FYE 101: Library Component

Handouts

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INTERNET

The Internet & World Wide Web

(Use with Internet Exercise 1)

OBJECTIVES: Upon completion of the Internet & World Wide Web component you will be able to:

- Demonstrate Internet searching abilities by performing searches within the basic and advanced search options in various search engines.
- (Along with completion of the other components). Compare the differences and similarities between the Internet, Electronic Databases, and Print Resources.

How did the Internet Begin? (History of the Internet)

- The Internet began as a concept to link together computers throughout the United States.
- In the beginning, only government computers, the military, and universities receiving defense-related funding were linked together by the Internet.
- Now, everyone has potential access to the Internet.

What is on the Internet? Who Controls It?

- The Internet encompasses more than just the World Wide Web. It includes file transfer, e-mail, and streaming media.
- No one organization controls the Internet. It is operated by telecommunication companies around the globe who maintain and provide access to small telecommunications companies and their customers.

What is the World Wide Web?

- The Web was developed in the late 1980’s when a physicist (Tim Berners-Lee) wrote a program to share his documents with colleagues through hypertext documents and web browsers.
- In 1992, Congress passed legislation to allow commercial entities access to the Internet. At that point, the World Wide Web’s popularity skyrocketed.
- The Web consists of files called Web pages. These Web pages are delivered to users’ computers through a Web browser.
- Currently the Web provides text, video, and other multimedia material, making it an extremely popular medium.

The Web Browser

- A Web browser is a software application that “reads” the Web pages, which are written in Hypertext Markup Language (HTML). Web pages are converted into a readable form.
- Examples of Web browsers include Microsoft Internet Explorer, Netscape Navigator, Mozilla Firefox, Google Chrome, and Apple’s Safari.
The Web browser used at Sullivan University is Microsoft Internet Explorer (IE). NOTE: Look for the big, blue E icon on the computer desktop.

Are There Limitations or Problems with the Web and Web Pages?

The Answer is YES.

- Web pages can be removed, redesigned or updated, without user notification.
  - This can cause information to be lost or allow information to become, in a sense, misinformation, which has the potential to be dangerous for information searchers.
- Not everything can be found on the Web.
- There can be too much information on the Web, leaving the user confused and frustrated.
- Anyone potentially has the ability to place information on the Web. The information may not be reliable or valid and, in some cases, actually harmful.
  - Due to the accessibility to Web publishing, it is the user’s responsibility to evaluate any and all information retrieved from the Web.
- Not everything on the Web is free.

You Can Access (Get To) Web Pages in a Variety of Ways

- A user may type in the Uniform Resource Locator (URL), also known as the Web address in the browser’s address field.
- While ‘surfing’ through different Web pages, a user may find hyperlinks (links) to other Web pages.
- Users may use a Search Tool such as Google, Microsoft’s Bing, or Yahoo! to search the Web.

What is the Uniform Resource Locator (URL)?

- The URL, or Uniform Resource Locator, is the web address assigned to every page on the Web.
- The Web browser uses the URL to find and retrieve the requested information on another computer. When the information is found, it is displayed on the user’s computer monitor.
- The make-up of a URL (Web address):

  ![URL Diagram]

  - As you can see above, URLs (Web addresses) are made up of different components, one being a domain.
  - A domain helps the user to identify the type of organization that is associated with the Web page.
  - Here are some examples of domains:
• NOTE: Remember that a .com Web page may not be the most credible Web page due to the bias of commercial entities.

What are Search Tools? How Do They Work?

• There are many different types of search tools. These help you locate information from the Web.
• But... it is important to remember that no single search tool can locate each and every Web site. Various search tools search different and overlapping parts of the Web.
• The types of search vehicles include:
  o Search engines
  o Subject directories
  o Metasearch engines

Search Engines

o Examples include:
  ▪ Google (http://www.google.com)
  ▪ Bing (http://bing.com)
  ▪ DuckDuckGo (https://duckduckgo.com/)
    ➢ A search engine is automated and the information is compiled by computers. Search engines may contain only 1/6 or less of all of the pages on the entire Web. This means a user may miss over 75% of available Web information with the use of 1 search engine.
    ➢ Users can search for some or all of the words appearing on a Web page.
    ➢ Users frequently get thousands and millions of results. Many results may not be what the user wants.
    ➢ IMPORTANT: When using a search engine, make sure to evaluate everything you find. The information found using a search engine is mainly unevaluated information.

Web Subject Directories

➢ Web subject directories are a collection of Web pages gathered by the creators of the directory or submitted by volunteers or publishers of Web pages.
➢ The Web pages in a directory are classified by subject.
➢ Web subject directories can be useful for researching broad subjects or topics.
➢ Though the web pages in a Web subject directory may have been evaluated prior to placement on the directory, the user is still responsible for thoroughly evaluating the Web page.
MetaSearch Engines

- Examples include:
  - Dogpile (http://www.dogpile.com) and Metacrawler (http://www.metacrawler.com) search Bing, Google, and Yahoo! simultaneously.
  - Google has a feature that will allow you to create your own custom metasearch (http://www.google.com/cse/). A Google or G-mail account is needed in order to access this beta feature.

- A MetaSearch Engine is very similar to a search engine but searches more than one search engine or Web subject directory at the same time.
- Metasearch Engines often retrieve information that presents no relationship to the requested query.

How Can I Effectively Search the Web?

- Knowing which search engine to use is not the only objective when learning about searching the Web. Knowing how to search effectively is also a must.

1. Read the search tools HELP page for instructions on how to perform an effective search.
2. Before you begin your search, figure out what it is that you are searching for. Get together a list of keywords and synonyms of the keywords that will help you in your search.
3. If you are retrieving few or no hits, check your spelling.
4. Remember, search tools calculate the number of times your search term appears on a page. If you are not retrieving the appropriate material, try a different search term. Remember, no one search tool searches the entire Web.
5. If you performed a search and had 1 million (1,000,000) sites on your results list, and decided to look at each site, at a rate of one site per second, it would take you 11.5 days to look at all the sites. That is looking at web pages 24 hours a day. Using an Advanced Search can help you define or narrow your search.
**Google® (http://www.google.com)**

**WHAT IS GOOGLE®?**
According to the Google Web site, Google® is the “world’s largest search engine.” It is one of the most popular sites on the Internet. Millions of people search through Google® daily.

Search features of Google® include: the Basic Search and the Advanced Search. The web is usually searched using Google® but a user can also specify a search that looks only for images or videos.

**THE GOOGLE SEARCH ENGINE:**

**Google® Basic Search**

To use Google’s® Basic Search function:

- Type one or more search terms (keywords) into the search box and click SEARCH.
- The Google® basic search automatically searches for all of the search terms. Web pages are returned that includes ALL of the search terms.
- NOTE: Google® is not case sensitive. The search engine searches for all search terms in lower case.
- The user will often get many, many Web page results with the Basic Search.
- There is an “I'm Feeling Lucky” button that can be clicked. This will retrieve the one (1) Web page which was felt to be most relevant by Google®. However, using this feature may cause the user to miss other, useful Web sites.

**Google® Advanced Search**

The Google® Advanced Search contains options that can help the user conduct more precise and relevant searches. This search can save the user time and prevent frustration.

With the Advanced Search, the user can:

- Find web pages that have...
  - All these words (narrows a search)
  - This exact wording or phrase (narrows a search)
  - One or more of these words (broadens a search)

- Limit results by...
  - Not showing pages that have “any of these unwanted words”
  - Language
  - Date (how recent the page is)
  - Site or Domain (i.e., .edu, .gov, .org, etc.)
  - As well as other limiting options

**OTHER GOOGLE® FEATURES:**

In addition to the Google® search engine, there are many other applications and search features available to the public.

Google® provides access to applications such as: Gmail (http://www.gmail.com), Google calendar (http://www.google.com/calendar), and Google docs (http://docs.google.com). Some Internet websites that have been acquired by Google® include: Blogger (http://www.blogger.com) and YouTube (http://www.youtube.com).

Of particular interest are two special Google® searches: Google® Scholar and Google® Books.
Google® Scholar ([http://scholar.google.com](http://scholar.google.com))

According to Google® Scholar, this search “provides a simple way to broadly search for scholarly literature.” Sources from the various academic disciplines include: articles, books, court opinions, abstracts from the “world of scholarly research.” Many Google® Scholar results are not available in full-text, but as a citation or brief abstract.

Google® Books ([http://books.google.com](http://books.google.com))

Google® provides a search for digitalized books. There are several types of results available, depending on agreements with authors and publishers as well as the books' copyright:

- **Free Google eBooks** – The full text of the entire publication is available. However, a majority of the books listed on Google Books are out of copyright (i.e., are not in the public domain). For those books still under copyright that provide complete full text, the copyright owner (the author or publisher) has “asked to make the book fully viewable.”
- **Preview available** – In this case, the author or publisher has given permission for a limited number of pages to be viewable as a book “preview.”
- **Google eBooks** – The books found here may have full text but most are available for purchase.
- **No preview available** – Only basic information about a book is available.

Google Books has caused a great deal of controversy. A few years ago, Google® was sued by several publishers and authors in an effort to discontinue or change Google® Books. In November 2009, a preliminary settlement agreement was reached that will allow Google® to make many out-of-print books available for “preview, reading, and purchase in the U.S.” New options for reading “entire books” will be made available including: the option to purchase online access to books; institutional subscriptions to libraries and universities; and information on how to buy or borrow books from bookstores or libraries.

