

Date: _____

Your Name: _____

Student ID: _____

Teacher's name: _____



LIBRARY PRACTICE FOR RICHLAND STUDENTS Spring 2012

Welcome to the Richland Library. You will be a better student if you learn to use the library's vast resources. *This exercise is designed to introduce you to the Richland College Library and to several important reference "tools" that will prove useful to you in college.* Remember this is merely a brief introduction. The Library offers a variety of classes on using library resources. ✓ Ask for a schedule of **Information Literacy Classes** at the Reference Desk.

✓ **Read and follow directions carefully.** If anything is not absolutely clear, please **ask for assistance at the Reference Desk.** The librarians are expecting you and welcome your questions.

IMPORTANT SOURCES TO HELP YOU LOCATE FACTS ABOUT A TOPIC

1. Encyclopedias:

Encyclopedias are useful because they give an overview of the topic, explanations of concepts and terms, information on people, places and events. General encyclopedias *World Book* cover most topics. **Subject encyclopedias** (e.g., *Encyclopedia of World Art*, *Encyclopedia of Religion*) give in-depth information on topics in their field of coverage. Articles in subject encyclopedias are written by experts. Encyclopedias frequently have **bibliographies** accompanying the articles. These bibliographies list important sources for additional information on the topic under study.

✓ Always use the **index volume** to locate information in the encyclopedia.

- Locate the **World Book encyclopedia** on the shelves against the brick wall close to the stairs. The call number of the encyclopedia is **REF AE 5. W55**. Now find the article on **Hubble Space Telescope**. Give one fact from the article that you learned.

- Locate the call number **REF Q 121. V3** (in the Reference Collection on the first floor). Look for the guides on the ends of the book shelves. This is the call number for *Van Nostrand's Scientific Encyclopedia*. Examine the article on the **Hubble Space Telescope** in this encyclopedia to find out one additional fact about it. _____

You have just used a **subject** encyclopedia. How many pages are devoted to the **Hubble Space Telescope** topic in this encyclopedia? _____

- Which encyclopedia would be the most useful to you if you were writing a research paper on this topic? _____ Why? _____

2. Almanacs:

Almanacs contain brief facts and statistics on practically everything. Use the latest *World Almanac* (available at the Reference Desk) to find the answers to any **three** of the following questions: (**Note:** the index is in the *back* of the almanac.)

- What do you call a group of "ducks"? Hint: look up "Animals, Names" in the index _____
- Who invented Velcro? _____ When? _____
- What is the population of Belize? _____
- How many pounds of toxic chemicals were released in Texas in the most recent year listed? _____
- Who awards the Hugo Award each year? _____
- How many miles of coastline does Texas have? _____
- How many volcanoes are known to have erupted during historical times? _____

3. Literary Handbooks

Literary handbooks contain brief information about people, events, legends, characters, literary works, myths, etc. These handbooks are quite useful when you wish to identify an allusion. One of our favorite literary handbooks is *Benet's Reader's Encyclopedia* (available at the Reference Desk). Use *Benet's* to identify **four** of the following:

- abracadabra _____
- Aramis _____
- Augean stables _____
- Bard of Avon _____
- C. August Dupin _____
- Gordian knot _____
- Green-eyed monster _____
- Hard-boiled fiction _____
- Peeping Tom _____
- Tenochtitlan _____
- Utopia _____
- Yorktown _____

4. Biographical Dictionaries:

Biographical dictionaries give us information about people.

- Use *Current Biography* to find out **two items of information** about **two** of the notable individuals listed below. One fact should come from the last two paragraphs of the article. The call number of *Current Biography* is **REF CT 100.C8**. Each yearly volume includes different individuals. **Write your answers below.**

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Tom Anderson/	Lois Gibson	Annette Gordon-Reed	Shai Agassi
Christopher DeWolfe	Tyrone B. Hayes	Jason Kilar	Regina Benjamin
Steve Chen/	Marta	Somaly Mam	Sanjay Jha
Chad Hurley/ &	Mohammed Al Maktoum	Gary McCulough	Don Lemon
Jawed Karim	Garrett Oliver	Anthony McGill	Mahmood Mamdani
Ursula M. Burns	Susan Polgar	Miasha	Marissa Mayer
Kyung-Wha Chung	Doc Rivers	Greg Mortenson	Michael Morhaime
Antonio R. Damasio	Christian Scott	Janet Nepolitano	Janet Murguia
Jim Lanzone	Lucca Turin	Ernesto Neto	Herb Scanell
Hubert Laws, Jr.	Mark Zuckerberg	Vician Schiller	Sarah Thomas

1) Name: _____ Information _____

2) Name: _____ Information _____

5. Digests/plot summaries:

Digests and plot summary sources are useful

- a) if you want to review the main points about a play, novel, or other literary work and
- b) if you want to read a summary prior to deciding whether or not to read the original literary work.

