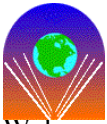


Date: _____

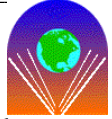
Your Name: _____

Student ID: _____

Teacher's name: _____

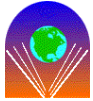


LIBRARY PRACTICE FOR RICHLAND STUDENTS Fall 2009



Welcome to the Richland Library. Learning to use the library is one of the most important skills a student can acquire. *This exercise is designed to introduce you to the Richland College Library and to several important reference "tools" that will prove useful to you in college.* Remember this is merely a brief introduction. The Library offers a variety of classes on using library resources. ✓ Ask for a schedule of **Information Literacy Classes** at the Reference Desk. Also, take a look at <http://delrio.dcccd.edu/gduke/index.php> for online help with research papers.

✓ **Read and follow directions carefully.** If anything is not absolutely clear, please **ask for assistance at the Reference Desk.** The librarians are expecting you and welcome your questions.



IMPORTANT SOURCES TO HELP YOU LOCATE FACTS ABOUT A TOPIC

1. Encyclopedias:

Encyclopedias are useful because they contain survey articles on many different subjects. They give an overview of the topic, explanations of concepts and terms, information on people, places and events. General encyclopedias like *Encyclopedia Americana*, *New Encyclopædia Britannica*, and *World Book* cover most topics. **Subject encyclopedias** (e.g., *Encyclopedia of World Art*, *Encyclopedia of Religion*) give in-depth information on topics in their field of coverage. Articles in subject encyclopedias are written by experts. Both general and subject encyclopedias frequently have **bibliographies** accompanying the articles. These bibliographies list important sources for additional information on the topic under study.

✓ Always use the **index volume** to locate information in the encyclopedia.

- Locate the **World Book encyclopedia** on the shelves against the brick wall close to the stairs. The call number of the encyclopedia is **REF AE 5. W55**. Now find the article on **Recycling**. Give one fact from the article that you learned.
- Locate the call number **REF TD 173.P65 2004** (in the Reference Collection on the first floor). Look for the guides on the ends of the book shelves. This is the call number for *Pollution A to Z*. Examine the article on the **Recycling** in this encyclopedia to find out one additional fact about recycling.

You have just used a **subject** encyclopedia. How many pages are devoted to the **recycling** topic in this encyclopedia? _____

- Which encyclopedia would be the most useful to you if you were writing a research paper on this topic? _____ Why? _____

2. Almanacs:

Almanacs contain brief facts and statistics on practically everything. Use the latest *World Almanac* (available at the Reference Desk) to find the answers to any **three** of the following questions: (**Note:** the index is in the *back* of the almanac.)

- What do you call a group of "ducks"? Hint: look up "Animals, Names" in the index _____
- Who invented Velcro? _____ When? _____
- What is the population of Belize? _____
- How many pounds of toxic chemicals were released in Texas in the most recent year listed? _____
- What location in the United States has the most precipitation per year (the wettest spot)? Hint: the answer is **not** Mobile, Alabama _____
- What is the Newbery Medal award? _____

- How many miles of coastline does Texas have? _____
- How many volcanoes are known to have erupted during historical times? _____

3. Literary Handbooks

Literary handbooks contain brief information about people, events, legends, characters, literary works, myths, etc. These handbooks are quite useful when you wish to identify an allusion. One of our favorite literary handbooks is *Benet's Reader's Encyclopedia* (available at the Reference Desk). Use *Benet's* to identify **four** of the following:

- abracadabra _____
- Aramis _____
- Augean stables _____
- Bard of Avon _____
- C. August Dupin _____
- Gordian knot _____
- Green-eyed monster _____
- Hard-boiled fiction _____
- Peeping Tom _____
- Tenochtitlan _____
- Utopia _____
- Yorktown _____

4. Biographical Dictionaries:

Biographical dictionaries give us information about people.

- Use *Current Biography* to find out **two items of information** about **two** of the notable individuals listed below. One fact should come from the last two paragraphs of the article. The call number of *Current Biography* is **REF CT 100.C8**. Each yearly volume includes different individuals. **Write your answers on the next page.**

