AFTER THIS WORKSHOP YOU WILL BE ABLE TO:

#1: Search for & evaluate scholarly information

#2: Use the library subscription databases to source scholarly information
AFTER THIS WORKSHOP YOU WILL BE ALSO BE ABLE TO:

1. Discuss importance of information literacy
2. Describe the stages of the research process
3. Use tips for effective searching
4. Know criteria to evaluate information
5. Access ITU library resources & services
6. Login to ITU’s subscription databases
Activity: Watch the video, then discuss the question:

Information Literacy Why Is It Important?

Presented by
the Association of College Research Libraries [hosted on Youtube]

DISCUSS: Why information literacy is important -

How to cite YouTube
APA style:
“... set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.”

Association of College Research Libraries (ACRL) 2000. The Information Literacy Competency Standards for Higher Education
#2: How to evaluate websites and sources

ITU Library Pocket Guide

8. Film and Other Media

- **Teacher Tape** is public domain, copyright free and contains images and media for student use.
- **Media Commons** Free Media Library (at Penn State) audio, image & video
- **Moving Image Archive** lets you download or listen (for free) to movies, films and videos.
- **OEDb 250+ Killer Digital Libraries and Archives** are mainly open access (digital formats usable by the general public).
- UMKC LibGuide: Media in the Face-to-Face Classroom.

10. Local Libraries

- **San Jose Public Library** Get a library card (California residents) use e-databases, journals and books.
- **SJSU Martin Luther King Jr. Library**: Onsite use of databases and books.
- **Santa Clara University Library**: Onsite
- **Worldcat.org**: Library catalogs worldwide.

Contact Us

- **Study Rooms**: Book rooms during exam week; email: library@itu.edu.
- **Laptops**: Borrow for three hours for onsite use during library hours
- **Library Inquiry Form**: Research inquiries or schedule a meeting with the University Librarian, Marion Hayes, e: mhayes@itu.edu

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**7. Dissertations & Theses**

- **ITU Library Catalog** gives access to ITU theses that are included in the ITU library. Use Advanced Search to locate.

- **PQDTOpen** is powered by Proquest. You can read the full text of dissertations and theses free of charge where the author has opted for “open publishing”.

- **ITU Master’s Thesis Guide** is the official ITU guide to publishing and citing your research thesis.

- **ITU Official Citation Guides**:
  - ACM Publishing Guidelines
  - APA Style Guide
  - IEEE Author Digital Tools
#2: How to evaluate websites and sources

1. Welcome
Welcome to the ITU library and website. This brochure is your roadmap to the databases, websites, services and research assistance offer by our friendly and skilled library team.

2. Start Your Research
The ITU Library Website and Information Literacy web page “walks” you through the key stages of research. It also links you to carefully reviewed recommended research resources.

“Information Literacy” is a large part of the service the ITU library provides. Visit our special Information Literacy web page for resources and workshop announcements.

3. Textbooks
- The ITU Catalog is a database of books, course reserves, conference proceedings, journals articles, theses and sources held at ITU.
- The ITU Catalog lets you use an Advanced Search feature to locate books and course reserve items. Course reserve items can be checked out and used (on campus) for 3 hours and regular loans are 3 weeks.
- ITU projects & Capstone are entered in the library at the discretion of Faculty. They are available onsite for 3 hours.
- PQOTOpen allows you to read full text dissertations and theses free of charge where the author opts for "open publishing.

4. Books
- The ITU Library has over 3000 books, conference proceedings and student projects.
- Library of Congress call numbers are used to shelve books, for example, QA 75-76 - computer sciences; TK - Electrical, software & computer engineering; HA - HJ - business, management.
- Worldcat lets you search thousands of libraries around the world. If you have a library card you can request inter-library loans from the San Jose Public Library.

5. E-Books
ITU does not purchase e-books but there are some well-known databases in the software engineering field that may have free access to well-reviewed books.
- Google Books is the world’s most comprehensive access to free books.
- InTechOpen is the world’s largest collection of open access books in science, technology and medicine.
- Free Computer Books Online has a large number of free computer, engineering and technical books and tutorials.
- FreeTechBooks gives access to free online books and lecture notes in computer science, engineering and programming.