**Other features and types of searches:**

- **Google® Finance** ([http://www.google.com/finance](http://www.google.com/finance))

**Evaluating Web Pages/Dangers of the Web**

*(Use with Internet Exercise 2)*

**OBJECTIVE:** Upon completion of the *Evaluating Web Pages/Dangers of the Web* component, you will be able to:

- Put into practice evaluation guidelines, including currency, accuracy, objectivity, and authority, when viewing and utilizing Web pages.
- Have information to help you avoid common email phishing scams and social networking problems with your awareness of Internet safety precautions.

It is important to evaluate Web pages very carefully. Since Web pages can be published by anyone, certain Web pages may contain false, hurtful, or inaccurate information. Use the four criteria below for evaluating Web pages.

**Authority**

- Is it clear who wrote the information, and do they provide a list of qualifications and a contact link?
- Is there a link to the institution or organization that sponsored the Web page?
- Is there a way to verify the legitimacy of the sponsor?
- Can you get to the root Web site?
- Is there a link provided to send comments or suggestions to the author?
- **CAUTION:** Avoid using anonymous information on Web pages.

**Accuracy**

- Are the sources clearly listed?
- Is the information free of grammatical errors?
- If there are charts or graphs, are they clearly labeled and easy to read?
- If there any evidence of biasness?
- Are your hopes for the Web page causing your interpretation of the page to become biased?
- **SUGGESTION:** Look for the “About Us” link to find out more about the investors or creators of the Web page.

**Currency**

- Are there dates on the Web page to tell:
  - When the page was written?
  - When it was placed on the Web?
  - When it was last revised?
- **CAUTION:** Undated or outdated material is no better than anonymous material. Avoid using it.

**Objectivity**

- What are the objectives or goals of the Web page? Does the Web page meet those objectives or goals?
- How detailed is the Web page’s information?
- What is the tone of the Web page? Is it a satirical page or spoof, or is its focus serious or academic?

Also... remember that Web pages are written for different types of audiences. Some Web pages may be appropriate for research or a school paper. Other Web pages are meant for viewing by children or the general population. It is important to determine the audience for a Web page.
Dangers of the Web

Social Networking Tools

Did you know?...

- That social networking Web sites such as Facebook are a rapidly growing component of the Web?
- On these Web sites, as well as blogs and personal Web pages, students and others post information about themselves and their interests.
- Potential employers, schools, and other entities are “Googling” and viewing Facebook and other Web pages for background checks?
- Posting information about bad habits (i.e., drinking, gambling, use of illegal drugs, etc.), posting provocative photographs, or making negative statements about your job, your teacher, and others may impact your ability to find a job and have legal ramifications.

Steven Rothberg of College.Recruiter.com, during a 2006 NBC Nightly News interview, stated that a posting on the Web may “be out there forever.” He advises to only post information online that you “would feel comfortable sharing with your grandmother.”


Remember…

- People online are not always who they seem to be. Someone posting to a Web site as a 19-year old student may in reality be a 44-year old sexual predator.
- Anything posted on the Web can become public information.
- Even if you set a privacy setting on your Web page, sending a message to anyone (even if not specified in your settings), may allow that person to view your Web page.
- It is essential to use safety precautions when posting anything to the Web. These precautions include:
  - Do not include any personal information such as your home address and your telephone number on a Web page.
  - Do not give out detailed information about your activities.
  - Do not meet in person with someone you “meet” online. If you do, meet in a public place and take a friend as backup. Be very, very cautious.
  - Use the privacy features on a Web site. They are not 100% secure but can prevent some issues.
  - Do not ever post anything on a Web page that you may be embarrassed about in the future. Do not post anything that could harm you in your career, personal, or school life.
  - Report any user abuse that you may find on the Web.
E-Mail Phishing and Scams

Unscrupulous people and con artists may send unsolicited emails. For example, a common scam is the following:

An email is sent explaining that their money is tied up in another country and, if you will help them by sending a small amount of money for fees or providing bank account access, etc., you will be receive a large amount of money in return. If you fall for this scheme, the con artist(s) gets your money plus possible access to your bank account.

Some scams are easy to detect; others are more difficult to recognize. Phishing is one way in which thieves are able to steal money or someone’s identity.

What is Phishing?

According to the Federal Trade Commission (FTC), “phishers” send an email or pop-up message that claims to be from a business or organization that you may deal with. The message may ask you to “update,” “validate,” or “confirm” account information.” You are given a link to a website “that looks just like a legitimate organization’s site. But it isn’t. It’s a bogus site whose sole purpose is to trick you into divulging your personal information.” In this way, if you respond to a bogus site, the phishers “steal your identity and run up bills or commit crimes in your name.” (https://www.consumer.ftc.gov/). These phishing emails and pop-ups are very tricky, often look very official, and may be hard to detect.

Ways to Protect Yourself from a Phishing Attack

1. Do not reply to an email or pop-up message that asks for personal or financial information. Do not click on the link that may be provided in the email. Do not call the phone number that is provided in the email.
   ♦ If you are concerned, contact that business or bank directly – use a phone number that you know to be correct or open a new web browser and type in the company’s email address yourself. Do not cut and paste the link from the email to the Internet browser.

2. Do not open any attachments related to the email. This could cause a virus, spyware, or other software to be loaded on your computer, creating havoc on your computer and/or allowing your personal information to be leaked.

3. Use anti-virus software, but remember nothing is foolproof. (Sullivan University has anti-viral and firewall protections, but occasionally a hoax email comes through).

4. Do not email personal or financial information if at all possible. Try to buy online from companies that you trust. Always go to the companies’ web address and look at the web address carefully – for example, numbers in the front of a web address usually indicate a scam (for example, http://134.555/www.ebay.com is not a valid web address). If you have begun (initiated) a transaction with a company or organization and need to use credit card information, checking information, etc., look for “indicators that the website is secure,” such as https in the website name (again, nothing is foolproof, so always use caution).

5. Review credit card and bank account information frequently.

6. If you receive a phishing email, report this to the impersonated company or organization.
OBJECTIVE: Upon completion of The Sullivan University Lexington Library Website component you will be able to:

- Demonstrate skill in locating information using Sullivan University Library’s Website.
- Understand the different components of the website.

Where is the Website Located?

- The Website is available 24 hours a day.

What is the Library’s Mission?

- The library’s mission is to support the University’s mission in the pursuit of academic, instructional, and institutional excellence.

Why is the Website Important to Students?

- From the library’s main webpage, you can access many of the library’s services and resources.

What Services and Resources are Available?

- The Online Catalog
  - By clicking on the BOOKS tab, you can go to the OPAC (the online catalog). You can also put a search term in the search field in the middle of the library’s main page to enter the library’s online catalog.

- Electronic Databases
  - By clicking on the DATABASES tab, you will be taken to the Database webpage. Follow the instructions to access the various databases, both on-campus and off-campus.

- Resources
  - Click on the RESOURCES link at the top of the page to see and access links to research guides and FYE course materials.

What Else Can Be Found On the Library’s Main Web Page?

- You can find current library news and information by clicking on the social media buttons on the bottom of the page. The library has a Facebook and Pinterest page, a blog on Blogger, and accounts with Tumblr and Twitter.
- The FREQUENTLY ASKED QUESTIONS tab contains information about the policies for the SU Libraries.
- The library operating hours are in the center of the library’s homepage: http://library.sullivan.edu/lexington, or you can find them in the FAQ list, which is located by clicking on the About tab.
I Have a Question About the Library. What Do I Do?

- Check out the library’s BLOG or FACEBOOK account.
- Call the library at 858-514-3359.
- Please, always remember, the library staff is always eager and happy to assist you.
Top 10 Things All Students Should Know About the Sullivan University Library

1. The library’s website: http://library.sullivan.edu/lexington is a great source of info!

2. You can go to journal articles and e-books using online library resources 24/7, both on- and off-campus, as long as you have Internet access.

3. Research help is available! Need help finding information? Need help getting started? Ask the library staff in person, by phone, or by email!

4. Be “in the know!” Online Research Guides are available on a variety of subjects. You can find information about some of the best books, databases, and websites for a topic.

5. The library’s online catalog lists books, DVDs, and other items at all of the Sullivan University System campuses. If an item you need is at another campus library, it can be sent to the Lexington campus for you!

6. For students who live near the campus, the library building is open 76 hours a week! (except during breaks and holidays).

7. The library is not just books! Come to the library to study, use the computers, find information, ask for help, and much more!!

8. Your Sullivan ID is also your “library card.” Use it to check out up to 10 library items for 2 weeks at a time.

9. Escape the apartment, dorm, or home! The library provides an alternative place to study, work on a paper, or use a computer with printer capabilities.

10. The library staff is friendly. We enjoy helping you. Let us know how we can assist you with your research needs.

Be our friend! Like the library on Facebook! Follow us on Twitter! See what is posted on our Pinterest!
What is a database?

A database consists of organized pieces of information placed into records.

- For example, a file cabinet could be considered a very basic form of a database. The cabinet contains folder files (records) that contain papers (pieces of information). The folders and pieces of information are placed in some sort of order for easy access.

What is an electronic (online) database?

- Most online databases contain articles and citations to articles. You have access to subscription databases through Sullivan University. Subscription databases are usually fee-based and contain articles made available through an agreement with the original publishers. Sullivan University has purchased the rights to access these databases. The contents of these databases are not available to the general public.
- Online databases are usually web-based; they are accessed through the web, but do not search the web for their results. When you perform a search in an online database you are searching the database’s listing of articles, abstracts, and in many cases, the full text of articles.
- An electronic database is not considered to be: a “regular” web page, e.g., a web page from an individual or institution; or a web search engine, such as Google® or Bing®.

