

-IDS 105

Name:

Course Instructor:

Librarian Teaching Session:

Course Day and Time:

Date:

Library Homepage

Most of your research will be found in the links in the **Electronic Resources** section.

LIBRARY CATALOG searches books. See **Find Books** below.

INFORMATION DATABASES searches for articles: journal, magazine, newspaper and reference.

See **Find Articles** below. Note that *On campus* and *Off campus* have separate links for access.

SEARCH THE INTERNET (below) searches for websites, as through a Google search.

The screenshot shows the website for the Arthur C. Banks Library at Capital Community College. The browser window title is "Capital Community College - Arthur C. Banks Library - Windows Internet Explorer". The address bar shows "http://www.ccc.commnet.edu/library/". The page header includes the library's name, address (950 Main Street, Hartford CT 06103), and phone number (860.906-5020). Below the header is a navigation menu with links: "About Capital", "Getting in Touch with Us", "Giving to Capital", and "Website Directory". A search bar is labeled "Quick Search Library Catalog: (Books, DVDs, Music CDs, eBooks)". The main content area is divided into two columns. The left column has "Electronic Resources" with links for "Find Books (Library catalog)", "Find Articles (From on campus)", "Find Articles (From off campus)", and "Search the Internet". Below this is a "Got Questions???" section with a "Text a Librarian" button. The right column has "Citation Help" with links for "MLA Sample Paper", "APA Sample Paper", and "Citation Machine". Below that is an "Other Links" section with links for "Evaluating Information", "Library Skills Workbook / Tips / Assignments", "Recommended Websites by Subject", "Other Resources", "Library Policies and Services", "Library Hours and Staff", "Other Library Catalogs", and "reQuest (Statewide library catalog)". At the bottom of the page is a "myCommNet College Homepage" logo. The browser's taskbar shows the Start button, open windows for "Capital Community C...", and "Document1 - Microsoft ...". The system tray shows the time as 4:00 PM.

To log into databases from off campus, you must click on:
Find Articles (from off campus) and then log into myCommNet.

INFORMATION DATABASES

General

[Academic OneFile](#)
[Academic Search Premier](#)
[Expanded Academic](#)
[Infotrac OneFile](#)
[MasterFile Premier](#)
[Opposing Viewpoints Resource Center](#)

Newspapers

[Hartford Courant \(1992 - Current\)](#)
[Hartford Courant \(1764-1922\)](#)
[New York Times Historical 1851-2004](#)
[Newspaper Source](#)
[Regional Business News](#)

Business and Law

[ABI/Inform Global](#)
[Business & Company Resource Center](#)
[Business Source Premier](#)
[LegalTrac](#)
[Regional Business News](#)

Reference Sources

[AccessScience](#)
[American National Biography](#)
[Biography in Context](#)
[Country Watch](#)
[CQ Researcher](#)
[Encyclopedia Britannica](#)
[General Reference Center Gold](#)
[Health & Wellness Resource Center](#)

Allied Health

[Cinahl](#)
[DSM Premium](#)
[Health and Wellness Resource Center](#)
[Health Source](#)
[Medline](#)

Social Sciences and Humanities

[Communication and Mass Media](#)
[ERIC](#)
[Oxford Music Online](#)
[PsychINFO](#)
[Psychology and Behavioral Sciences](#)
[SocINDEX](#)

Literature

[Literary Reference Center](#)
[MasterFILE Premier](#)

Communications and Mass Media

[Communications and Mass Media Complete](#)

Criminal Justice

[SocINDEX with Full Text](#)

History

[Hartford Courant\(1764-1922\)](#)
[U.S.History in Context](#)
[World History in Context](#)
[New York Times Historical 1851 - 2004](#)

Science and Fire Technology

[AccessScience](#)
[NFPA \(Fire Codes Online\)](#)
[Science in Context](#)

Faculty and Staff Resources

[Books in Print](#)
[Charleston Advisor](#)
[Educator's Reference Complete](#)
[ERIC](#)
[Library Literature](#)
[Professional Development Collection](#)

Electronic Books

[ACLS Humanities E-Books](#)
[iCONN E-Books](#)
[netLibrary](#)

Below is a search page from one of our databases. It should be noted that all databases have their own search pages, all are a bit different, but all have similar components and capabilities. Enter your **search terms** or **keywords** in the search box, click the **Full Text** box, and click **Search**.

EBSCOhost: Basic Search - Windows Internet Explorer

http://web.ebscohost.com/ehost/search?vid=1&hid=103&sid=019846c9-4ac4-4bc2-a914-91650d36b500%40sessionmgr107

File Edit View Favorites Tools Help

EBSCOhost: Basic Search

New Search Publications Subject Terms Cited References More Sign In to My EBSCOhost Folder New Features! infoAnytime Help

Searching: Academic Search Premier Choose Databases >

stem cell research Search Clear ?