6. Databases
Request your login for ITU’s subscription databases by emailing library@itu.edu. Always login through the ESM so that your login can be authenticated.
- ITU Library Catalog has an Advanced Search feature to maximize your search. Search for over 3000 books, course reserves, journal articles, conferences, thesis and other materials.
- EBSCO Business Source Elite gives access to the Full-text of scholarly business, management, marketing and economics journals. Due to licensing requirements you will need to email library@itu.edu for the login.
- ACM Digital Library offers the full-text of the journals, conference proceedings, technical magazines, newsletters and some books of the Association of Computing Machinery. Email library@itu.edu for the login.
- NYTimes Academic Pass gives unlimited access to NYTimes.com, and the NYTimes smartphone and tablet apps. Email library@itu.edu for the login.
- PubMed Central gives free access to the full-text of 3.9 million biomedical and life sciences articles at the U.S. National Institutes of Health’s National Library of Medicine (NIH/ NLM).
#2: How to evaluate websites and sources

Research Strategy

• **Step 1: Develop your topic:**

  • **Select a topic** – Research Qs – Keywords – Background info. – Refine topic. Use wildcards (* #), Boolean (and, or, not), Nesting, Synonyms

• **Useful reference:**
  [Dr. Martin Luther King, Jr. Library. Start your research](https://www.itu.edu)
#2: How to evaluate websites and sources

Research Strategy …

- **Step 2: Locate quality information:**
  - **Search engines**  Dogpile, Bing, Google Scholar
  - **Subscription databases**  ITU Library Catalog, ACM, Ebsco, NYTimes
  - **Types:**  
    - **Primary:**  Raw data, news report;  
    - **Secondary:**  Books, e-books, articles, videos, images, websites - .gov, .edu, .org
  - **Citation Tools**  Manage references with Mendeley, EndNote, RefWorks.
  - **Use a style guide**  e.g. APA, MLA, Harvard
#2: How to evaluate websites and sources

Research Strategy…

- **Step 3: Evaluate information:**
  - **Revisit your purpose/audience** – Evaluate for relevance, appropriateness, authorship, reputation, scope/coverage, accuracy, objectivity/bias, currency,
  - **Scholarly?**: Periodical or popular magazine? Blog? Tweet?
#2: How to evaluate websites and sources

Research Strategy ...

• Step 4: Plan, Take Notes, Write, Re-write:
  
  • Plan/outline: Outline your paper, purpose, goal/objectives, audience
  
  • Note-taking: Technique that suits your learning style. Dartmouth College Video
  
  • Literature: Review quality sources to ‘answer’ your research question
#2: How to evaluate websites and sources

Research Strategy...

- **Step 5: Cite, Acknowledge**
  - APA Style Guide: [Johnson & Wales University APA Style Guide](#)
  - APA *In-text referencing* (in body of paper), e.g. [J&W APA Examples](#)
  - Bibliography and References – style guide
  - See [Comparison of Reference Mgt Software (Wikipedia)](#)
#2: How to evaluate websites and sources

Research Strategy...

- **Step 6: Check plagiarism, honesty, copyright, ethics**

  - See: [Plagiarism.org](http://Plagiarism.org) and [U.S. Copyright Office](http://U.S. Copyright Office)
  - Use [style guide (APA)](http://style guide (APA)), in-text, bibliography, references
Activity: How to evaluate websites & sources

**Why can’t I just Google?** [Video] La Trobe Univ.

**DISCUSS**

How is Google being used by the students in the video? **How** can you use Google more effectively in your research?

If I search **Google Scholar** is this the same “googling”? Discuss.

**How to cite YouTube**

APA style:

[Author]. [Screen name]. (Year, Month Day). Title [Video file]. Retrieved from
Activity: How to evaluate websites & sources

Using Google Scholar - YouTube [Video]

List the “evidence” that Google Scholar contains scholarly information
List other examples of scholarly search engines or databases.

How to cite YouTube
APA style:
Activity: How to evaluate websites & sources

Determine Website Credibility

presented by Xtranormal

1. What makes sources lack credibility?
2. Write a ‘checklist’ for information credibility
3. What is a good way to narrow search results for more scholarly resources?