What are some of the benefits of electronic (online) databases?

- Speed with which a search can be completed:
  - You can simply enter a few search terms and instantaneously retrieve a number of results.
- Remote access:
  - You can often access databases off-campus as well as on-campus with an Internet connection.
- Multiple access points in a search:
  - You can combine search terms in a search instead of looking for one search term at a time.
- Currency of articles:
  - Electronic databases are updated frequently, providing the most current information.
What are some of the disadvantages of electronic (online) databases?

- Spelling errors:
  - If a search term is misspelled, you will not find results.
- Too much information:
  - Without using a proper search strategy, you may retrieve too many results with irrelevant information.
- Unfamiliarity with an electronic database:
  - If you do not know how to use the electronic database, it may be difficult to retrieve relevant results. It is always helpful to read the HELP page.

Types of electronic (online) databases

- There are many, many different types of electronic databases in the world today, including statistical databases, image databases, and more.

- Most databases are either full-text and/or bibliographic in nature:
  - The full-text databases contain complete articles.
  - The bibliographic databases contain citations (this indicates where the article came from) and/or abstracts (a short summary of the article).

Electronic (online) databases provide many functions for the user, including basic and advanced searching. At Sullivan University, you have access to number of unique electronic databases.

BIBLIOGRAPHY:

Free Web vs. Library’s Online Resources (Databases)
(Supplement to the Electronic Databases Assignments)

<table>
<thead>
<tr>
<th>Which to use first?</th>
<th>A quick guide to better-bet starting points for free, round-the-clock, reliable research...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Free Web</strong></td>
<td>General. Quick and easy for small tasks. Broad sweep of all information openly available online.</td>
</tr>
<tr>
<td><strong>Your Library’s Online Resources</strong> (aka “Hidden Web”)</td>
<td>Designed to help pinpoint information for research and class assignments. Information chosen by librarians for relevance to curriculum, correlation to academic standards. Student tested. Teacher approved.</td>
</tr>
</tbody>
</table>

**Quality, type, and relevance of information**
- Search results are websites, ranked by relevancy determined by computer programs. Unreliable for getting to deep archives, peer-reviewed or refereed content. Links to information that can be out of date and/or taken from sources unknown or open to question.
- Note: same uncertainty holds true for Wikipedia-style encyclopedias; user-supplied content can be poorly sourced.
- Google Scholar Searches can be done for more scholarly literature (newspapers, curriculum-relevant magazines and journal archives), but many are only available for a fee.
- Search results are research solutions, ranked in order of relevance by professional researchers and subject experts. Accurate. Reviewed and updated regularly.
- Designed by librarians and end-users through advisory boards, interviews, and focused research.
- Available for users for FREE through the library.
- Access to full-text articles provided by linking technologies, no matter where the original information resides.
- Reflects partnership with thousands of publishers to ensure copyrighted newspaper, magazine, and journal content is included in search results. Databases are more than raw data: also include maps, graphics, video and audio clips.

**Organization, searching**
- Vast information pool of everything openly available on the Internet.
- High-value “microcosm” of the best and most relevant information available on a specific topic.
- Natural language searching improves relevancy of results and maximizes research effort. Search by keyword, combination of keyword and subject, by date for most recent, relevant results.

**Research aids**
- Not much support.
- High quality finding aids. Structure and guided searches build research skills.
- Features/functionality assists the research process (email capability, marking articles, “My Research” summaries, citation models), etc. Remember, your librarian knows more than just books. They’re experts in finding hidden information if you get stumped.

**Paid placements and ads**
- Ads and links are sought for profit can distract users from research task.
- None. Library funds subscriptions, making access free to students.

**Bottom line**
- Free. Inconsistent—can be good for quick questions, but for academic research, time can be wasted viewing irrelevant websites or judging incomplete, false or misleading information. If used for research, back up with at least two other non-Web sources.
- Free to students 24/7 from anywhere with internet access. Consistently reliable for quality, relevant, reviewed content. If used, can result in more time to develop knowledge and actually write your research paper or complete your course assignment.

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How to Access the Sullivan University System Libraries’ Electronic Databases (Lexington Campus)

(Use with Electronic Databases Exercises)

♦ Go to the library’s web page: http://library.sullivan.edu/lexington.
♦ Click on the Databases tab
♦ A login box will appear on the screen.

Within this login box:

- Type your student ID (also known as a User Name) in the User Name box. (example: jdowns1234).
  NOTE: Your user name is located on your Sullivan University ID card or your schedule card.
- Type your password in the Password box (usually your social security number without hyphens).
  NOTE: Even if you are an online student with a different password, use your SS# without hyphens.
- Click OK.
- You will be taken to a DATABASES webpage, titled A-Z Databases
- To access the databases on-campus and/or off-campus, go to the Featured Databases box on the right hand side of the page, and click on the database of your choice. You can also see databases by subject (e.g. accounting, medicine) or by an alphabetical listing.

NOTE: If you are accessing the databases off-campus, we have had a number of users reporting problems when using the America Online (AOL) browser screen and/or browsers other than Microsoft Internet Explorer (IE). If you are using a browser other than Microsoft IE and are experiencing problems, you will need to switch your browser screen to the Microsoft Internet Explorer (Microsoft IE) browser. To go to Microsoft IE, minimize your current browser and look for the icon to Microsoft IE (it will be a big, blue E). If not on your desktop, go to the START menu, then PROGRAMS to find.

If you continue to have problems accessing the electronic databases after following the above procedures, please follow the troubleshooting steps listed on the Articles and E-Books web page. If these steps do not work, please call the library at 502-456-6773 or the IT department at 502-413-8800 or 1-800-844-1354, ext. 8800.
Effectively Searching Electronic Databases

(Use with Electronic Databases Exercises)

**OBJECTIVE:** Upon completion of the *Effectively Searching Electronic Databases* component, you will be able to:
- Demonstrate searching capabilities by performing searching in various electronic databases.

Here are some tips to save you time and frustration when searching electronic databases:

1. Read the **help page** about the database you are searching, especially if you are unfamiliar with the database. The help page provides information and helpful tips on how to effectively find the results that you need.

2. Check your **spelling**. Databases will search exactly for what is entered in the search box.

3. Use the **appropriate database** for your topic. For example, a health-related database may not be the best place to find information when researching the career of Lady Gaga. A general information database would be more appropriate.

4. The **Advanced Search** features can help you “fine-tune” a search:
   - You can usually limit or refine a search by:
     - Dates
     - Type of publication (i.e. scholarly journal, magazine, newspaper, etc.)
     - Full-text

5. **Other ways to broaden a search** when you are retrieving few or no results:
   - Use **synonyms**. Doctor is another term for Physician. Using both these terms in a search will retrieve more results.
   - **Expand your topic**. For example, doing a search for dogs will retrieve more results than a search for poodles.

6. **Other ways to narrow a search** when you are retrieving too many results:
   - **Be more specific**. Search for an aspect of your topic. For example, when researching a person, you could focus on the career or childhood, not the person's entire life.
   - **Limit your topic**. For example, if you are searching for dogs, searching for poodles will reduce your results.
   - Placing a **phrase in quotations**, e.g., “gone with the wind,” will often keep the phrase together and return only those results with the phrase.

In conclusion, there are many techniques that can be used to improve a search. Practice in the use of the electronic databases will help you avoid frustration and advance your skills.
EBSCOhost® Web

(Use with the EBSCOhost® Database Exercise)

**OBJECTIVE:** Upon completion of the *EBSCOhost Web* component you will be able to:

- Demonstrate searching capabilities by performing valid searches using the EBSCOhost databases collection interface.

What is EBSCOhost® Web?

- EBSCOhost® is a collection of electronic databases ranging in subject matter from general information, business, philosophy, medical, education, to behavioral sciences, etc.
- Many of these databases provide full-text articles.
- The information gathered from EBSCOhost® is both scholarly as well as popular, and in some databases, the full-text dates back to 1975 or earlier.

How Do I Access EBSCOhost®?

- Please follow directions given in the “How to Access the Sullivan University System Libraries’ Electronic Databases” document to go to the databases access area.
- Click on the link to EBSCOhost®.
- You will be taken to the Database Links Page. From this page, you can select the database or databases that you wish to search. You will find a brief overview of each database on this page. You can find more information about each database by clicking the MORE INFORMATION link under the brief database description.

How Do I Select Database(s) in EBSCOhost® Web?

- You have two options when selecting database(s) to search:
  - Selecting one (1) database:
    - To search an individual database, click on the title of the database.
  - Selecting a group of databases to search at the same time:
    - Scroll through the listing of databases. Click on the box located to the left of the database(s) that you want to search.
    - Once all of the databases have been selected, click CONTINUE at the top or bottom of the page.

Searching an EBSCOhost® Web Database Using the Basic Search

The default screen for all of the databases is the BASIC SEARCH.

- To perform a search, type your search term(s), also known as keyword(s) in the search box.
  - Exact phrases can be entered with quotation marks (“ “) around the phrase.
  - To separate the different search terms, you can use AND, OR, or NOT.
    - AND placed between the search terms will find results with ALL of the search terms.
    - OR placed between the search terms will find results with ANY of the search terms.
    - NOT placed between the search terms will find results with the first search term, but not the second search term.
You can also limit (refine) your results by selecting:
- Full text
- Scholarly (peer reviewed) journals
- The Published Date
- Other Limiters

Click SEARCH after entering your search terms and any limits.