Search Options Basic Search Advanced Search Visual Search

Search Options Reset

Search modes ?

Boolean/Phrase

Find all my search results

Find any of my search results

SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type: All (dropdown menu)

References Available

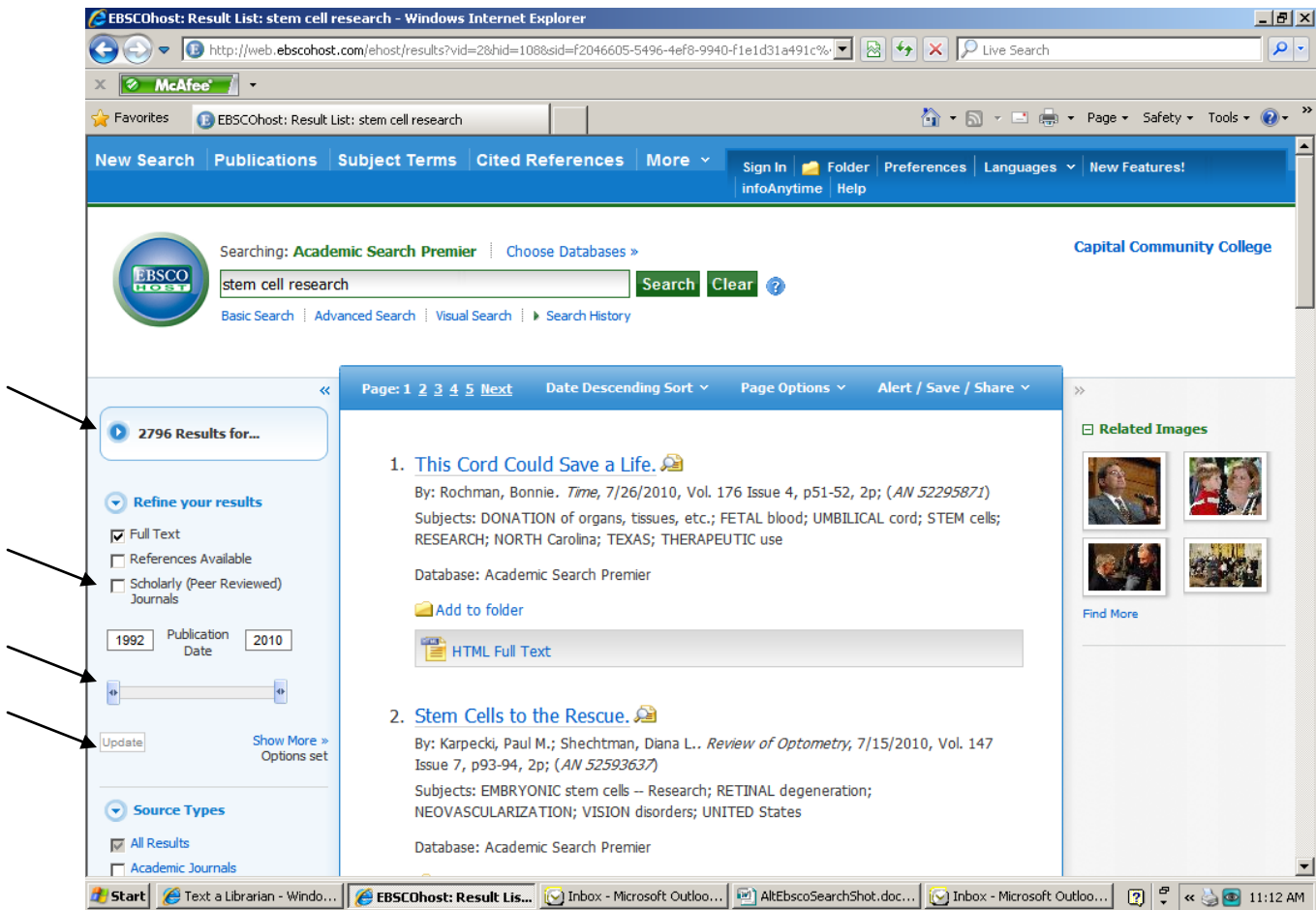
Published Date from: Month Year to Month Year

Publication: (text input)

Number of Pages: All (dropdown menu)

javascript: __doPostBack('ctl00\$ctl100\$MainContentArea\$MainContentArea\$findField\$findFieldLinks\$history', '')

Start Inbox - Microsoft Outlook IDSTutor2 - Microsoft Office Document5 - Microsoft Office Yahoo! Calendar - lib... EBSCOhost: Basic Search 10:28 AM



The above is a sample of the results page from the database *Academic Search Premier*. The total number of results can be very large. To limit your results you can perform the updates described below.