How to cite YouTube
APA style:
[Auhor]. [Screen name]. (Year, Month Day). Title [Video file]. Retrieved from

ITU Library Website
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority / Publisher</td>
<td>contact details, expert? Opinionated? Credibility? Bias? No author? Red flag</td>
</tr>
<tr>
<td>Organization</td>
<td>.gov .edu .org .com .net; Contents, Index</td>
</tr>
<tr>
<td>Currency</td>
<td>Last updated? Active links? Evidence? Academic scholarly sources</td>
</tr>
<tr>
<td>Accuracy</td>
<td>Sources? Citations, Verified?</td>
</tr>
<tr>
<td>Coverage /Scope</td>
<td>Relevance, sufficient details</td>
</tr>
<tr>
<td>Objectivity / Bias</td>
<td>Opinion or fact? propaganda</td>
</tr>
<tr>
<td>Type of Information</td>
<td>Book, newspaper, image, blog, journal, website</td>
</tr>
<tr>
<td>Appropriateness</td>
<td>Task, audience, advertising (agenda)</td>
</tr>
</tbody>
</table>
Go to: [ITU Library Website](#) and discuss the above Qs with your neighbor. Tonight, ensure you can login to the databases needed in your area(s) of study and research.
What is Business Source Elite?
How do I access Business Source Elite?

- Log in to the EMS
- Select E-Library tab in EMS
- **Offsite:** Type in the id and password
- Don’t have a login: email: library@itu.edu
- Select ‘Advanced Search” feature
- Apply your “strategy” by selecting and combining keywords and synonyms
Activity: ITU Library Subscriptions: NYTimes

What is the NYTimes Academic Pass?
How do I access NYTimes Academic Pass?

• To access NYTimes register go to the following website.
• Use your Student Email ID so that the NYTimes website can authenticate your credentials.
• Log in through the EMS
• Select E-library tab

Activity ITU Library Subscriptions: ACM Digital Library

What is the ACM Digital Library?
How do I access ACM Digital Library?

- Log in using the EMS
- **Offsite**: Select E-library then “ACM Digital Library”
- TYPE in ID [Fname] + Pswd [Lname]
- Don’t have login? email: Email at library@itu.edu
- Select “Advanced Search” feature
- Apply your strategy by combining keywords (with Boolean operators)
REVIEW QUESTIONS:

1. Why is it important to be information “literate”?
2. What are the steps to good research strategy?
3. How do you identify scholarly information?
4. Use APA style to cite one of the videos used.
5. Demonstrate onsite access to one scholarly ITU source.
6. Next week’s workshop is “Say no to plagiarism”. What is plagiarism?
7. How well did you do? Are you information literate?
RESOURCES FOR SELF STUDY

Information Literacy Why Is It Important (ACRL)
5 Components of Information Literacy
Why can’t I just Google?
Developing a Research Question
Data Information and Knowledge
Determine Website Credibility (“The Hood”)
Credible websites (Detailed)
Eli Pariser: Beware online “filter bubbles” (Ethics)
LIS 665 Information Literacy Copyright Fair Use
What is information literacy? [Video]. ACRL, 2015
What is plagiarism anyway?

See APA Style Guide for correct formatting
RESOURCES FOR SELF STUDY

Virginia Tech Library [Research] Tutorials
Virginia Tech Library: Plagiarism
Johnson & Wales University APA Style Guide and J&W APA Examples
Wikipedia's comprehensive comparison of reference management software
Dartmouth College Videos [for] Student Success
Dr. Martin Luther King, Jr. Library. Start your research
ITU Library Website
Georgia Tech: Finding raw data

See APA Style Guide for correct formatting
RESOURCES FOR SELF STUDY

1. Digital and information literacy in undergraduate teaching. London School of Economics (LSE), 2015
2. Assoc. of College Research Libraries (ACRL) 2000 Information Literacy Competency Standards for Higher Education
3. Williamette University: Scholarly vs. Popular Website
4. Uni of CA, Santa Cruz: Primary vs. Secondary Website
5. Georgia Tech: Finding raw data Website
6. Copyright or wrong? A brief guide to copyright images video
   by Kyle Stedman. Video (YouTube)
7. Information Literacy Copyright Fair Use video
   by Kim Allman, Youtube
8. Publishing Your Graduate Work with UMI® by Proquest/UMI
9. Student’s Guide to Copyright & Fair Use by Univ. of Illinois
10. Copyright Basics for Graduate by Univ. of Oregon Website

See APA Style Guide for correct formatting