Spring 2018 Faculty Library Orientation

Library Services Department
January, 2018 (rev 2/18/18)
WELCOME TO THE ITU LIBRARY & RESOURCE CENTER
Remember this!

DON’T GET CAUGHT!
Breaking Copyright
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SAY NO!
to Plagiarism

STOP!
CITE BEFORE YOU WRITE
“The Association to Advance Collegiate Schools of Business’ (AACSB) … has identified information literacy (IL) skills and the ability to perform research in a business setting as important and valuable skills for the workplace “

(Stacy Gilbert, 2017. University of Colorado)

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1. Place (Physical)
- Onsite - Front of auditorium
- M-F 10-6, Sat 11-4, Sun - Virtual - Website + EMS
- Study Rooms, Laptops

2. Process (Research)
- Research: Six steps
- Information Literacy
- Policies - Thesis, Textbook
- CPD - Staff Publications

3. People (Services)
- Librarian: Marion Hayes
- Library Assistants
- Library@itu.edu
- Support Center > Technology Support
- Class Library Visits - To Schedule
- Workshops - encourage attendance

4. Products (Resources)
- Textbooks - see Policy
- ITU Library Catalog - E-Library EMS
- E-Databases: Library Databases
- Templates: ITU Templates & Guides
- Turnitin: Plagiarism Checker
- LibGuide: Library Pocket Guide
- Recommended Databases
- Research Resources
Help Me to Help Your Students

- Do you have your database logins? ACM, Bus Source, NYT, WSJ
- Know your student’s Information literacy skills
- Remind students to get their San Jose Public Library Card
- Know the six steps in the research process
- Help students with effective search strategy – logic, keywords
- Know the criteria to evaluate information - checklist
- Know how to use information legally – copyright, trademarks
- Know Policies!! e.g. Plagiarism - turnitin - EMS Support for account
- Locate ITU citation tools & templates - ITU guides, APA style
- Use library catalog & databases – books, reserves, articles
- Get research help – library@itu.edu, research consultation
- Get help with logins - Support>Technology Support
ATTENTION!!

Cheating, fabrication and plagiarism are unethical, behaviors at ITU (see ITU’s Academic Dishonesty Policy and ITU Student Code of Conduct).

ITU defines plagiarism as:

“Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone’s else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own.”

Consequences - Failing or lower assignment/course grades, suspension/expulsion, loss of professional reputation, job or career.
PLAGIARISM

PREVENTION

● Read ITU Plagiarism Prevention Policy
● Use turnitin plagiarism checker - ask professor!
● Be honest, don’t cheat
● Be original, creative, paraphrase
● Use scholarly sources - library workshops!!
● Get permission (e.g. images)
● Paraphrase
● Acknowledge / Cite fully / APA - library workshops!!
● Catalog references using Zotero - library workshops!!
● Use the Fair Use Test: Purpose, type, amount, effect
● Doubtful? DON’T use
HOW TO USE “Turnitin”

- Required for students & faculty - PP Policy
- Percentage likelihood of plagiarism
- Your A/c: EMS > Technology Support
- ITU has full customer support
- Student A/c: Ask professor
- Use guides. Support: EMS > Technology Support
- Who checks? You check; students check
- Library Workshop - Say No to Plagiarism!
- Know other preventative measures
**E-Resources**

**Databases**

- **EMS > E-Library**
  - **ITU Library Catalog**
    - Course Reserve Textbooks
    - SGA Course Reserve Textbooks
    - Capstone Projects & Theses
    - Reference Books for Degree Programs
  - Business Source Elite
  - ACM Digital Library
  - NYTimes Academic Pass
  - Wall Street Journal
  - Promed

- **Recommended**: [by] ITU University Librarian
- **Pocket LibGuide**: ITU Library Pocket Guide
- **Templates**: ITU Templates & Guides
- **Six Step [Research] Resources**
…. and remember to

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QUESTIONS ???
library@itu.edu