions require a basic critical thinking process. It is helpful to write your ideas and see them in front of you.

1. Determine what you hope to achieve as a result of the decision.
2. Gather information deliberately (read up on the issue, talk to knowledgeable people), make no hasty decision.
3. List all realistic possibilities for each choice
  - A. Consider the benefits/advantages
  - B. Consider the disadvantages
  - C. Foresee the worst and decide if you can live with it
  - D. Evaluate each choice by estimating its short and long-range consequences
  - E. Rank each factor in order of its importance and work out your priorities.
  - F. Make a choice.

To learn to think independently, consider the following guidelines:

1. Avoid making inaccurate generalizations, such as women are too emotional.
2. Avoid oversimplifying complex problems.
3. Accept that diversity of opinions exists.
4. Remain open to new or stronger ideas.
5. Withhold judgment until you are sure.
6. Evaluate for yourself the opinions of authorities.
7. Ask questions for clarification when speaking with someone who holds opposing views.

## 8. Avoid stereotypical thinking.

When doing research for college courses, apply critical thinking techniques when designing your search and evaluating materials found in books and journals related to your search.

In many cases, students are taught only where and how to find information and the mechanics of writing a research paper (how to tie your research into a coherent paper). Students need to learn how to evaluate various sources of information in order to have a research paper that is balanced, in terms of scholarly articles and general interest ones. Scholarly articles are usually focused on a particular subject area and can include such titles as the Journal of Advertising, Journal of the American Medical Association, Journal of Basic Writing, etc. General interest titles include Newsweek, Time, U.S. News and World Report, etc.

Authors of scholarly articles are experts in their field of study and generally write articles in one subject area. The authors at Time magazine write a variety of articles on various subjects. One week they may write an article on a new AIDS treatment, and later an article on United States foreign policy. These writers are not usually experts in a particular subject. Please look at <http://www.ccc.commnet.edu/library/scholarly.htm> for a chart explaining how to distinguish scholarly vs. popular or general interest periodicals.

When you read a book or an article, you need to focus on several key points:

1. Is the article or book biased? This means does the author try to influence the reader in thinking one way or another.

2. Does the background of the author lead to conclusions concerning the article? For example, would the director of an animal testing laboratory write an article that is different from that of a member of an animal rights group?

3. What is the authority of the author? Is the author an expert in this particular field of study? Does the article or book give any background information on the author? Are they a Ph.D. in a subject, a physician or researcher?

4. Is the article scholarly or of general interest? A scholarly article should include research findings, statistics, a bibliography and references. Experts in a particular subject should write it. General interest titles are usually not written by subject experts.

5. How are articles accepted for publication? Most scholarly journals have an editorial board comprised of individuals in the subject area who determine which articles to accept for publication.

6. Is there an abstract at the beginning of the article? An abstract is a summary of the article. Most scholarly articles have an abstract at the beginning.

7. When looking at books, keep in mind the following questions:

- A. Do you need books which cover new technologies; for example in computers or nursing?
- B. Do you need a book with up-to-date statistics?
- C. Do you need sources that cover new trends in a particular area?

If you answered **yes** to any of the above questions, pay particular attention to the publication date of the books.

8. When reading books, you may want to look for book reviews or a critical analysis. Also, you could look for background information on the author that may give you insight as to why they wrote the book.

Another aspect of the critical thinking process is the ability to narrow a research topic into smaller pieces. For example, your teacher has asked you to write a paper on an aspect of the American Civil War. There are thousands of books on this subject covering a wide range of subtopics. You would want to narrow down this topic to something more manageable. One could write about the role of the Civil War generals or one of the causes of the war. The same process can be applied to searching for journal articles. For example, if you decide to write a paper on Aids, you can narrow your search to locate articles on Aids and Infants and Treatment. Using this process you can find enough information on a subject without being overwhelmed.

## CHAPTER 8

### WEB PAGE EVALUATION

In this chapter, you will learn how to evaluate a web page. In a previous chapter you read how to evaluate a journal article and newspaper article. Also, you know that everything you read in a book or magazine is not always valid. Many people believe that the all information found on the Internet is the same as what can be found in a journal database or newspaper database. There is a great deal of editorial control over what is published in journal and newspaper articles. Publishers of journals and newspapers have editors who examine article content before publication.