The Results

- The results of your search will be listed in relevance order (i.e., with the articles most related to your search topic listed first).
- If preferred, you can select the “Date Descending Sort” option to sort by the most recent dates. This link can be found above the results list.
- The article results (depending on the database) may or may not be in a full-text format.
  - If there is a link for HTML Full Text or PDF Full Text, the article is available in a full-text format.
    - Click the HTML Full Text or PDF Full Text link to bring up the article.
  - If there is not a link for HTML Full Text or PDF Full Text, the article is NOT available in a full-text format.
    - Click the link to the article to bring up the citation (a listing of the author, title, date, publication name, and other publication information) and an abstract (a summary of the article).
- To return to the main search page, click the large EBSCOhost button found next to the search box.
- To return to a DATABASE selection page, click “Choose Databases” found above the search box. From this page, you can choose a new database or a combination of databases to search.

In Conclusion...

- REMEMBER: There are other types of searches available in the EBSCOhost® electronic database collection, including an ADVANCED search. These offer other, more specific ways to search EBSCOhost® Web. EBSCOhost® offers video tutorials and printouts on many of the databases. Go to https://help.ebsco.com/interfaces/EBSCO_Guides/General_Product_FAQs/tutorials_on_EBSCO_interfaces#EBSCOhost_Research_Database_Tutorials to view the list of available tutorials.

- REMEMBER: That, in order to view the entire article, it must be available in an HTML Full Text or PDF Full Text Format. Otherwise, the article contains only a citation and/or abstract.

- REMEMBER: If you do not find a full-text article using EBSCOhost®, the article may be available in full-text on another database collection, such as ProQuest® or KYVL®. Please ask the library staff for more information.

- REMEMBER: You can click the links above the results list to Save (email, print, or save to a folder), Alert, or Share the results.

- NOTE: You can create a personal folder using EBSCOhost. Look for the folder image at the right top of the page (in the blue bar). This folder can be used to save articles even after you leave the EBSCOhost database collection. Click SIGN IN near the top of the page to register for a free account.
(Use with the ProQuest® Database Exercise)

**OBJECTIVE:** Upon completion of the ProQuest® component you will be able to:
- Demonstrate searching capabilities by using the ProQuest® Database Collection to find valid results.

**What is ProQuest®?**

The ProQuest® database collection is compiled of several types of databases. These databases include:

- **Accounting & Tax®**: a comprehensive database of accounting and tax topics.
- **Alt-Press Watch®**: a collection of alternative and independent press newspapers, magazines, and journals.
- **Career & Technical Education®**: a database that provides access to articles in vocational and technical periodicals.
- **ProQuest Dissertations & Theses Global®**: a comprehensive collection of dissertations and theses from around the world, spanning from 1743 to the present.

Unless you designate a subject area or select a particular database or databases to search, ProQuest® will search all of these databases at the same time.

**How Do I Access ProQuest®?**

1. To access ProQuest®, please follow the instructions given in the “How to Access the Sullivan University System Libraries’ Electronic Databases” document to go to the databases access area.
2. Scroll down and click on the ProQuest (includes Dissertations and Theses)® link.
3. The Basic Search Screen for ProQuest® will appear.
4. NOTE: The link to ProQuest can also be found by clicking “Databases by Alphabetical List.”

**Searching ProQuest® With the Basic Search:**

The default screen is the BASIC SEARCH screen.

- With the Basic Search, you can type in a search term or a phrase associated with the topic you are researching.
  - When searching a search term with more than 1 word or while searching a phrase, place quotation marks “ ” around the phrase. This “forces ProQuest® to look for your words as a phrase only, rather than finding each word separately.”
  - When searching more than one search term, you can separate search terms with OR to find results with *ANY of the search terms*.
  - If you do not place OR between the different search terms, ProQuest® automatically places an AND between the search terms. The search will find results with *ALL of the search terms*.
- You can also “fine tune” or limit your search by:
  - Clicking the “Full text” or “Peer reviewed” check boxes located under the search box.
  - Once you have typed in your search term(s) or phrase, click the SEARCH icon button. Your results will appear.
Your Results:

- The results of your search will be listed in **relevance order**. You can change the results’ order using the most recent publication date by clicking the date options within the **Sort results by** box.
- Other suggested subjects (with links) may be listed near the top of the page.
- A section on the right side of the page allows you to limit (narrow) **your articles** to those found ONLY in Scholarly Journals, Trade Journals, Magazines, Newspapers, Dissertations & Theses, or Other Sources.
- Other limiters are available including: Date, Document type, Publication title, and other limiters.
- You can view your results in different formats by clicking on the link found under the article information. **The different formats include:**
  - **Citation/Abstract** -- contains only the bibliographic information (i.e. author, title, date, publication information) and/or an abstract (a brief summary of the article).
  - **Full text** – contains the full text of the article along with the citation and abstract.
  - **Full Text - PDF** – a scanned image of the document in a PDF format. The document will appear as it did in the print source.
  - If the result is a dissertation or thesis, you may also have an option to **Preview – PDF**.
- Sometimes, you may retrieve a result that states “Link to full text.” This indicates that ProQuest® has an abstract of the article but not the full text. The full text to the article is actually available on another Sullivan University database or in a print format (i.e., the library owns the print publication). If you wish to retrieve the full text of this result, please ask the library staff for more information.

**Subject Areas:**

- The basic search screen also includes a “**search subject areas**” option. Six subject areas are available (Accounting, Business, Careers, Dissertations & Theses, History, and Alternative News & Newspapers). The subject area search allows you to search a subset of the databases related to that particular subject area.
- To search a subject area, click on the appropriate icon. A basic search screen will appear with information about the database(s) that are a part of this subject area.
- Follow the earlier instructions for a basic search in order to enter your search terms and view your results.

ProQuest® contains many features not mentioned in this short handout.

- **REMEMBER:** In order to view the entire article, it must be available in full text or PDF. If an article contains only a citation/abstract, the full text of the article is not available through ProQuest®.

- **ALSO REMEMBER:** Other types of searches are available through ProQuest®, including an Advanced Search or a Publications Search. A Thesaurus Search can be found within the Advanced Search screen.

- **ADDITIONAL FEATURE:** To save your research between ProQuest® sessions (i.e., the research does not “disappear” after you log off ProQuest®), you can sign up for a MY RESEARCH account. NOTE: This account will be discontinued if you do not use for a prolonged period of time (usually a six month period).
Opposing Viewpoints®

(Use with the Opposing Viewpoints® Database Exercise)

**OBJECTIVE:** Upon completion of the Opposing Viewpoints component you will be able to:

- Demonstrate searching capabilities by performing valid searches using Gale’s Opposing Viewpoints in Context.

Opposing Viewpoints in Context® is a full-text database that covers social issues. This database includes: pro and con essays; primary source documents; topic overviews, statistics; court cases; magazine and newspaper articles; multimedia; and other types of information.

**Accessing Opposing Viewpoints in Context®**

- Please follow directions given in the “How to Access the Sullivan University System Libraries’ Electronic Databases” document to go to the databases access area.
- Scroll down and click on Opposing Viewpoints.
- At the next screen (if needed), click on PROCEED. You should now be at the Opposing Viewpoints in Context® home page.

**The Home Page**

The main home page contains featured social issues organized by category (i.e., business and economics, health and medicine, energy and environmentalism, law and politics, society and culture, war and diplomacy, etc.).

- Click on any of these featured issues to bring up information about the issue as well as links to featured viewpoint essays, other viewpoint essays, news, magazines, reference information, academic journals, primary sources, statistics, and selected websites.
- You will also find videos, images, audio, and related topics to the right of the page.

**To Find a Listing of All the Controversial Issues Listed by Opposing Viewpoints**

Click the BROWSE ISSUES button near the top of the page to go to a listing of controversial social issues. On this page, you can use the drop down menu to “view all,” look at the “new or updated,” or look at issues by category.

- Browse and click the link to an issue to bring up information about the issue along with the other links to essays, articles, statistics, primary sources, websites, videos, etc.

**Searching for Information**

Use the search box on the upper right side of the page to search for information. You can limit a search by viewpoints, academic journals, statistics, images, reference, news, or more by clicking the appropriate link above the search box.

- Enter your search term(s) in the search box and click SEARCH.
- A listing of results will appear.
- You can limit your search to a particular format by clicking the appropriate limiter to the left of the results page (under EVERYTHING).
**Advanced Searching**

Use the advanced search feature to perform a search with precise limits or criteria. The Advanced Search link can be found below the search box at the top right of the webpage.

- Click the Advanced Search link.
- At the next screen, type in your search term(s) and select the type of search (i.e., keyword, document title, subject, etc.).
- If desired, you can limit by full text or peer reviewed journals as well as by date, document type, content type and content level (basic, intermediate, or advanced).
- Once you have set your limits, click SEARCH.
- Your results will appear.

**Maps**

Maps are available that provide interactive statistical information on an issue.

- Click the MAPS button near the top of the page.
- A map on a highlighted issue will appear. There are thumbnail images with the name of the issue near the top of the page.
- Scroll through and select one of the images.
- A map will appear.
- Select topics to the left of the screen to limit the information on the map.
- Scroll over the map to gather statistics.

In addition to the features and options listed above, Opposing Viewpoints offers other ways for you to find information on social issues.
Mergent Online®

(Use with the Mergent Online® Database Exercise)

**OBJECTIVE:** Upon completion of the Mergent Online® component you will be able to:

- Demonstrate searching capabilities by performing valid searches using Mergent Online®.

