

ENC 1101 Information Literacy

Learning Objectives:

1. Knowledge of LINCC catalog and how to look up materials, including books, A/V materials and eBooks.
2. Knowledge of library subscription databases and how to log in to them.
3. Need for a library card.
4. Basic Boolean searching (AND, OR, NOT and phrase searching).
5. Knowledge of the differences between peer-reviewed journals and other publications.
6. Ability to locate peer-reviewed journals.
7. Understanding of the term “full text.”
8. Understanding of copyright and plagiarism.
9. Ability to evaluate quality of websites available on the free Internet.
10. How to email an article.
11. How librarians can help with research.

Outline of Tutorial for ENC 1101 Information Literacy Quiz:

How Do I Start My Research?

What is the Online Catalog?

How Do I Use the Library’s Online Catalog?

What is an eBook?

What are the Advantages of Using eBooks?

How Do I Use an eBook?

How Do I Log onto eBooks and the Library’s Databases?

What is a Database?

How Do I Use the Library’s Subscription Databases?

What is Boolean Searching?

What is Phrase Searching?

What is a Journal?

What is a Magazine?

What is a Peer Reviewed Journals and How May I Access Them?

How Can I email Articles to Myself?

What is Copyright?

What is Plagiarism?

How Can a Librarian Help Me?

What is Ask a Librarian?
When is the Ask a Librarian Service Offered?
How Do I Use Ask a Librarian?
Where Can I Get More Information about Library Research?

How Do I Start My Research?

Go to Edison Library's homepage; at <http://www.edison.edu/library/>. Find the links to the Library's two main research tools: the online catalog and subscription databases. The link to the catalog is called *Find a Book*. The link to the databases is called *Find an Article*.

What is the Online Catalog?

The online catalog provides access to all materials owned by Edison College Libraries, including books, journals, magazines, newspapers, eBooks, DVDs and videos.

How Do I Use the Library's Online Catalog?

1. Log onto Edison Library's homepage at <http://www.edison.edu/library/>.
2. Click on *Find a Book*, the link to the Library's online catalog, also called *LINCC*.
3. You may search by keyword, title, author, or subject. Click on a search type in the *search by* box, or leave the default search type as Keyword(s) Anywhere.
4. Enter your search terms in the catalog's search engine, and click *Go*.
5. From the list of search results click on the hot linked titles of the records you want to learn more about.
6. Click on the record's hot linked subject headings to find related works.
7. If you want to check out a particular work, click on the hot linked location at the bottom of the screen for location and availability information.
8. Write down the call number and location, and then go get your book.

What is an eBook?

An eBook is an electronic copy of a printed book that is stored on a website. eBooks have numbered pages, table of contents, and pictures and graphics, just like printed books.

What are the Advantages of Using eBooks?

1. eBooks allow instantaneous and convenient access to scholarly material.
2. You can view, bookmark, highlight, annotate, and print particular chapters or sections of an eBook.
3. eBooks have search engines through which you can search for specific terms, concepts, and chapters within the entire work.
4. eBooks are portable: you can save them to a laptop, PC, or flash drive
5. Many eBooks are interactive, featuring audio, video, and animation.
6. You can customize your viewing experience, for example, enlarge or reduce font sizes, change font styles, reorient pages, and modify screen contrast.
7. Some eBooks link to more information and related websites.
8. eBooks take up less space and require little repair.
9. eBooks save trees.

How Do I Use an e-Book?

1. You can limit a search in Edison's online catalog to eBooks by clicking in the drop down menu beside *Format*, and selecting *eBooks*.
2. To access an eBook, either click on the *Click here to view eBook* link in middle of the catalog record, or click on the *eBooks* link under *location* at the bottom of the record.
3. If you click on the *Click here to view eBook* link, you also will need to click *Go* on the *Copyright Information* page.
4. Enter your borrower ID and pin number on the Log on page.
<http://www.edison.edu/library/researchskills/movies.php>

What are subscription databases?

A subscription database is a collection of regularly updated scholarly journal articles, often available in full text. Databases contain other types of information as well, including newspaper and magazine articles, primary sources, books, and reports. A full text database provides access to the entire text or body of most articles, which you can download, view, email, and print. Use the Library's subscription databases to locate scholarly journal articles and other materials on a particular topic.

How Do I Use the Library's Subscription Databases?

Log onto Edison Library's homepage at <http://www.edison.edu/library/index.php>.

1. Click on *Find an Article*, the link to the Library's subscription databases.
2. After logging on, an alphabetical listing of the Library's databases will load.
3. To log onto a specific database, click on the hot linked database title, and the *Connect to Database* tab.
4. Enter your search terms, select *Full Text*, and click *search*.
5. For more in-depth tutorials on how to use the online catalog and databases, go to <http://www.edison.edu/library/researchskills/index.php>.

How Do I Log on to eBooks and the Library's Databases?

You will need an active student ID or library card to access the Library's subscription databases. Your ID or library card is inactive if you have never used it. Ask an Edison Library circulation desk staff member to activate your card if it is inactive.

1. To log on to Edison Library's eBooks or subscription databases, enter your barcode number in the borrower ID field on the Log on page. Your borrower ID is the barcode number on the back of your student ID or library card.
2. Enter your pin number, which is the last four digits of your social security number, in the pin field.
3. Click *Log on*.

What is Boolean searching?

Boolean searching is based on a system of symbolic logic developed by George Boole, a 19th century English mathematician. Most computer databases and Internet search engines support Boolean searches. Boolean search techniques help reduce the number of irrelevant documents in the search results.