One excellent source of digests of important literary works is *Masterplots*. It is arranged **alphabetically** by **title** of the work.

- Use *Masterplots* (REF PN 44. M33) to locate a plot summary of and brief critical comment on *Beowulf*.
- Name the **type of plot**: _____
- *Beowulf* is the earliest _____

Literary Reference Center is a good online database to use for plot summaries. Access it from the Library's home page.

6. CQ Researcher

This *essential* resource provides you with background, statistics, issues and possible solutions to 48 important topics each year. In addition, each report contains a reading list of current books and articles for further study. *This source is also a good place for you to look for topic ideas.*

- You'll find the *CQ Researcher* in the Library's Current Issues Collection. The older volumes are blue and the current issues are in a **white notebook**.

Examine some recent issues of the *CQ Researcher* and choose one topic of interest to you.

- title of report: _____ date of report _____
- author of report: _____
- one fact about the topic you discovered _____

How might you use the *CQ Researcher* if you had to do research for a Speech or English class?

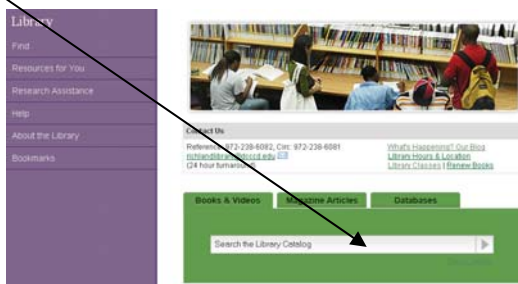
The *CQ Researcher* is also available as an online database.

IMPORTANT SOURCES TO HELP YOU IDENTIFY BOOKS, MAGAZINE ARTICLES, AND NEWSPAPER ARTICLES ABOUT A TOPIC

1. Finding Books Using the Library Catalog:

Richland's library catalog is found on the Library's Web page. You will use the library catalog to determine which books are in the Richland library and in the other Dallas County Community College libraries. You may look up books by **author**, **title** and **subject** as well as by **keyword** and **call number**.

- Go to any of the library computer terminals. Access the Richland College Library home page: <http://www.richlandcollege.edu/library>. When the Richland Library home page appears, click in the "Search the Library Catalog" box for **HURRICANES AND CLIMATE**.



- How many items are listed? _____
- Click on “Sorted by DATE” to determine the most recent title:



- When was the most **recent** title published? _____
- Look at the list of **locations** in the far left column. Click on RICHLAND.

1. How many items are owned by the Richland College Library? _____

2. Scroll down until you see the title *Extreme Weather and Climate*.

- Click on the title: *Extreme Weather and Climate*

1. What is the author's name? _____
2. What is the imprint (city, publisher, year of publication)? _____
3. What is the call number? _____
4. Is this book in the Reference Collection or the Main Collection? _____
5. Is a Richland copy available for check out? _____ (Note: Ref books cannot be checked out.)
6. Which additional campuses in the DCCCD are listed as owning this book? _____
7. How many pages are in the book? (Click on the green TITLE to view full information) _____
8. Does the book have a bibliography? _____ An index? _____
9. What are the *Subjects* listed for this book? _____

(You could look for additional related books under these subjects if you were writing a paper on the topic.)

10. What did you discover about using the Library Catalog that was of interest or that surprised you? _____

2. Finding Periodical Articles Using a Subscription Database:

Indexes to periodical articles help you locate articles on a particular topic or by a particular author. *Academic Search Complete* is a subscription index and database containing thousands of full text articles. It is updated monthly.

- ✓ Access the Richland College Library home page: <http://www.richlandcollege.edu/library>. Click on the green **DATABASES** tab. Click on “A” in the alphabet and scroll down until you see *Academic Search Complete*. Click on *Academic Search Complete* and when the basic search screen appears, type “**glee and television**” in the box. Now click on the “Search” button. When your search results appear **write down how many articles are listed** _____. Click on one of the article titles (underlined in blue) and give the following information: (note the articles are listed in date order).

- title of the article: _____
- author of article: _____
- Source: title of periodical (magazine or journal) containing the article _____
- date of the magazine _____
- page numbers of the article _____

What did you discover about *Academic Search Complete*? _____

How might you use this important research tool with other assignments? _____

The Richland Library subscribes to many databases which index periodical articles, newspaper articles, and other research materials. Most databases contain the **full text** of the articles which you can print, save to a disk, or e-mail to yourself. *The Library offers Electronic Research classes to learn how to select and use databases for your research.*

3. Finding Newspaper Articles Using a Subscription Database:

Newspaper indexes and databases allow you to access articles on particular topics that have appeared in newspapers.

Access the Richland College Library home page: <http://www.richlandcollege.edu/library>. Click on the green **DATABASES** Tab. Then click on the letter **I**, in the alphabet. Scroll down until you see *InfoTrac Newspapers*. Click on *InfoTrac Newsstand*.