The web address, or URL (Universal Resource Locator) will appear on any printouts you make from the websites. Internet addresses vary, but have some things in common. For example, the Internet site and address for the Godiva Chocolate Company is <http://www.godiva.com>. The Internet address for the L.L. Bean catalog is <http://www.llbean.com>. These are commercial enterprises with something to sell. For Yale University, the URL is <http://www.yale.edu>. An academic (“edu”) site will tend to include scholarly research. The address for the U.S. Census Bureau is <http://www.census.gov>. State, local and federal government websites contain facts, information, statistics and instructions. And the address for Habitat for Humanity International is <http://www.habitat.org>. Non-profit organizations often lobby to change people’s opinions, or advertise a philosophy or political party.

When you use the Internet for research, please be aware that there are many web sites of questionable value. Any person with basic web design knowledge can mount a web page. When researching topics on the Internet, pay careful attention to the sites you access. Reputable Internet sites can include educational institutions, hospitals, libraries, and government sites, such as the Census Bureau or company sites, where you can access financial information. If you cannot tell the background or qualifications of the creator of a homepage, try looking for another site.

You must critically look at web pages in the same way as you look at books, journals or newspaper articles. You must ask yourself the same questions. (1) Is the web page biased? Does it have a prejudice toward an idea or cause? Does the site try to influence you in any way? (2) What is the authority of the web page author? (3) Can you determine the background of the author? (4) Is the author an expert in the field that the web page covers? (5) Does the web page offer facts, statistics, data or just opinions? (6) Does the web page author tell you where they found their facts or information? (7) Does the site have a bibliography or list of sources? To find criteria for evaluating web pages, look on the library web page under the link for Evaluating Web Pages. Use this guide to determine if a particular web page would be appropriate for your assignment. You should get into the habit of looking at sites with various domain names to understand how they differ. Here is a list of internet domain names, which serve to identify web pages.

1. .gov is used for government agencies. For example, <http://www.census.gov> is the site for the Census Bureau. Government sites are excellent sources of information because they tend to offer mainly facts, statistics and data. These sites do not usually offer just opinions.
2. .edu is used for academic institutions. For example, <http://www.ccc.comnet.edu> is the site for Capital Community College.

Academic institutions are also good sites but in some cases the web pages may contain opinions not facts or data. Student research papers are usually included in academic web sites. You should not use student research papers for your research because most students generally do not have an expertise in a given subject.

3. .org is used for non profit organizations. For example, <http://www.ala.org> is the site for the American Library Association. Some non profit organizations may try to influence your opinion concerning various topics.
4. .com is used for commercial businesses. For example, <http://www.pratt-whitney.com> is the website for the Pratt and Whitney Company. Commercial sites usually give company information but in many cases may try to sell you products.

Use the follow links to evaluate web pages:

<http://www.library.cornell.edu/olinuris/ref/research/webcrit.html>

[http://www.lesley.edu/library/guides/research/evaluating\\_web.html](http://www.lesley.edu/library/guides/research/evaluating_web.html)

<http://www.ccc.commnet.edu/library/webchecklist.htm>.

## CHAPTER 9

### REFERENCE SOURCES

A reference source can be a book or on-line source that refers to brief and specific information or gives a concise introduction to a topic. There are many types of reference sources, including encyclopedias, dictionaries, almanacs, directories and sources of statistics. Researchers can quickly determine its purpose, scope and arrangement as well as how to use it most effectively. Many reference sources come in both a print or on-line version.

The following is an overview of various types of reference sources:

#### 1. Indexes to Materials in Collections

These are various specialized indexes that are classified as reference books, such as (1) Play Index and (2) Short Story Index.

#### 2. Sources of Biographical Information

Biographical information can be found in many places. Encyclopedias, yearbooks and directories are particularly useful. There are dictionaries and indexes devoted to information about people. CT is the Library of Congress Classification number for biographical sources. Examples include (1) Dictionary of World Biography and (2) Current Biography.

#### 3. Almanacs

Almanacs contain a wide variety of brief facts and statistics. Many contain directory and biographical information. Most will give a chronology of major events of the preceding year. Examples are (1) Universal Almanac and (2) World Almanac and Book of Facts.

#### 4. Directories

Directories include a variety of information about people and organizations, such as names, addresses, history and publications. Examples are (1) Encyclopedia of Associations and (2) American Library Directory.

#### 5. Sources of Statistical Information

These sources offer a wide range of statistical information, such as number of employed persons in the United States, number of households, etc. An example of a source is the Statistical Abstract of the United States.