The four arrows on the left side of the page, from top to bottom, indicate the following:

1. The total number of results of your search.
2. To limit to scholarly or peer reviewed articles, click on the box that the second arrow is pointing to.
3. To limit by date, drag the small blue arrow to the right towards the “2010” side.
4. Then click on the Update link that the arrow is pointing to, and the new results number and updated list of results will be shown.

It must be noted that all databases have similar capabilities, but the search pages and the results pages all look very different. Once you learn to use one, the others will be easier to use. You will need to spend some time studying the results page to become familiar with how to limit your results.

DATABASE SEARCH EXERCISE

FINDING JOURNAL/MAGAZINE ARTICLES

Books often do not contain the most recent information. If you are searching a current topic, journal or magazine articles are a good source of information.

Search for a full text article on *steroids and sports* in the database Academic Search Premier

In the results page, limit your results to articles published after 2005, using the sliding bar.

How many documents (results) did you find:

Select one article, click on the link for this article, and then answer the following questions for this article.

Author:

Title of the article:

Title of the journal or magazine (Source):

Date published and number of pages:

FINDING NEWSPAPER ARTICLES

For accessing the most recent day to day events, newspapers are an excellent source of information.

You may search certain newspapers individually, or you may search multiple newspapers at one time, using **Newspaper Source** or **iCONN Newsstand**.

For this exercise, select **Newspaper Source** as your database.

Search for a full text newspaper article on *steroids and sports* in the database **Newspaper Source**.

Limit search to **Full Text** articles published in the *last 12 months* .

How many documents (results) did you find:

Select one article, click on the link for this article, and then answer the following questions for this article.

Author:

Title of the article:

Title/Name of newspaper:

Date:

EVALUATING INTERNET SOURCES

Unlike books and magazines, web pages do not have to pass through any editor, fact checker, or review process before being published. Anyone with a little technical knowledge can publish a web page. Different sites exist to inform, persuade, entertain, sell, advertise and report research. It is up to you to decide if the information is reliable.

It is important to analyze the URL (ex: <http://www.yahoo.com>) of a website because domain names (.com; .edu) give clues to reliability and accuracy of a site. For example:

.edu (Denotes an educational institution. Its purpose is to teach, inform, or present research. Student and faculty research and web pages, syllabi, and class projects may reside here).

.com (Denotes a commercial site. Its purpose is to sell or promote a company product or service. Many personal web pages may be posted here as well).

.org (Denotes a non profit organization. Its purpose may be to inform or present research. It is frequently used to sway opinion or recruit support.)

.gov (Denotes a government site. Its purpose generally is to inform or present research findings and statistics).

While it is always necessary to evaluate sites for validity, reliability and lack of bias, it is especially important to do so when the domain is **.com** or **.org**.

Using Google

When you use Google to find information on websites, you must learn to “read” the results page and to evaluate the websites that are on the results page.

1. Search Google for the *National Right to Life* website or type in the address bar www.nrlc.org.

Spend some time “checking out” the site and its links and answer the questions on the next page to help you determine if it is a valid, reliable, unbiased site.

Not all websites are clearly valid, reliable and unbiased. For the most accurate information, you must evaluate all websites thoroughly before using their information.

AUTHORITY

Does the person, institution or agency responsible for a site have the qualifications and knowledge to do so?

Is the contact information for the author provided? Yes or No

Does the author state his/her qualifications or credentials? Yes or No

PURPOSE

The author should be clear about the purpose of the information presented in the site. Some sites are meant to inform, persuade, state an opinion, entertain, or parody someone or something.

Does the domain name of the site indicate its purpose? Yes or No

Does the content support the purpose of the site? Yes or No

CURRENCY

It is important to know when a site was created, when it was last updated, and if all of the links are current.

Is the date the information was last revised given? Yes or No

Are the links up-to-date? Yes or No

OBJECTIVITY

Objective sites will present information with a minimum of bias, without the intention to persuade.

Is the information presented without a particular bias? Yes or No

Does the site avoid advertising that may be a conflict of interest with the content? Yes or No

Does the site avoid trying to persuade or sell something? Yes or No

ACCURACY

It is the responsibility of the reader to beware of the information presented. Be sure to differentiate fact from opinion.

Is the institution affiliated with a known organization or institution? Yes or No

If statistics and other factual information are presented, are references given? Yes or No