

Name _____

Library Instruction for Strategies for College Success

Overall Outcomes

1. Demonstrates search strategies using basic key- words and synonyms (3-4)
2. Identifies various general resources (3-4) in a variety of formats
3. Demonstrates general awareness of plagiarism and copyright regulations
4. Utilizes required tools and applications (3-4) for information access and organization

LLRC "Road Map" Check List

Outcome: Identifies various general resources (3-4) in a variety of formats



ALL FLOORS:

- ___ Elevator access outside south entrances
- ___ Computers, photocopiers & black & white printing from all computers
- ___ Wireless Internet access (official name: Pantherlink Access Wireless or PAW)



1st FLOOR: Audiovisual materials area

- ___ Videos: video tapes, DVDs available for viewing on in-house televisions
- ___ Audio books to be checked out
- ___ Media for specific classes (for example, Nursing and Sciences) available; for example, **replicas of skeletons**



2nd FLOOR: Reference area

- ___ Seek assistance from a Reference Librarian & Interlibrary Loan
 - ___ Reference books accessed and appropriate material photocopied
 - ___ "Gallery" for scheduled College meetings
 - ___ Designated quiet study, study group areas (available first come, first serve basis)
 - ___ Color printer
 - ___ Some art works by students
- Periodicals area**
- ___ Recent issues of popular/academic magazines, professional/scholarly journals, newspapers



3rd FLOOR: Circulation desk

- ___ Check out books, laptop computers, e-readers such as Kindles, Nooks, Sony Books, iPads
 - ___ Check out Reserve materials such as Strategies class textbook
 - ___ Check out group study rooms
 - ___ Designated quiet study areas
 - ___ Arrange to send and receive faxes
 - ___ Add cash to PantherCard debit account
 - ___ Internet classroom/lab room
 - ___ Some art works by students
- Book area**
- ___ Books on 3rd floor can be checked out; Use online catalog to search for books, write down **Library of Congress call number** to find book on shelf

Name _____

Outcomes: Identifies various general resources (3-4) in a variety of formats
Utilizes required tools and applications (3-4) for information access and organization

“Road Map” of Electronic Databases & “Tools” on Web

Databases

Reference articles (full text) retrieved in example databases:

Careers: *Career One Stop* (<http://www.careeronestop.org/>)

Lives of famous people: *Biography Resource Center* database

Academic Reference books: *Gale Virtual Reference Library* database

eBooks: Find electronic books online

[Online library catalog](#)

NetLibrary database via PantherWeb login

Periodical articles: many articles available both full text and/or abstracts / summaries

Magazine & journal articles, many full text; newspapers (*The New York Times*), full text PLUS those with abstracts (or summaries) only: *Academic Search Complete* database

Newspaper articles full text: *The New York Times* databases

Online streaming video example databases:

Media Collection available @ <http://www.palmbeachstate.edu/mediacollection.xml> - login with student ID & PIN

Palm Beach State College Channel on YouTube—<http://www.youtube.com/user/PBStateCollege>

Tools (examples)

NoodleTools (www.noodletools.com) LibGuides (palmbeachstate.libguides.com)

Turnitin (www.turnitin.com) Ask A Librarian (askalibrarian.org)

Name _____

Outcomes: Identifies various general resources (3-4) in a variety of formats
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Finding & Retrieving Periodical Articles in Databases

1. Choose database containing periodical (magazine, newspaper, academic journal) article abstracts and/or full text. For instance, Academic Search Complete. What is the name of database you use?
_____.
2. Search for articles by topic. Think of keywords to describe topic and then search database. Write keywords _____. After searching database, review Result List of articles; choose an article and read description and abstract of article.
3. Most databases provide the _____ text of all articles. Some databases contain a few articles with only summaries or _____ of various articles.
4. In a paper or presentation, you must give credit to the authors of articles or books you quote. You do this by citing your source. Some databases provide computer-generated citations of articles contained in the database. For your chosen article, determine whether a computer-generated citation is available. If a citation is available, you should be able to _____ and _____ it into your paper or presentation bibliography.
5. The current issue of *The New York Times* is provided in _____ College database or on the _____ floor of the Lake Worth College Library. Older archived editions of this newspaper are provided in _____ database.

Name _____

Find a Book

Search online library catalog using keyword _____ or phrase **eat the frog** (title of book)
Examine **RESULTS LIST**, choose one book, **Read All The Screen**, and answer questions below.

Searching for book on a career? Think of keyword synonyms. For example career = vocation

1. Is BOOK a PRINT copy on shelf or WEB ebook online? How do you tell the difference?
2. Book location.
Look for **Checked out from...** or **Available at...** or **View Online Now**
Examples of locations of books: **Lake Worth Career Center** or **Lake Worth Circulation**

For the book you choose, what is the location?
3. Is there a call number? If yes, the **call number** is _____
Is this different from ISBN number? Why?
4. Additional information about each book in catalog can be found in (a) ___ Notes;
(b) ___ Google Book Search link in catalog; (c) ___ neither (a) nor (b);
(d) ___ both (a) and (b)

Other questions to consider: After examining a book record, how do you return to **RESULTS LIST**?
What happens when you **REFINE MY RESULTS** (see orange column on left side)?

Keyword Searching

Outcome: Demonstrates search strategies using basic keywords and synonyms (3-4)

Topic: Cost of college in Florida
Broader concept: Education
Narrower concept: College classroom
Synonyms: Higher education, tuition

Identify other keywords for searching this topic:

1. _____ 2. _____ 3. _____ 4. _____

Plagiarism & Copyright

Outcome: Demonstrates general awareness of plagiarism and copyright regulations

1. A student is writing a short essay about a celebrity and instructed to “write the essay in student’s own words.” Student finds an article in *Biography Resource Center* database, 20 paragraphs in length, and decides to copy and paste the article in its entirety into research paper, put quotations around the text, and cite the article as instructed. Student meticulously enters the reference source in a bibliography. As instructed, the original writer is properly credited as being the creator of the article, so student figures this action would be acceptable. However, student’s instructor gives a grade of “F.”

Why is this considered unethical & how should the student respond to instructor?