## 6. Atlases

An atlas is a bound set of maps with an index.

## 7. General and Subject Encyclopedias

General encyclopedias contain information in articles on subjects in various subject areas. Examples include: (1) World Book Encyclopedia and (2) Academic American Encyclopedia. Subject encyclopedias contain broader information in a specific subject area and are more detailed than general encyclopedias. Examples include: (1) Encyclopedia of Religion and Ethics and (2) Encyclopedia of Black America.

## 8. Language and Subject Dictionaries

Language dictionaries can include the following: spelling, pronunciation, meaning, and abbreviation, among others. In addition to English language, there are other foreign language dictionaries and bilingual (such as Spanish-English) dictionaries. There are also dictionaries that include slang and dialect.

The following pages give you examples on searching Encyclopedia Britannica and Country Watch.

In Country Watch, there are three ways to search for a country:

1. Enter the name of the country in the Search Box in the upper right hand corner.
2. Use the Pull Down menu and select a country from the list
3. Click on "View Full Country List" and then select your country.

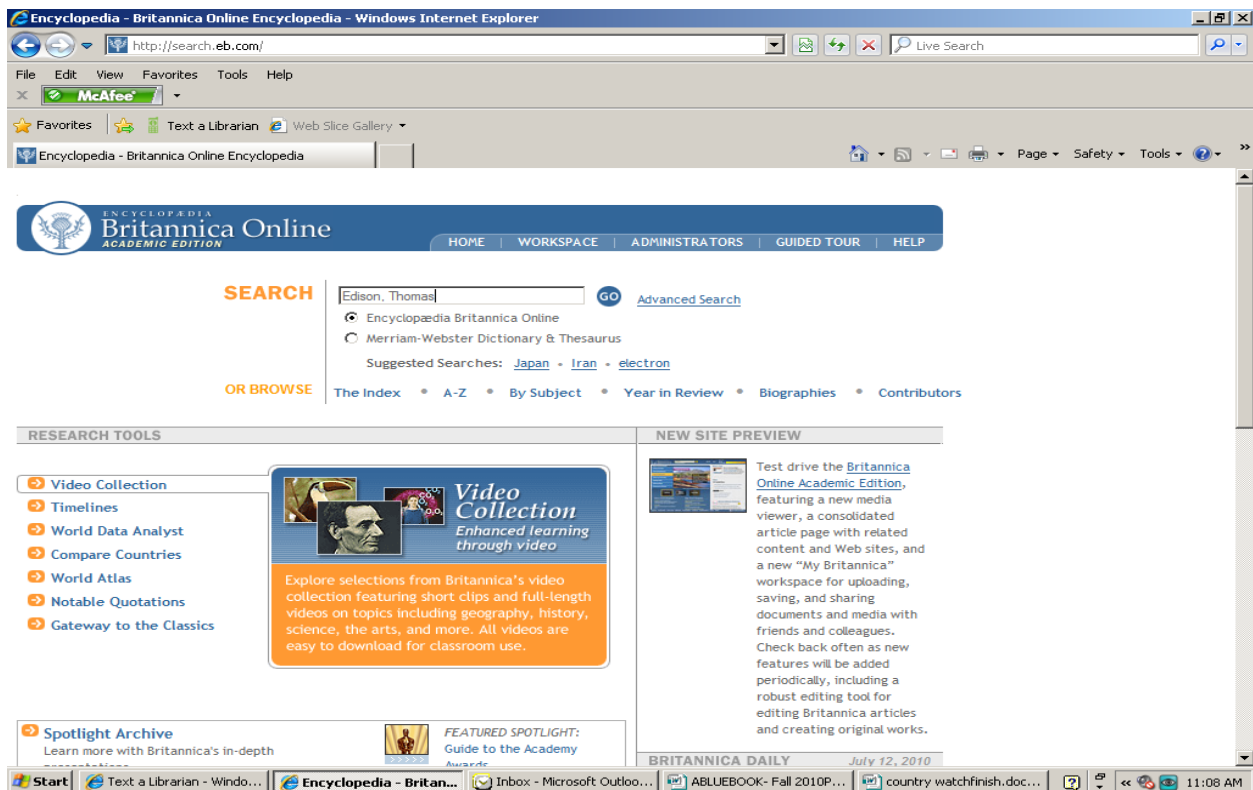


Figure 1 Search Screen



Figure 2 Results Screen



Figure 3 Search Box, Pull Down Menu and Country List links

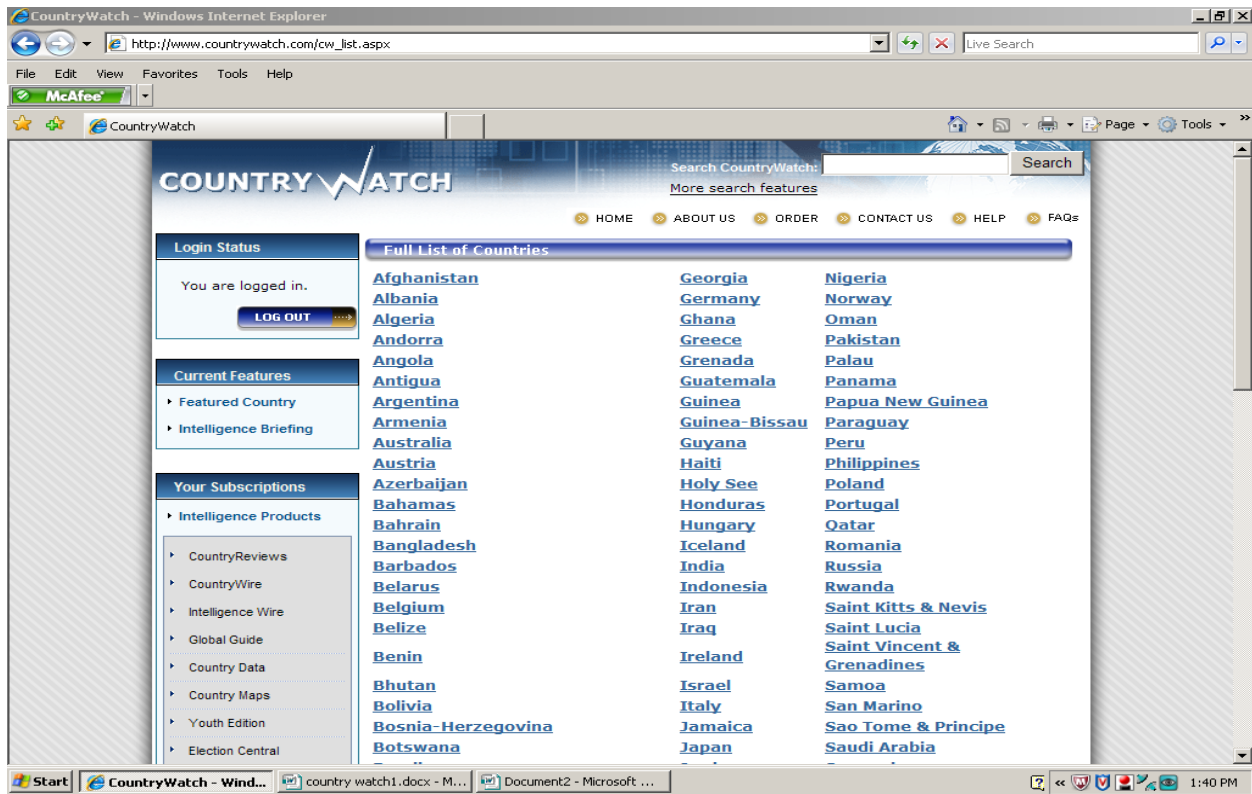


Figure 4 Country List Displayed

## CHAPTER 10

### DESIGNING YOUR SEARCH STRATEGY

This chapter will help you plan a library search strategy. This strategy should be developed before you begin to research a subject. In many instances, students beginning a research project decide to look at only one source of information, such as books. They usually do not analyze their topics according to the following questions:

1. Do I need current information for my research? If so, should I consider using journal or newspaper articles? (See Chapters 4 and 5)

2. Are books a more suitable source of information? Do I need books which have up-to-date statistics or which include new technologies? (See Chapters 3 and 7)

