

EN 102

Name _____

Professor _____

Sullivan Family Library
Information Literacy Skills
Workbook

DUE _____

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SEARCH STRATEGY

When you search for information, it is best to use a search strategy: a step-by-step guide that allows you to organize your time.

1. **Start Your Research**

Think of ideas.

Talk to your professor.

Recognize that research takes time and plan accordingly.

Read articles in subject encyclopedias.

Broaden or narrow your topic.

Find reference sources.

List keyword(s), key phrases, and synonyms.

Use search techniques: Boolean phrases, truncation and phrase searching.

2. **Locate Information in Books**

Search WebCat – Sullivan Family Library Catalog

Search ebrary Academic Complete (online books)

3. **Locate Information in Periodicals** (magazines, journals, newspapers)

Select and search periodical databases.

4. **Locate Information on the Internet**

Consider currency, relevance, authority, accuracy, and purpose.

5. **Use MLA citation format**

STEP 1 – START YOUR RESEARCH

- **Reference Sources:** To start your research, find background information about your topic using reference sources.
- **Keywords:** You will then identify keywords, key phrases, key concepts, and key persons from the reference sources.
- **Search Techniques:** With those keywords, etc., use search techniques (Boolean, truncation, phrase searching) to find more in-depth materials.

1. View Tutorial: Search Strategies
http://www.chaminade.edu/library/tutorials/search_strategies.htm

2. Think of a topic that will fulfill your assignment.
Discuss your topic with your professor.

Topic _____

3. To find out more about this topic, read an encyclopedia article about it.

4. **Reference Sources:** Go to the Reference Section.
Find a subject encyclopedia (an encyclopedia that covers a particular topic) or general encyclopedia that may have information on your topic.

Subject Encyclopedias (examples)

Encyclopedia of Crime and Justice

Encyclopedia of Education

Encyclopedia of Psychology

Encyclopedia of Religion

McGraw-Hill Encyclopedia of Science & Technology

General Encyclopedias (examples)

Encyclopedia Americana

New Encyclopaedia Britannica

World Book Encyclopedia

4. Look for your topic in the index volume (usually the last volume of the set).

If your topic is not listed, think of another term under which it may be listed.

Name of encyclopedia: _____

Name of article: _____

Page number(s): _____

5. Is the encyclopedia article long (more than 3 pages)?
If yes, are there subheadings within the article?
Can you narrow your topic by concentrating on one subheading?

Is the encyclopedia article very short?
Is there enough information to complete your assignment?
Is your topic too specific? (not enough information)
Do you need to expand or broaden it?

6. Is there a bibliography at the end of your article?

Yes_____ No_____

If yes, write down a source listed in the bibliography of the article.

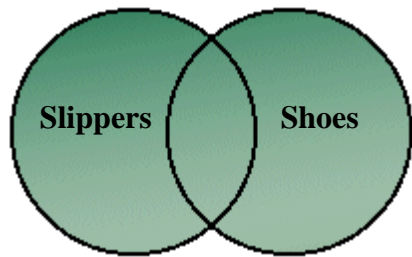
** If you cannot locate a subject encyclopedia article on your topic, please see a librarian for help.

7. **Keywords:** Identify your keywords:
Write your narrowed or broadened topic as a statement or as a question.

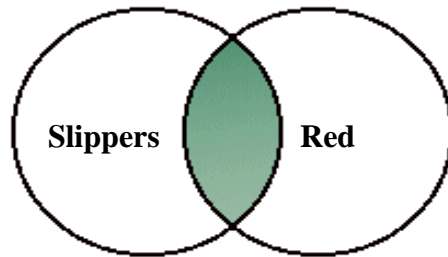
** If you are having trouble, talk with your instructor.

- A. Circle the **keywords** or **key phrases** in your topic question or statement.
- B. Write a **keyword** or **key phrase** in the Search Term Table (p. 6).
Some topic statements have only one or two keywords.
- C. Beneath each **keyword** or **key phrase**, write **synonyms** or **related terms**.
Use a dictionary or thesaurus to find synonyms or related terms.
- D. Or use Library of Congress Subject Headings (LCSH) REF Z695 .L695 2007
Or Library of Congress Classification Web
<https://login.ezproxy.chaminade.edu/login?url=http://classificationweb.net/Auto>

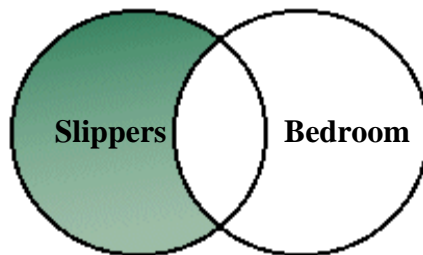
8. **Boolean Search Techniques:** Boolean searching uses “OR”, “AND”, and “NOT” (connectors) with keywords to find information more accurately. Use these Venn diagram examples to help you construct your own Boolean phrases for the Search Term Table (p. 6).



Slippers OR Shoes
(all slippers and all shoes)



Slippers AND Red
(only red slippers)



Slippers NOT Bedroom
(slippers, but no bedroom slippers)

STEP 2 - LOCATE INFORMATION IN BOOKS

1. View tutorials:
 - A. Find Books in the Library Catalog
<http://www.chaminade.edu/library/tutorials/books2.htm>
 - B. Find ebooks in the Library Catalog
<http://www.chaminade.edu/library/tutorials/ebrary2.htm>
 - C. Call Numbers
http://www.chaminade.edu/library/tutorials/call_numbers.htm
 - D. Plagiarism & Citations
http://www.chaminade.edu/library/tutorials/plagiarism_citations2.htm
2. Search WebCat – Sullivan Family Library Catalog
<http://www.chaminade.edu/library>
Select **Search For** in the menu
Select **Library Catalog**
3. Select **Keyword, Browse, or Exact** search
Keyword finds records containing the word(s) entered.
Browse finds catalog headings beginning with the first word entered.
Exact finds records that exactly match the word(s) entered.
(The default setting is Keyword search.)

