Spring Library Orientation

Library Services Department
January, 2018
Welcome to the ITU Library & Resource Center
“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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Remember this!

DON’T GET CAUGHT!
Breaking Copyright
© 2017

SAY NO!
to Plagiarism

STOP!
CITE BEFORE YOU WRITE
1. People (Services)
   - Librarian: Marion Hayes
   - Consultations
   - Library Assistants
   - Library@itu.edu
   - Support Center
   - Workshops & Webinars

2. Place (Physical)
   In front of the auditorium
   M-F 10-6, Sat 11-4, Sun - Virtual - Website + EMS
   Study Rooms, Laptops

3. Process (Research)
   Research: Six steps
   Information Literacy

4. Products (Resources)
   Catalog: ITU Library Catalog
   E-Databases: Library Databases
   ITU Templates & Guides
   Turnitin: Plagiarism Checker
   LibGuide: Library Pocket Guide
   Recommended Databases
   San Jose State Library
Checklist for Success

1. Did you receive your library logins

2. Use library catalog & databases for books, reserves, papers

3. Get a San Jose Public Library Card (SSJU Databases)

4. Know your Information literacy skills

5. Attend library webinars and workshops (flyer)

6. Get research help – library@itu.edu, research consultation

7. Know the research process – six steps (videos)

8. Use effective search strategy, Boolean logic, keywords

9. Know the criteria to evaluate scholarly information

10. Use information legally – copyright, trademarks

11. Use information ethically - plagiarism, citation, turnitin

12. Use Tools/templates - ITU guides, APA style, turnitin, Zotero
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else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on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 “TURN IT IN”

- **Required** ITU tool for students & faculty
- **Percentage likelihood** of plagiarism
- **Access?** Ask your professor
- **Use?** Professor, EMS Support > Technology Support
- **Who checks?** You check; your professor checks
- **Library Workshop** - Say No to Plagiarism!
- Know other preventative measures
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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STOP!

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APA Style

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