Comm. 100 (2/23/18) Prof. Bates

Library Basics (15 minutes)

Materials: Powerpoint, Library website, Library Information/Services (Handout)

- Welcome; Objectives for the LIS
- Hours, Student ID Card
- Library Layout (General Collection v. Reference/Reserves)
- Circulation Desk
- Books (General Collection, loan periods, fines)
- eBooks
- Reference materials
- Technology and Printing
    - Email username/password necessary for getting to databases from home
    - Desktop computers, laptops for checkout
    - WiFi, Printing, Copying
- Reference and Help Desk
    - Reference Librarians
    - Students can contact us via Chat and phone during open hours, and email during closed hours
    - Book a Librarian service from home page
- Other Library Services
    - Reserves
    - ILL

The Library Catalog (15 minutes)

Materials: Powerpoint, Library website

Activity: Library Catalog Worksheet

- Using the Catalog
- Explanation of Library Catalog
- Getting started, basic searching
- Organization and location of books in Library (LOC)
- Finding eBooks

Search Strategy and Keywords (20 minutes)

Materials: Powerpoint, Library Website

Activity: Keyword Worksheet

- Building Your Search
- Choosing a Topic, Asking a Research Question
- Keywords and synonyms
- Boolean Language (AND, OR, NOT)
    - Narrowing or expanding a search

Persuasive and Informative Speech Library Databases (40 minutes)

Materials: Powerpoint, Library website

Activity: 10 minutes of practice searching Library databases

Choosing a database

- Reference *(GVRL)*
- Current Issues *(Opposing Viewpoints, CQ Researcher)*
- News *(LexisNexis)*
- Academic Journals *(EBSCOhost, JSTOR)*
- *eBooks (EBSCOhost)*

Using GVRL to find information on different subcultures (with examples)

Using EBSCOhost to find academic journal articles (with examples)

What is a peer-reviewed journal article? How is it different than other materials?

Parts of an Article

- Title, Abstract, Journal Title, #of Pages

Search Strategies

- Entering your keywords using Boolean Operators (AND, OR, NOT)
- Practicing using synonyms

Search Tools

- Broadening and Narrowing a Search
- Limit to full text and/or peer-reviewed journals
- Date range search Limiter

- Saving or emailing a search
- Citation options

Other Advanced Techniques

- Using Subject Terms
- Using Truncation

Other Libraries

Google Scholar

How to reach me