When the search window appears click on **ADVANCED SEARCH** in the orange bar at the top of the page.

- Type **Pluto** in the first box →
- Type **New Horizons** in the second box →
- Type **Kuiper** in the third box. →

	pluto	in	Keyword(ke)	▼
And ▼	new horizons	in	Keyword(ke)	▼
And ▼	kuiper	in	Keyword(ke)	▼

- Then click on the “Search” button. Select an article by clicking on its title (underlined in blue). Fill in the following information about the article you selected:
 - author _____
 - title of article _____
 - title of newspaper _____

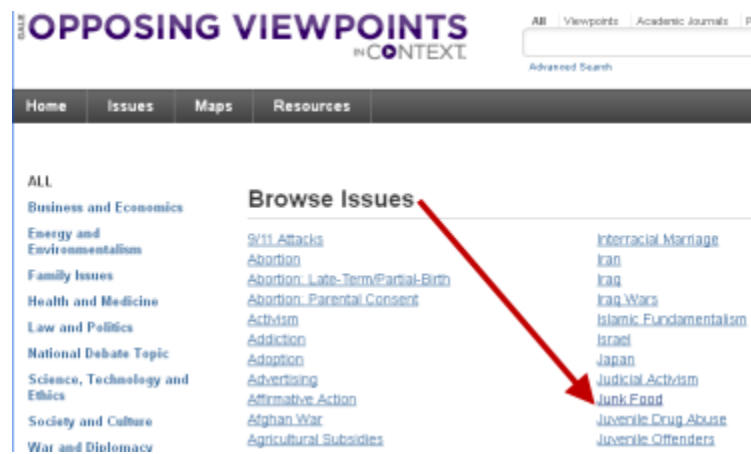
- date of newspaper _____
- When is the spacecraft supposed to reach Pluto? _____
- What else did you discover about *InfoTrac Newstand*? _____

AN IMPORTANT SOURCE OF PRO & CON INFORMATION

1. Opposing Viewpoints in Context:

This database covers current events issues and controversies. It presents the facts as well as the arguments of each topic's proponents and detractors.

- Access the Richland College Library home page: <http://www.richlandcollege.edu/library>. Click on **green Databases Tab**. Click on “O” in the alphabet and scroll down until you see *Opposing Viewpoints*. Click on *Opposing Viewpoints*.
- When the *Opposing Viewpoints* loads on the screen, look for the list of topics.



- Click on **JUNK FOOD**. When your results appear you will have several choices. Look for **Viewpoints**.



Select **two** viewpoints and write down the author and title of each one

Spend a few minutes exploring other features of this valuable database.

Under what circumstances might you use the *Opposing Viewpoints in Context* in your courses in college?

YOU'RE ALMOST FINISHED! HANG IN THERE.

Another way to search the Web:

Did you know that you can search for information exclusively from *authoritative U.S. government Web sites*?

Go to <http://search.usa.gov/> .

- Now search for **PLUTO NEW HORIZONS** to find accurate information from government Web sites.
- Which site did you choose? _____
- What U.S. government agency is responsible for this site? _____
- How would you use <http://search.usa.gov/> to improve your college research projects?

What did you learn about the Richland Library that surprised you? _____

Which source do you think will be really useful to you in the future? _____ Why? _____

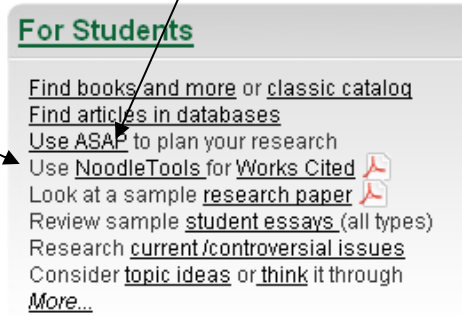
Which source did you enjoy using the most? _____ Why? _____

Describe your experience with the Reference Librarians. _____

✓ **Congratulations!** You have completed the *first step* toward learning important concepts and skills involved in using library tools to locate information you will need in your college course work. Mastering the use of the library—attaining **information literacy**—is a gradual, lifelong process. The Reference Librarians at Richland are here to guide you through each level of the process. We also offer classes on Electronic Research techniques, and Using MLA Format. These classes will help you master the additional research skills you will need as a college student. Ask for a copy of our [Library Instruction Program classes](#) at the Reference Desk.

You can access online research guidance with ASAP at <http://delrio.dcccd.edu/gduke/index.php>.

You can access online MLA assistance from the Library’s Web site. Click [NoodleTools](#) under “For Students”.



Remember to **ask a librarian for assistance** before you begin any research project. We can help you plan your research strategy and identify appropriate research materials.

The Richland Reference Librarians
Gary Duke, Amy Ferguson, Jeanetta Burnham,
Rae DeShong, Charles Hairgrove, Jane Huang,
Sharlee Jeser-Skaggs, Terri Chepregi