Mergent Online® is an electronic database that provides business and financial information. This “fully searchable database” includes company summaries, reports, news, and/or financial information on both active and inactive companies. Both U.S. and international companies are profiled. Company data is available for over 1 million global private companies.

Using Mergent®, information can be found on:

- The history of a company including a corporate timeline of events from the start of a company to the present time.
- Company executives, including in-depth profiles of over 150,000 U.S. executives with daily updates.
- Global annual reports, risk ratings, and corporate bonds
- A country’s history, geography, economy, stock exchange, and other information.
- Current news and web content about a company
- The company’s financial status
- The SEC (U.S. Security Exchange Commission) and SEDAR (Canadian) filings
- And much more!

**How Do I Access Mergent Online®?**

1. To access Mergent Online®, please follow the instructions given in “How to Access the Sullivan University System Libraries’ Electronic Databases” section of the handout booklet.
2. Once you are on the DATADASES page, scroll down and click on the Mergent Online® link. (NOTE: There may be an additional user name and password if you are accessing off-campus).
3. The Basic Search screen for Mergent® will appear.

**The Mergent® Basic Search**

The default screen (home page) for Mergent Online® is the Basic Search. From this page, you can search for company information using a company name or a ticker symbol (used for stocks). Companies can also be searched by SIC, NAICS, and other codes.

*Searching for a company:*

To start to look for a company, enter the name or ticker symbol in the company search box (on the left side of the screen). You will notice that the USA Company Database (Active and Inactive) and International Company Database (Active and Inactive) are automatically selected. You can un-select any of these options by unchecking the box next to the option. After entering the name or ticker symbol of a company, click the GO button.
Results will appear on the company. The top of the screen contains a summary of information including the company’s contact information, the website, details about the incorporation, the industry and sector, the number of employees and shareholders (if publicly traded), the revenues, and more.

Below is a synopsis about the company along with a number of tabs to other pieces of information. Click on the tabs to access other information options. The tabs include:

- **Company details.** This includes a synopsis and details about highlights, history, business, property, subsidiaries, long term debt, capital stock, and more.
- **Executives.** This includes biographies on key officers including inactive executives. You can locate data about officers, directors, and committees.
- **Ownership.** This includes information about institutional holdings, insiders, and insider trades.
- **Company Financials.** This includes balance sheets as reported, along with prelims, standardized, restated, ratios and analysis balances.
- **Competitors, news, reports, and filings tabs.**

You can also use the **Report Builder** feature (found as a tab) to build a customized report on a company.

To return to the main search screen, look for the blue “search” button located near the top left of the screen.

**Searching by classification:**

The classification search box is located on the Basic Search screen to the right of the company search screen.

You can use this to search for listing of companies by clicking on of the classification criteria (such as Primary SIC or NAICS). You can also search by stock exchange, index, or by country.

This search can be very useful for students who may be looking for companies by country.

Once you select your option(s) and click SEARCH, a listing of companies will appear. Clicking the link to a company will take you to that company’s results screen.

**Searching for a country profile:**

The Basic Search screen contains a country profile search feature. This search box can be found at the lower right of the screen (under the corporate calendar).

To search for a country profile, use the drop-down box to select a country. A country profile will be downloaded in a PDF format.

The profile will contain a map, an economy overview, industry information, security trade details, geography and history, and population statistics, along with government, communications, media, and transportation facts.
Other Types of Mergent Online® Searches

There are a number of other ways to search Mergent Online® in addition to the Basic Search. Following are short descriptions of these searches.

- **The Advanced Search** provides a method to specify a number of criteria in a search. You can select from select various criteria from the corporate information, executives, financials, industry codes, pricing, ratios, textual search, and index tabs to combine in a search. For example, by selecting the Advanced Search tab, you can specify criteria such as: company name, state, city, zip code, year incorporated/founded, stock exchange, state of incorporation, country of incorporation, and more. These criteria can be combined with criteria from other tabs for a complex, targeted, and customized search.

- The **Executive Search** uses the same screens and options as the Advanced Search.

- The **Government Filings** search allows you to search for SEC or SEDAR filings by company, filing date, and filing type.

- The **Economic Research** tab includes searches by various categories such as consumer credit, leading indicators, and country indicators for economic time series and time periods. Graphs are included. Information can be downloaded in a PDF or Excel format.

- The **Industry Analysis** tab provides industry reports and analysis. One can search for a specific company and get industry reports relevant to that company, or a person can research a variety of different industries.

**Conclusion**

Mergent Online® is one of the most indispensable databases available for company research. There are several components of Mergent Online®, including “My Mergent Tools,” that are not covered in this brief tutorial.

If you have any questions about Mergent Online®, please do not hesitate to contact the library staff for more assistance.
Print Resources
Introduction to Print Resources/Dewey Decimal Classification

(Use with Print Resources #1 Exercise)

OBJECTIVES: Upon completion of the Print Resources component you will be able to:

- Identify various types of print resources used for reference.
- Understand why classification systems, such as the Dewey Decimal Classification (DDC) System are used to organize materials in a library. You will be capable of locating books and other resources in a library.

Though there are many online resources available to you through electronic databases and the Internet, print resources are also a valuable resource of research information.

Print resources can be useful because:

- Not everything is found on the Web or through electronic databases.
  - Most online information is current.
  - Copyright laws may prohibit some material from appearing on the Web or within electronic databases.
- There are millions of sites on the Web.
- Print resources are organized in a library, whereas the Web can be chaotic.
- Print resources may be more reliable and credible.
  - Print resources are usually reviewed and edited. Anyone can publish to the Web and the sources may not be credible.

Often, reference books and journals may be the best place to start your research, especially if you need to learn more about a topic.

- The Web can be used to supplement or support information.

There are many types of reference resources. These items include:

- Style manuals
- Dictionaries
- Thesauri
- Almanacs
- Encyclopedias
- Government Information Resources
- Atlases
- Gazetteers
- Quotation Books
- Statistical Books
- Other Items
Print resources can be found in a library by using the online library catalog. The resources are categorized in a certain hierarchical order by the subject or main idea. The **Dewey Decimal Classification System**, invented by Melvil Dewey in 1876, is used by the Sullivan University System Libraries.

**Exploring the Dewey Decimal Classification System**

Within the Dewey Decimal Classification System, items are classified and catalogued by subject using call numbers from 000 to 999.

The numbers 000 to 999 represent ten major subject groups:

<table>
<thead>
<tr>
<th>000 General Knowledge</th>
<th>500 Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Philosophy</td>
<td>600 Technology (Applied Sciences)</td>
</tr>
<tr>
<td>200 Religion</td>
<td>700 Arts</td>
</tr>
<tr>
<td>300 Social Sciences</td>
<td>800 Literature</td>
</tr>
<tr>
<td>400 Language</td>
<td>900 History</td>
</tr>
</tbody>
</table>

Each of the subject groups is divided into subcategories to provide more specific information by discipline. See the next page for the subcategories. See the next page for the different subcategories.

**How Do I Find a Library Book or DVD by Dewey Decimal Call Number Classification?**

To find an item on the shelf in the library, look at the Dewey call number “digit by digit,” not by the whole number.

- For example, a book with the Dewey call number 100.123 would be found on the shelf before a book with the Dewey call number 100.68. Or a book with the Dewey call number 910.202 would be found on the shelf before 910.24.
### Dewey Call Number Classification Subcategories

(NO: The Dewey Classification System is owned by OCLC, a worldwide library cooperative. For more information, please go to [http://www.oclc.org](http://www.oclc.org)).