The power of Boolean searching is based on combinations of keywords with connecting terms called Boolean operators. The three basic operators are the terms AND, OR, and NOT. Many Internet search engines replace Boolean operators with symbols, for example + for AND, - for NOT.

AND narrows a search, requiring that two or more keywords appear in a document.

OR broadens a search to include terms that can be used interchangeably or mean the same thing.

NOT eliminates unwanted terms from search results.

The thesis statement "Automobile air bags are not safe for children" might result in the search string:

automobiles AND air bags AND children AND safety

Most databases and major search engines support complex Boolean searches. If you have a complex search using more than one operator, you can nest your search terms, using parentheses. Search terms and operators included in parentheses will be searched first, then terms and operators outside the parentheses. A search for:

(ADD OR attention deficit disorder) AND college students

will search for documents containing either the acronym *ADD* or the words *attention deficit disorder*, then narrow the search results only to those documents that also contain the words *college students*.

What is Phrase Searching?

Pay attention to **phrases** in search strings. If you are looking for information on the *capital gains tax*, you need to enter that part of your search string as a phrase. Otherwise, you may retrieve irrelevant documents which contain all of the keywords, in any order, anywhere in the document. Most search engines and databases support phrase searches. Internet search engines usually require quotation marks to indicate phrases, such as: "*capital gains tax*", "*physician assisted suicide*", "*human genome project*".

What is a Journal?

A journal is a scholarly periodical devoted to disseminating current information about research and developments in a specific field or subfield of human knowledge. Many journals are published quarterly. Most journal articles are longer than five pages and include a bibliography or list of works cited. Journal articles usually include a paragraph at the beginning, called an abstract, which summarizes the main points of the article.

What is a Magazine?

A magazine is a popular or general interest periodical containing articles on a variety of topics by different authors. They usually include color graphics and advertising printed on glossy paper. Articles tend to be short (1-3 pages). Most magazines are issued weekly or monthly and written by reporters for a general-interest audience.

What does Peer-Reviewed Mean?

Peer-reviewed articles are evaluated by at least one subject specialist in addition to the editor prior to acceptance for publication. Facts are checked and research methods are evaluated by other scholars in the field. Journal articles are usually peer-reviewed. Internet documents are not usually peer-reviewed.

How can I access peer-reviewed journals?

Peer-reviewed articles may be accessed through the library's subscription databases. You must have a library card to access these. When you begin a search in Academic Search Complete, Academic ASAP, Nursing Journals (ProQuest) and a number of other databases you have the option to limit your search to only peer-reviewed journals. So if your instructor requires that you use only peer-reviewed sources, this is a good way to accomplish that.

How Can I email Articles to Myself?

Most of the library subscription databases allow you to email an article to yourself (or anyone else for that matter). Typically, there will be the option to print out the article, save it to disk, or email it. By emailing articles to yourself you can save a great deal of time in research. If you have only a few minutes between classes, you can come into the Library, look up information in a library subscription database and email the results to your home computer for later use.

What is Copyright?

Copyright is the exclusive legal right granted to an author, editor, composer, playwright, publisher, or distributor to publish, produce, sell, or distribute a literary, musical, dramatic, or artistic work, within certain limitations. In the United States, copyright is controlled by laws passed by Congress. Notice of copyright usually appears on the verso of the title page of a book. Restrictions may apply to the use of copyrighted material by persons other than the author or creator of the work. Generally, scholars and students may use copyrighted materials for their research and quote from them, but it is illegal to copy whole sections and pass it off as your own work. This is known as plagiarism.

What is Plagiarism?

Plagiarism is copying the work of another writer or composer and then passing the results off as original work. In most colleges and universities, professors impose penalties on students who plagiarize the works of others. To avoid plagiarism, it is wise to paraphrase or quote and then cite the original source in a footnote or endnote. More information about plagiarism may be found here:

How Can a Librarian Help Me?

Consult a Reference Librarian at any Edison College Library for advanced search tips, research assistance, or other information needs. Do not hesitate to email, call, or come by the Library to get help from the reference librarians. Log onto <http://www.edison.edu/library/staff.php> to access Edison Library staff contact information. If the Library is closed, you can use the *Ask a Librarian* service to get research assistance after hours.

What about Ask a Librarian

[Ask a Librarian](#) is a free online information service that anyone can use to send reference questions to librarians throughout the State of Florida. Use this interactive chat service when you need research assistance right away, and in real time.

When is the Ask a Librarian Service Offered?

10 a.m. to 10 p.m. Sunday through Friday
a.m. to 5 p.m. on Saturday

10

How Do I Use Ask a Librarian?

1. Click on the [Ask a Librarian](#) icon from Edison Library's homepage.
2. Click on the *chat* link.
3. Enter your user type (college or university student), screen name (for example, John), question (for example, which scholarly journals contain articles about public safety management?), and email address (for example, john@edison.edu).
4. Click on *log into live chat*, and you're on!

Where Can I Get More Information about Library Research?

Reference Desk Phone Numbers
Lee: (239) 489-9279 Collier:
(239) 732-3774 Charlotte
(941) 637-5620

Learn more about conducting research and using library resources by completing Edison's *Library Research Tutorial*. The Tutorial includes detailed instructions on how to identify research topics, develop search strategies, retrieve information, use a variety of search tools and techniques, evaluate resources, and effectively use the World Wide Web.

How Can I Evaluate Articles I Find on the Free Internet?

The domain name can be an important key in your assessment.

.org = non-profit organization

.gov = government
.edu = educational institution
.com = commercial enterprise
.net = networks such as AOL or ATT