Type in search term(s) _____
4. Select **Search Everything, Author, Title, Subject, or Series**.
If you are unsure if your Keyword is part of the Title or Subject,
Search Everything searches Author, Title, Subject, **and** Series.
5. Select **VIEW** button to the left of a record.
6. Select: **Author** for more books by that author
Subject(s) for more books on that subject
7. Select one title that is not an ebook (Ebook is not the call number):

Author: _____

Title: _____

Place of Publication: _____

Publisher: _____

Date of publication: _____

Subject(s): _____

Call number: _____

Location/Collection: _____

8. Write the citation to this book using MLA format.

Books may be borrowed with a valid CUH ID. To borrow the book, take it to the Circulation Desk.

Books can be returned to the Circulation Desk or through the Book Drop outside the library.

** If you cannot find the book, ask for help at the Circulation Desk.

You can also search:

Hawai`i State Public Library System
<http://ipac.librarieshawaii.org>
(A Hawai`i State Public Library card is necessary to borrow materials.)

University of Hawai`i at Manoa libraries
<http://uhmanoa.lib.hawaii.edu>
(Non-UH students cannot borrow UH materials, but can view or make photocopies at UH libraries.)

ebrary – Electronic Books Online

1. View tutorials
 - A. Find Ebooks in Ebrary
<http://www.chaminade.edu/library/tutorials/ebrary2.htm>
 - B. Off Campus Access
<http://www.chaminade.edu/library/tutorials/offcampusaccess.htm>
2. To access ebrary, go to Sullivan Family Library's home page:
<http://www.chaminade.edu/library/>
Select: **Search For** → **Databases by Title** → **Ebrary** (under Books and Ebooks)

From off-campus, login with your CUH ID and password.
3. Type your keyword(s) in the “**Search ebrary**” box on the left. List keyword(s):

4. How many search results did you get (number located above titles)? _____
5. Select one title that seems most suited to your topic. Select and view that title.

Contributor (Author): _____

Title: _____

Publisher: _____ Date of publication: _____

Subject(s): _____

6. Write the citation to this book using MLA format for electronic books.
Download the “ebrary reader,” if needed.
To find citation: InfoTools → Preferences → Citation style → Select → MLA

ebrary allows you to print **portions** of the book(s), up to 5 pages.
** For advanced skills in using ebrary, please view the video tutorial found on the ebrary home page.

<http://www.ebrary.com/corp/collateral/flash/UIplugin/UIplugin.html>

STEP 3 - LOCATE INFORMATION IN PERIODICALS

1. View Tutorials

A. Find Journal Articles

<http://www.chaminade.edu/library/tutorials/articles2.htm>

B. Find Journals by Journal Title (A-to-Z)

<http://www.chaminade.edu/library/tutorials/a-z2.htm>

C. Off Campus Access

<http://www.chaminade.edu/library/tutorials/offcampusaccess.htm>

2. From Sullivan Family Library's web page, select
Search For → Databases by Subject

Different periodical databases cover different journal titles.
Off-campus access is available through login.

Select **Databases by Subject**.

Select subject _____

Select one or more databases to search.

Database(s) searched _____

3. **Basic Search** is a keyword search.

Type in the keyword or synonym from the Search Term Table (p.6).

For Boolean searches, choose **Boolean/Phrase** under Search Options under the search box.

Search term _____

Number of articles found _____

(Optional) Under the **Find** box:

Limit your results:
(too many articles)

Full Text
Publication Name
Scholarly (Peer Reviewed) Journals
References Available
Published Date

Expand your results:
(not enough articles)

Apply related words
Also search within the full text of articles

4. With EBSCO databases, you can select "**Narrow Results by**" if you have too many articles. You can narrow results by Source Type (magazines, books, etc.), Subject (e.g. specific names), Thesaurus Term, Company, etc.
If another subject term is found, modify your search by selecting that new subject term.

New Subject term _____

Number of articles found _____

5. Select one article with "Full Text" or "PDF Full Text" or "HTML Full Text" or "Linked Full Text" and print the citation and the first page of the article.
6. Write the citation using MLA format:

STEP 4 – LOCATE INFORMATION ON THE INTERNET

The user of information on the World Wide Web has the responsibility of evaluating the information: currency, relevance, authority, accuracy, purpose.

Is the information on this web page as good as other resources that can be found in the library, e.g. subscription databases, print or online books, and periodicals?

1. View Tutorial: Web Resources
http://www.chaminade.edu/library/tutorials/web_resources2.htm

2. Search engine used (e.g., Google, Yahoo, etc.): _____
Search term used: _____
Number of websites found: _____

3. Select a website.

4. Evaluate:
URL _____
Author / Organization _____
Credentials _____
(Are author's credentials listed on website? For example, Ph.D., professor, etc.)
Date _____ Last updated? _____
If not listed, put 'unknown'
Sources documented? _____
Footnotes, links, related links, additional sites?
Purpose _____
(information, explanation, persuasion, sell, other?)

5. Write the citation using MLA format.