<table>
<thead>
<tr>
<th>000 Generalities</th>
<th>100 Philosophy and Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>010 Bibliography</td>
<td>110 Metaphysics</td>
</tr>
<tr>
<td>020 Library &amp; information sciences</td>
<td>120 Epistemology, causation, humankind</td>
</tr>
<tr>
<td>030 General encyclopedic works</td>
<td>130 Paranormal phenomena, Occult</td>
</tr>
<tr>
<td>040 Unassigned</td>
<td>140 Specific philosophical schools</td>
</tr>
<tr>
<td>050 General serials &amp; their indexes</td>
<td>150 Psychology</td>
</tr>
<tr>
<td>060 General organizations &amp; museology</td>
<td>160 Logic</td>
</tr>
<tr>
<td>070 News media, journalism, publishing</td>
<td>170 Ethics (moral philosophy)</td>
</tr>
<tr>
<td>080 General collections</td>
<td>180 Ancient, medieval, Oriental philosophy</td>
</tr>
<tr>
<td>090 Manuscripts &amp; rare books</td>
<td>190 Modern Western philosophy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>200 Religion</th>
<th>300 Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>210 Natural theology</td>
<td>300 Sociology and anthropology</td>
</tr>
<tr>
<td>220 Bible</td>
<td>310 General statistics</td>
</tr>
<tr>
<td>230 Christian theology</td>
<td>320 Political science</td>
</tr>
<tr>
<td>240 Christian moral &amp; devotional theology</td>
<td>330 Economics</td>
</tr>
<tr>
<td>250 Christian orders &amp; local church</td>
<td>340 Law</td>
</tr>
<tr>
<td>260 Christian social theology</td>
<td>350 Public administration</td>
</tr>
<tr>
<td>270 Christian church history</td>
<td>360 Social services; associations</td>
</tr>
<tr>
<td>280 Christian denominations &amp; sects</td>
<td>370 Education</td>
</tr>
<tr>
<td>290 Other &amp; comparative religions</td>
<td>380 Commerce, communications, transport</td>
</tr>
<tr>
<td></td>
<td>390 Customs, etiquette, folklore</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>400 Language</th>
<th>500 Natural sciences &amp; mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>410 Linguistics</td>
<td>510 Mathematics</td>
</tr>
<tr>
<td>420 English &amp; Old English</td>
<td>520 Astronomy &amp; allied sciences</td>
</tr>
<tr>
<td>430 Germanic languages German</td>
<td>530 Physics</td>
</tr>
<tr>
<td>440 Romance languages French</td>
<td>540 Chemistry &amp; allied sciences</td>
</tr>
<tr>
<td>450 Italian, Romanian languages</td>
<td>550 Earth sciences</td>
</tr>
<tr>
<td>460 Spanish &amp; Portuguese languages</td>
<td>560 Paleontology, paleozoology</td>
</tr>
<tr>
<td>470 Italic languages, Latin</td>
<td>570 Life sciences</td>
</tr>
<tr>
<td>480 Hellenic languages, Classical Greek</td>
<td>580 Botanical sciences</td>
</tr>
<tr>
<td>490 Other languages</td>
<td>590 Zoological sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>600 Technology (Applied Sciences)</th>
<th>700 The Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 General technology</td>
<td>710 Civic &amp; landscape art</td>
</tr>
<tr>
<td>610 Medical sciences and medicine</td>
<td>720 Architecture</td>
</tr>
<tr>
<td>620 Engineering &amp; allied operations</td>
<td>730 Plastic arts, sculpture</td>
</tr>
<tr>
<td>630 Agriculture</td>
<td>740 Drawing &amp; decorative arts</td>
</tr>
<tr>
<td>640 Home economics &amp; family living</td>
<td>750 Painting &amp; paintings (museums)</td>
</tr>
<tr>
<td>650 Management &amp; auxiliary services</td>
<td>760 Graphic arts, printmaking &amp; prints, postage stamps</td>
</tr>
<tr>
<td>660 Chemical engineering</td>
<td>770 Photography &amp; photographs</td>
</tr>
<tr>
<td>670 Manufacturing</td>
<td>780 Music</td>
</tr>
<tr>
<td>680 Manufacture for specific uses</td>
<td>790 Recreational &amp; performing arts</td>
</tr>
<tr>
<td>690 Buildings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>800 Literature &amp; Rhetoric</th>
<th>900 Geography &amp; History</th>
</tr>
</thead>
<tbody>
<tr>
<td>810 American literature</td>
<td>900 World History</td>
</tr>
<tr>
<td>820 English &amp; Old English literatures</td>
<td>910 Geography and travel</td>
</tr>
<tr>
<td>830 Literatures of Germanic languages</td>
<td>920 Biography, genealogy, insignia</td>
</tr>
<tr>
<td>840 Literatures of Romance languages</td>
<td>930 History of the ancient world</td>
</tr>
<tr>
<td>850 Italian, Romanian literatures</td>
<td>940 General history of Europe</td>
</tr>
<tr>
<td>860 Spanish &amp; Portuguese literatures</td>
<td>950 General history of Asia, Far East</td>
</tr>
<tr>
<td>870 Italic literatures, Latin</td>
<td>960 General history of Africa</td>
</tr>
<tr>
<td>880 Hellenic literatures, Classical Greek</td>
<td>970 General history of North America</td>
</tr>
<tr>
<td>890 Literatures of other languages</td>
<td>980 General history of South America</td>
</tr>
<tr>
<td></td>
<td>990 General history of other areas</td>
</tr>
</tbody>
</table>
## Selected Sullivan University Library Print Reference Resources

**Supplement that can be used with Print Resources #1 Exercise**

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<thead>
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<td><strong>Almanacs:</strong></td>
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<td></td>
<td>Clark’s Kentucky Almanac and Book of Facts</td>
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<td>World Almanac and Book of Facts</td>
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<td><strong>Biographies:</strong></td>
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<td></td>
<td>Chambers Biographical Dictionary</td>
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<td>Value of a Dollar</td>
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<td><strong>Career:</strong></td>
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<td>Occupational Outlook Handbook</td>
<td>R 331.7 O15</td>
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<td><strong>Country Profiles, Gazetteers, Atlases, and Travel Information:</strong></td>
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<td>Oxford Atlas of the World</td>
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<td>Columbia Gazetteer of North America</td>
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<td><strong>Culinary:</strong></td>
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<td></td>
<td>Food Encyclopedia : over 8000 ingredients, tools, techniques and people</td>
<td>R 641.3 R749f</td>
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<td>On Cooking: Techniques from Expert Chefs</td>
<td>R 641.5 L116o</td>
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<td>Oxford Companion to Food</td>
<td>R 641.503 D252o</td>
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<td>The Science of Good Food</td>
<td>R 641.5 J62s</td>
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<td><strong>Dictionaries and Thesauri:</strong></td>
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<td>DK Illustrated Oxford Dictionary</td>
<td>R 423.1 D626</td>
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<td>Larousse Student Spanish-English Dictionary</td>
<td>R 463.21 L332</td>
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<td>Roget's International Thesaurus</td>
<td>R 423.1 R732</td>
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<td><strong>Facts and Other Miscellaneous Information:</strong></td>
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<td></td>
<td>Black Firsts : 4,000 ground-breaking and pioneering historical events</td>
<td>R 909.0496 B628.2d</td>
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<td>Famous First Facts: A Record of First Happenings, Discoveries, and Inventions</td>
<td>R 031.02 K16f</td>
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<td></td>
<td>Firefly’s World of Facts</td>
<td>R 031.02 A819f</td>
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<td></td>
<td>Notable Last Facts : a compendium of endings, conclusions, terminations, and</td>
<td>R 031.02 B813n</td>
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<tr>
<td><strong>U.S. Government Information:</strong></td>
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<td>Statistical Abstract of the United States</td>
<td>R 317.3 U58</td>
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<td><strong>History:</strong></td>
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<tr>
<td>Cassell's chronology of world history: dates, events and ideas that made</td>
<td>R 909 W723c</td>
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<td><strong>Quotations:</strong></td>
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<td>Bartlett's Familiar Quotations</td>
<td>R 808.88 B289f</td>
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<td><strong>Science and Technology:</strong></td>
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<tr>
<td>Encyclopedia of Computer Science and Technology</td>
<td>R 004.03 H496e</td>
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<td><strong>Style Manuals:</strong></td>
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<tr>
<td>Publication Manual of the American Psychological Association</td>
<td>R 808.0661 P976.6d (desk)</td>
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<tr>
<td><strong>Early Childhood Education:</strong></td>
<td></td>
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<tr>
<td>A to Zoo: Subject Access to Children’s Picture Books</td>
<td>R 011.62 L732a (in JF)</td>
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<tr>
<td>Children’s Literature in Action: A Librarian’s Guide</td>
<td>R 025.55 V291c (in JF)</td>
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<td><strong>Medical:</strong></td>
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<td>Anatomica’s Body Atlas</td>
<td>R 611 A615</td>
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<td>Gray’s Anatomy for Students</td>
<td>R 611 D762g</td>
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<tr>
<td>Handbook on Injectable Drugs</td>
<td>R 615.103 H236</td>
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</table>
Definitions for Commonly Used Terms in FYE 101
(Supplement for the Print Resources #1 Exercise and other exercises)

**Almanac**- An almanac is an annually (yearly) published book that contains facts that cover a wide range of information.

**Atlas**- An atlas can either be printed collection of maps, like a road atlas, or a bound book of photographs, drawings, charts, and graphs on a particular subject, like an atlas of the body. Rand McNally’s Road Atlas is an example.

**Biography**- Biographies are books that tell about the life of one person or, in the case of collective biographies, multiple people. *An autobiography is a book about a person’s life written by that person.*

**Book**- A printed and bound item that is written by one or more people and is released once. Some books, like textbooks, get new editions when the material is updated, but, generally, a book title is released only one time. An example of a book is *Harry Potter and the Sorcerer’s Stone*.

**Dewey Decimal System**- A classification system of numbers used to organize materials based on the main subjects and ideas in those materials. Books related to philosophy are grouped together, as are books about medicine, law, education, and history. Melvil (also known as Melville) Dewey developed the system in the late 1800s, and it is used by many different school and public libraries today.

**Dictionary**- A dictionary deals with language showing parts of speech and the definition of words.

**Encyclopedia**- Encyclopedias are books, usually organized alphabetically, with articles written about a variety of topics. Some encyclopedias focus on a specific subject like, medical or historical encyclopedias. *Encyclopedia Britannica* is one example of an encyclopedia.

**Gazetteer**- This is a geographical dictionary that can be used to find information about a particular city, country, or region.

**Periodical**- A periodical is a publication that comes out at regular intervals (i.e. weekly, daily, monthly, etc.). There are several types of periodicals, including: popular magazines, journals, newspapers, and trade publications.

**Quotation Book**- Quotation books contain quotes and an index of key words to help researchers locate who said the quote or to find quotes on a particular theme.

**Statistical Abstract**- The statistical abstract is a compilation of government data (including census data) that is organized by topic.

**Style Manuals**- Researchers and publishers abide by certain rules when scholarly papers are published or presented, and, depending on the field a researcher is in, there are different style rules. Style manuals, like the *Publication Manual of the American Psychological Association*, contain specific instructions on how to format research papers and cite the sources listed in the research papers.

**Thesaurus**- A thesaurus is a book that lists words along with synonyms (words with similar meanings to the original word) and antonyms (words that mean the opposite of the original word). Use a thesaurus to find the word kind and its synonyms (nice, gentle, compassionate) and antonyms (mean, unkind, hateful).
Periodicals
(Use with Print Resources #1 Exercise)

OBJECTIVE: Upon completion of the Periodicals component you will be able to:

- Identify the differences and similarities between popular magazines, trade publications, and scholarly (academic) journals.