3. Which sources will give me an overview? Which will give me concise information? (See Chapter 9)

4. Are there other resources other than books, journals or newspapers that may help me in my research? (See Chapter 8)

**There is no assignment for this chapter.**

## CHAPTER 11

### DOCUMENTING YOUR SOURCES

- This chapter will help you briefly understand what is required when you write a research paper.
- After you formulate your research question, examine various sources of information and write your paper. The final product should be uniquely yours. If you decide to use the ideas, to paraphrase or to use the exact words of an author, you have to give that person credit. If you do not give the author appropriate credit you are guilty of plagiarism.
- Webster's dictionary defines plagiarism as stealing and passing off the ideas and words of another as one's own. "Ideas" or "words" can include written or spoken material, statistics, lab results, and artwork, among others. If you have quoted a published writer or critic in a book, magazine, encyclopedia, or journal; another student at this college or elsewhere, a paper writing "service" which offers to sell written papers for a fee, or various Internet sites, you must give appropriate credit in your paper. Internet sites must also be properly cited in your paper.
- The library subscribes to Turnitin software which detects plagiarized assignments. The professor teaching the course determines the penalty for plagiarism.
- The MLA and APA Sample Papers found in the college library and on the college library website under Citation Help give you information concerning gathering materials and documenting your work in the proper format. The guides give you examples of citing books, encyclopedia articles, journals, newspapers, interviews, audio-visual materials, Internet sites, and radio or television broadcasts. If you need assistance with the guide, please contact a reference librarian.

**There is no assignment for this chapter**

## APPENDIX ONE

### GLOSSARY OF LIBRARY TERMS

1. **Abstract-** A summary, usually of a journal article. Many of our journal databases include abstracts of articles.
2. **Almanac-** A reference book published annually containing various facts. It is useful for locating brief information and statistical data.
3. **Autobiography-** A book written by the person such as the Autobiography of Benjamin Franklin.
4. **Bibliography-** A list of books and/or journal articles usually appearing at the end of a book or journal article. It can lead to additional sources of information.
5. **Biography-** A book written about a person by another person.
6. **Book Stacks-** The shelves where books, either reference or circulating are located.
7. **Call Number-** A group of letters and numbers, given to books in the library. Books are arranged in the library by call number.
8. **CCC Journals List-** An alphabetical list of journals and magazines in the Capital Community Library. It is available on the library's web page. Consult this list before looking for journals on the shelves. This list indicates starting dates and ending dates, if applicable.
9. **Citation-** Brief information about a book or journal article. It usually includes, author, title and copyright date or article date. A complete citation includes information, such as author, page number, volume number and publication date.
10. **Dictionary-** A book composed of an alphabetical listing of words with their meanings. There are general dictionaries of English and other languages. There are specialized subject dictionaries in fields such as business, law, and medicine, among others.
11. **Encyclopedia-** A reference book, either general or subject specific, which provides background information and specific facts.
12. **Full Text Article:** A journal or newspaper article that is displayed fully on the computer screen.
13. **Journal-** Usually published by an institution or group. It is more scholarly than magazines, such as Newsweek or Time. See Chapter 3 for a more detailed explanation of journals.

14. **Journal Database-** Databases can be general or related to a specific discipline, such as Business, Education or Nursing. Journal databases are very useful for looking for the most current information. Databases are always computerized.

15. **Magazine-** Usually general in scope. Titles can include Cosmopolitan, Good Housekeeping, Newsweek and Time. See Chapter 3 for a more detailed explanation of magazines.

16. **Newspaper Database-** Newspaper articles in a computerized format.

17. **Periodical-** Another term which refers to magazines, journals and newspapers.

16. **ReQuest-** The statewide computerized catalog for looking up locations of books and journals. Use this computer if you cannot find your information in the library catalog.

17. **Serial-** Another term which refers to magazines, journals and newspapers

## APPENDIX TWO

### ACCESSING LIBRARY DATABASES OFF CAMPUS

You will need to know your Banner ID and 8 character password in order to use the library databases off campus. The password is the same one you use to logon to the computers at the college. It is also used to view your grades, print out an unofficial transcript, check your financial aid status and use Blackboard Vista.

**Use the following steps to use the library off campus. You can view a brief tutorial on how to use the library off campus at <http://www.ccc.commnet.edu/library/camtasia/mycommnet1.html>.**

From the library web page <http://www.ccc.commnet.edu/library>, select **MyCommNet**. There is also a link on the college homepage at <http://www.ccc.commnet.edu>.

1. Enter your Banner ID. An example is [00000000@student.commnet.edu](mailto:00000000@student.commnet.edu). Your Banner ID consists of 8 numbers. Your password has to be at least 8 characters in length. It has to include at least one capital letter and at least one number.
2. After you login, select the library tab. You will see a quick link to the library catalog and below this you will see the library databases.