What is a periodical?

- A periodical is a publication that comes out at regular intervals (i.e. weekly, daily, monthly, etc.). There are several types of periodicals, including: popular magazines, journals, newspapers, and trade publications.

What are the differences and similarities between Scholarly Journals, Popular Magazines, and Trade Publications?

<table>
<thead>
<tr>
<th>Scholary Journals</th>
<th>Popular Magazines</th>
<th>Trade Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Includes a bibliography or references.</td>
<td>1. Articles usually do not contain bibliographies or references.</td>
<td>1. Articles are written for practitioners in a field of study (i.e. culinary, paralegals, etc.)</td>
</tr>
<tr>
<td>2. The authors are subject experts, researchers, or scholars in their fields.</td>
<td>2. Authors of articles are often generalists.</td>
<td>2. The trade publications tend to cover a mix of the types of topics found in popular magazines (but with a slant towards the information needed by a professional in the field) and topics found in scholarly journals (but, once again, with a slant towards practitioners, instead of academics)</td>
</tr>
<tr>
<td>3. Articles report on original research or experiments and their results.</td>
<td>3. The audience members are the general population.</td>
<td>3. Often includes photographs and advertisements</td>
</tr>
<tr>
<td>4. The audience members are usually professors, researchers, or students.</td>
<td>4. The article is written for everyone to understand.</td>
<td>4. Covers current events, trends, and practices within the field</td>
</tr>
<tr>
<td>5. Any illustrations, such as maps, tables, and photographs, support the text.</td>
<td>5. Often illustrated for marketing appeal (More advertisements, less charts and graphs).</td>
<td>5. Articles often use &quot;jargon&quot; related to the field.</td>
</tr>
<tr>
<td>6. The language used draws heavily on the terminology of the subject.</td>
<td>6. Magazines are not published by a professional organization.</td>
<td>6. Trade publications are usually published frequently (i.e., weekly or monthly).</td>
</tr>
<tr>
<td>7. Many are published by a professional organization.</td>
<td>7. Articles are not &quot;peer reviewed&quot; or &quot;refereed.&quot;</td>
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<td>8. Often scholarly journals are “peer reviewed” or “refereed” meaning they contain information that has been reviewed by an editorial board and revised before being accepted for publication.</td>
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<tr>
<td>9. Scholarly journals are usually published less frequently than popular magazines or trade publications (i.e., bi-monthly, quarterly, or yearly)</td>
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Examples of Scholarly Journals

- JAMA: Journal of the American Medical Association
- Journal of Educational Research
- Educational Psychology Review
- Journal of Southern History

Examples of Popular Magazines

- Time
- U.S. News & World Report
- Life
- People
- Business Week
- Southern Living

Examples of Trade Publications

- Chef
- Pastry & Art Design
- Advertising Age
- Information Today
- Zero to Three
OBJECTIVE: Upon completion of the Online Catalog component you will be able to:

- Locate books, DVDs, and other items using Sullivan University's online catalog.
- Use the different online catalog features, such as setting limits, looking for new items, or finding online e-books (electronic books) by searching the online catalog.

- All libraries have a catalog. The catalog can be used to locate books, audiovisuals, and periodicals held by a library.

- The Sullivan University System Libraries use a Web-based OPAC (online public access catalog).

- The online catalog contains a record for every book, audiovisual, periodical, and e-book in the SUS Libraries’ collection.

- The records tell you where the items can be found, if they are available for checkout, and also provide information about the format of the resource—whether the resource is a book, audiovisual, or other type of item.

- The online catalog is available from the library’s web page: http://library.sullivan.edu/lexington.

- To access the online catalog:
  - For the SU Louisville campus library: From the library’s web page, click the BOOKS tab (at the top of the page) to go to the main screen of the online catalog.
  - For the SU Lexington campus library: Click the BOOKS tab found at the top of the library’s main web page. This will take you to the main screen of the online catalog.

- From this main online catalog screen, you can perform a general (keyword) search for books, research guides, and audiovisuals, as well as a periodical search.
• Simply type the word(s) that you are searching for in the search box and click SEARCH.

• The search will look for AUTHORS, TITLES, and SUBJECTS that contain the search word(s).

• The results of your search will show you multiple items at a time.

• For example, a search for the topic “e-business” will bring up the following results:

Some of the items will allow you to click on reviews, table of contents, excerpts, and other information.

• By clicking on the hyperlink to an item, you will retrieve additional information:
- The subject(s) of the item are listed. You can click on the hyperlink to a subject term to retrieve more books, audiovisuals, and other items on that subject.

- The library or libraries that has (have) the item is (are) listed by clicking the All Copies link on the left hand side of the page. The item could be located at any of the Sullivan University System libraries.

- The item may be available (checked in), overdue, or checked out.

- The shelf location and Dewey Decimal call number are indicated when you click the All Copies link on the left hand side of the page. The item may be a circulating item, a reference item, a reserve item, or a periodical.
  - Circulating items can be checked out for a 2-week period. (The exception is DVD/VHS items at Sullivan Lexington. These can be checked out for a 1-week period).
  - Reference items, reserve items, and periodicals do not circulate.

- Other Catalog Features:
  - **The Periodical Search:**
    - You can search for journals, magazines, newspapers, and other periodicals available in full-text (either through the electronic databases or in print) by using the PERIODICAL SEARCH feature of the online catalog.
    - To go to the PERIODICAL SEARCH, click on the Periodical Search tab located at the top or bottom of the library catalog page.
  - You can perform a search for the periodical by title or by subject.
To perform a search by title:
  - Enter the title of your publication in the Publications by Title search box.
  - Click SEARCH to retrieve your results.

To perform a search by subject category, use the Periodicals by Subject drop-down menu to select a subject category and click SEARCH.

- Your results will indicate whether the publication is available in Full Text either online or as a print publication in the Sullivan University System libraries’ collection. This includes ALL of the Sullivan University libraries.

- **E-Books:**
  E-books (Electronic Books) are now available through the Sullivan University Virtual Library. The Virtual Library provides access to over 10,000 online books and is available to all Sullivan University students. The majority of these books are business- or IT-related subjects. E-books can be accessed in two ways: through the Books 24 X 7 website or through the online catalog.

  (NOTE: If you want to directly access the Books 24 X 7 website, use instructions you have been given earlier for accessing the electronic databases. The Books 24 X 7 collection is one of the database collections).

  - **How to access only e-books using the online catalog:**
    - From the main online catalog screen, click on the Virtual Library tab at the top of the page.

    ![Virtual Library Tab](image)

    - At the next screen, enter your search terms into the search box.

    ![Search Box](image)
• Your results will appear:

![Virtual Library](image)

• Scroll down the list of results until you get to an e-book that you would like to view. Click on the link for the e-book you wish to view.

• If you are on-campus, scroll down the page to the Notes section where you will see a link that says “Click here to view this e-book.” Click on this link to view the e-book. You can click on the various chapters to read the book.

![E-book Title](image)

• If you are not on-campus and are viewing the e-book remotely, you may have to login using your Sullivan student ID as the username and your Social Security number as your password.

• If you are asked to register for a Books 24x7 account, make sure to use your Sullivan e-mail account.

**Conclusion:** The Sullivan University Online Catalog provides a variety of ways in which you can locate print resources (and e-books) available throughout the Sullivan University libraries. If you have any questions about the use of the online catalog, please do not hesitate to contact the library staff.
Academic Integrity

(Use with the Academic Integrity Exercise)

Academic Integrity

**OBJECTIVE:** Upon completion of the Academic Integrity component you will be able to:

- Verbalize the importance of academic integrity to faculty, students, and other members of university communities.
- Demonstrate proper resource usage etiquette and protocol, specifically regarding the avoidance of plagiarism and/or cheating.

What is Academic Integrity?

The Center for Academic Integrity “defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” ([http://www.academicintegrity.org/icai/resources-2.php](http://www.academicintegrity.org/icai/resources-2.php))

Sullivan University addresses several aspects of academic integrity (cheating/plagiarism, proper computer usage, harassment, student responsibilities, etc.) within the 2014 Sullivan University Catalog. An online copy of the Student Handbook can be found by going to the Sullivan University Library’s website, clicking the University Archives button, and clicking the link to the appropriate catalog for your campus.

Many colleges and universities have honor codes and policies. For example, at Sullivan University, the College of Pharmacy has an Honor Code that students must follow.

Academic integrity does not only affect students. Faculty and staff should also follow the values of academic integrity by showing respect and fairness to students as individuals. Students trust faculty to teach to the best of their ability and to provide timely feedback and/or assessments to their students. The University shows responsibility by providing resources and staff to help students succeed. There is a grievance and/or appeals procedure in place for students, if needed. Other student rights are listed within the Student Handbook.

More on Plagiarism

Plagiarism is a common academic integrity breach and is strictly prohibited at Sullivan University.

What is considered plagiarism and/or cheating? According to the SU catalog:

Plagiarism includes:

a. Taking and passing off the ideas of another as one’s own
   - You must give credit to the proper person or source if you are using the information and/or ideas
b. Failing to cite an author whose ideas have been incorporated into your paper
   - This includes information on Web pages
c. Cutting and pasting different internet web site or database text directly into your paper without proper credit.
d. Presenting an idea or product derived from an existing source as a new and original idea. This includes:
- Using a friend or acquaintance’s paper from another class
- Using an original paper of your own that you have used for another class (without explicit permission from your current instructor)
- Using papers bought or retrieved from the Web

If you allow a friend to copy your paper or submit your paper as their own work, you are cheating.

(All of the above information was taken directly from pages 110-111 of the 2017 SU Catalog).

**Can a student “self-plagiarize?”**

The answer is yes. Reusing one of your old papers or essays from another class for an assignment in your current class without first asking your instructor for permission is known as “self-plagiarism.”

- Before using an old paper for a current class assignment, always ask the instructor for permission. Otherwise, you are “self-plagiarizing.”

**What if you are found guilty of plagiarism at Sullivan University?**

- Students found guilty of plagiarism or cheating could receive the following penalties:
  - A failing grade for the assignment or exam.
  - A failing grade for the course and a letter of explanation included in the student’s permanent academic file.
  - Expulsion from the University.

(Source: Sullivan University 2017 Catalog).

**Plagiarism can be intentional or unintentional:**

- To plagiarize intentionally means to deliberately use and take credit for someone else’s work.
- To plagiarize unintentionally means that you did not mean to plagiarize but did not give credit to the proper person or source.
- However, there is never a good excuse for plagiarizing. Disciplinary measures may take place regardless of the type of plagiarism.

**To avoid plagiarism:**

Always give proper credit to all sources that you quote or use in a paper.

- The only exceptions are:
  - Your own original thoughts and your original opinions
  - Dates in history or other facts that are “common knowledge”
  - According to the University of Georgia’s Online Library Learning Center ([http://www.usg.edu/galileo/skills/unit08/credit08_04.phtml](http://www.usg.edu/galileo/skills/unit08/credit08_04.phtml)), common knowledge is “information that the majority of people either know or can find in a number of sources. Common knowledge is factual information that is beyond repute.”

- If you are not certain whether to credit a source, it is usually best to credit the source.
- Always check with your instructor for clarification.
Always give credit if you are using the ideas of a source for your paper, even if you are paraphrasing and/or not directly quoting a source.

Other Academic Integrity Breaches

- Cheating.
  - This includes not only cheating on exams, but can include copying another student’s homework answers. A study conducted by the Massachusetts Institute of Technology in 2010 found that “homework copying greatly decreased learning – by up to two letter grades.” (Palazzo, D. J., Lee, Y., Warnakulasooriya, R., & Pritchard, D. E. (2010). Patterns, correlates, and reduction of homework copying. Physics Review Special Topics – Physics Education Research, 6(1), Retrieved from http://prst-per.aps.org/abstract/PRSTPER/v6/i1/e010104).

- The use of passwords to gain access to another student or employee’s e-mail or computer files without prior authorization.

- Illegal reproduction or use of unauthorized copies of software.

- Downloading, viewing, accessing or storing pornographic or adult materials on the University network.

- Sending offensive or vulgar email. Spamming or flaming others via email.

- Violation of copyright laws in accessing or printing materials.

- Harassment of any student, faculty or staff member. If you feel that you have been harassed, “the University expects one to communicate feelings of harassment to appropriate officials.”

- Dishonesty. In addition to cheating and/or plagiarism, dishonesty involves “knowingly furnishing false information or misrepresenting oneself” with the “intent to deceive or defraud.”

- Disorderly conduct.

- And other situations...

More information is available in the student handbook and Sullivan University catalog.
Summing It Up
(Use with the Summing It Up Exercise)

OBJECTIVES: By the completion of the library component of FYE 101, you will be able to:

- Locate and find appropriate resources from a variety of formats, including: the Internet, electronic databases, and print resources.
- Understand the importance of information literacy in today’s world.
- Develop research strategies that will be effective in locating valid and reliable results, including the importance of keeping track of sources to avoid plagiarism issues.
- Understand why Wikipedia can be useful but not considered an acceptable source for academic research paper purposes.

In the past few weeks, you have learned how to search for information from a variety of resources, such as the Internet, electronic databases, and print materials. You have learned various ways in which to find information. Why are the skills you are learning so important? The answer is: “information literacy.”

INFORMATION LITERACY

What is information literacy? According to the Association of College and Research Libraries (ACRL), information literacy is “the set of skills needed to find, retrieve, and use information.”

Information literacy skills are essential in today’s world. These are lifelong skills. With the use of information literacy tools, you will be able to find the right information in the right format for the right purpose at the right time. This will help you in school, on the job, and in life.

Being information literate will help you to:

- Determine an information need:
  - Do you need information for a scholarly research paper, to find out the weather forecast, to learn more about a health issue, to buy a car, or for other reasons?

- Select and locate information resources:
  - Would a book work best for your information needs? Would the Internet be acceptable? What about a scholarly journal? Opinions from friends? A newspaper article?
  - Where are you going to find your resources? In the library, from an electronic database, or from the Internet?
  - How are you going to do a search? Using synonyms or other related-words? Limiting results to full-text?

- Evaluate the resources:
  - What are the credentials of the author? Is there supporting information? To whom is the information directed (i.e., children, general population, scholars, etc.). Is the information biased or opinionated? Are the facts valid?
THE INFORMATION CYCLE

The Information Cycle is one way of looking at the progression of newsworthy (media) events, such as Hurricane Katrina, the Columbine Shootings, and the 2010 BP Oil Spill.

This cycle demonstrates the progression of media coverage of events and how that coverage changes over time. Knowledge of the Information Cycle can help you know what type of information may be available for a topic and how to best evaluate the information.

Here is a timeline provided by the University Library at the University of Illinois at Urbana-Champaign which is based on the Information Cycle:

<table>
<thead>
<tr>
<th>Time</th>
<th>Information Resource(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of an event</td>
<td>TV, Radio, and/or Internet</td>
</tr>
<tr>
<td>Week of an event</td>
<td>Newspaper</td>
</tr>
<tr>
<td>The week or weeks after an event</td>
<td>Popular Magazines</td>
</tr>
<tr>
<td>Six months to a year or years after an event</td>
<td>Academic Journals</td>
</tr>
<tr>
<td>A year to years after an event</td>
<td>Books, Government Reports, and Reference Materials</td>
</tr>
</tbody>
</table>

You can see that, as time goes by, the information often becomes more reliable and/or scholarly (i.e., academic journals, books).

DEVELOPING AN EFFECTIVE RESEARCH STRATEGY

To develop an effective search for any type of information, the following steps may be useful:

1. **Think about your topic or search.** What exactly are you searching for? What are the main issues or ideas? What are you trying to prove, describe, determine?

2. **Plan your search strategy.** If you are not finding enough information, are there any terms, synonyms, or specific subjects that can help you “focus in” on your topic? NOTE: Tools that may help you in locating related search results include: the Subject Terms, Subject Guide, or Topics search of many electronic databases; Snappy Words [http://www.snappywords.com](http://www.snappywords.com); or Visuwords [http://www.visuwords.com](http://www.visuwords.com).

3. **Gather your sources.**
   - If you do not know much about a topic, you may need to get an overview from encyclopedias or general interest newspapers and magazines.
   - What about the Internet? Anyone can create a webpage. The information on the Internet varies in content and reliability. Use the Internet with caution, especially .com sites. Always verify any information obtained from the Internet with another source if possible. Use criteria discussed during the Internet class to determine the validity of a site. Always be sure to check with your instructor before using an Internet site as a reference for a paper or class project. This includes using the Wikipedia website.
   - For specialized or scholarly information, journals (found in print or through electronic databases such as EBSCOhost) and books are useful.

4. **Conduct a search.**
   - With a database search...
• Limit your search by dates for more precise results. Use AND between search terms to include all of the specified search terms in the results. (for example, a search for dogs and cats will include all the results that contain the search term dogs and the search term cats). If you are searching for full-text articles only, be sure to limit your search to specify only full-text articles in the results.
• To broaden a search, add synonyms or related terms to the search. Use OR between search terms to include any of the search terms in the results (for example, a search for dogs or cats will include all the results that contain the search term dogs or the search term cats).

5. Keep track of your sources as you search. This will help you cite your information in a paper and avoid problems with plagiarism.

MORE ABOUT WIKIPEDIA

You may have heard a great deal about Wikipedia. It may appear to have reliable information. Or does it? What exactly is Wikipedia?

According to the Wikipedia website, Wikipedia is a “free-content encyclopedia project” that began in 2001. Wiki means “quick” in Hawaiian. The information found in Wikipedia is written by anonymous volunteers. As a result, anyone with Internet access can create an entry or make changes to an existing entry. The Wikipedia is continuously updated and currently consists of over 3 million articles. Any entries that are “substandard or disputed are subject to removal.” According to the “About Wikipedia” entry, the “intent is to cover existing knowledge which is verifiable from other sources.”

Because of these features (anonymous authors, ease of creating an entry or changing an entry), many faculty do not allow Wikipedia to be used for serious research. Always check with your instructor before using a Wikipedia entry as a source. You may consider the use of Wikipedia to provide an overview to an unfamiliar topic or subject, but always verify that information from several other reliable sources. Again, do not use this source as a reference for a paper unless you receive prior approval from your instructor.

CONCLUSION

Through your FYE 101 experience, you have learned valuable skills that will assist you in future information needs. Please remember that the library and library staff are available, both in person and as a virtual presence (online), to assist you with your information needs!

For more information, see:

• ACRL Information Literacy Website (http://www.al.org/acrl/issues/infolit)
• The Information Cycle. University Library at the University of Illinois at Urbana-Champaign (http://www.library.illinois.edu/ugl/howdoi/informationcycle/)
• Sullivan University Library