<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Halle Berry	Bebe Moore Campbell	Elaine L. Chao	Tom Brokaw	Def Leppard
Jimmy Buffett	Susan Collins	David Chase	Shirley C. Franklin	Wade Davis
Mia Hamm	Raymond V. Damadian	Penelope Cruz	Tommy R. Franks	Hei-Kyung Hong
Mary Ellen Mark	April Heinrichs	M. Lee Goff	Phillip McGraw	Norah Jones
Ricky Martin	Molly Ivins	Thelma Golden	Robert Mirabal	Spike Jonze
Cecilia Rodriquez	Janusz Kaminski	Eddie B. Johnson	Robert P. Moses	Wendy Kopp
Carole Simpson	Ellis Marsalis	Kcho	Michael J. Novacek	Sia Michel
Sammy Sosa	Sidney Poitier	Rania	Linda Sue Park	Sandra Steingraber
R. L. Stine	J. K. Rowling	Condoleezza Rice	Peter Pau	Venus Williams
		Satoshi Tajiri	Nick Van Exel	Jawole Willa Jo Zollar
<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Aerosmith	Ruth Behar	Vonetta Flowers	Tom Anderson/	Lois Gibson
Chieftans	Geoffrey Canada	Ping Fu	Christopher DeWolfe	Tyrone B. Hayes
Stefen Fangmeier	Gwen Ifill	David Hammons	Steve Chen/	Marta
Eva Harris	Los Lobos	Scott Jones	Chad Hurley/ &	Mohammed Al Maktoum
Chris Hondros	Ruben Martinez	Jim Yong Kim	Jawed Karim	Garrett Oliver
Deborah Jin	Barack Obama	Indra K. Nooyi	Ursula M. Burns	Susan Polgar
Clea Koff	Paul Rusesabagina	Olufunmilayo Olopade	Kyung-Wha Chung	Doc Rivers
Vilma Martinez	Rachael Scodris	Jimmy Smits	Antonio R. Damasio	Christian Scott
Lonnie Thompson	Amy Smith	Jimmy Wales	Jim Lanzone	Lucca Turin
Will Wright	John W. Thompson	Armond White	Hubert Laws, Jr.	Mark Zuckerberg

1) Name: _____ Information _____

2) Name: _____ Information _____

5. Digests/plot summaries:

Digests and plot summary sources are useful

a) if you want to review the main points about a play, novel, or other literary work and

b) if you want to read a summary prior to deciding whether or not to read the original literary work.

One excellent source of digests of important literary works is *Masterplots*. It is arranged **alphabetically** by **title** of the work.

- Use *Masterplots* (REF PN 44. M33) to locate a plot summary of and brief critical comment on *Beowulf*.
- Name the **type of plot**: _____
- *Beowulf* is the earliest _____

Similar sources are available for films. If you are a film enthusiast examine *The Motion Picture Guide* in the Reference Collection: REF PN 1993.M4334

6. CQ Researcher

The *CQ Researcher* reports provide the reader with background, statistics, issues and possible solutions to 48 current topics each year. In addition, each report contains a reading list of current books and articles for further study. ***This source is also a good place for you to look for topic ideas.***

- Examine some recent issues of the *CQ Researcher* (located in the **Current Issues Collection** in the middle of the Reference Collection). Look for either the **white or blue** notebook. Choose **one topic** of interest to you.
- title of report: _____ date of report _____
- author of report: _____ number of pages in report _____
- one fact about the topic you discovered _____

How might you use the *CQ Researcher* if you had to do research for a Speech or English class?



IMPORTANT SOURCES TO HELP YOU IDENTIFY BOOKS, MAGAZINE ARTICLES, AND NEWSPAPER ARTICLES ABOUT A TOPIC

1. Finding Books Using the Library Catalog:

Richland's library catalog is an OPAC (on-line public access catalog). Use the library catalog to determine which books are in the Richland library and in the other Dallas County Community College libraries. You may look up books by **author**, **title** and **subject** as well as by **keyword** and **call number**.

✓ **NOTE:** If you have never used our library catalog before ask a librarian to demonstrate its use before trying to complete this part of the exercise.

- Go to any of the library computer terminals. Access the Richland College Library home page: <http://www.richlandcollege.edu/library> .When the Richland Library home page appears, click in the "Search the Library Catalog" box for **HURRICANES AND HISTORY**.



- How many items are listed? ____ When was the most **recent** title published? _____
- 1. Scroll down until you see the title *Divine Wind: The History and Science of Hurricanes*.
- 2. Which campuses are listed as owning this book? _____
- Look at the list of locations in the far left column. Click on **RICHLAND**.

Search: hurricanes and history

Refine by:

- ▼ SEARCH FOUND IN
 - Title (6)
- ▼ FORMAT
 - BOOK (20)
 - EBOOKS (2)
- COLLECTION
- ▼ LOCATION
 - DSC (2)
 - BJP:Kahn JTC (2)
 - Brookhaven (6)
 - Cedar Valley (3)
 - Eastfield (4)
 - El Centro (4)
 - Mountain View (5)
 - North Lake (9)
 - Richland (13)
 - less
- ▼ LANGUAGE
 - English (22)
- ▼ PUBLISH DATE
 - 2009 (1)
 - 2008 (2)
 - 2007 (2)

Searched: hurricanes and history (1-22 of 22)

Sorted by Relevance | Title | Date

(1 - 1) Most Relevant

Divine wind : the history and science of hurricanes / 2005
 Kerry Emanuel
 Emanuel, Kerry A., 1955-
 AVAILABLE - RL:Main Collection - QC 944 .E43 2005
 Show all 2 available copies/volumes
 Add to cart More info
 Request it

(2 - 22)

Hurricane of independence : the untold story of the deadly storm at the deciding moment of the American Revolution / c2009
 Tony Williams
 Williams, Tony, 1970-
 1 copy ordered for NI :Main Collection on 09-22-2009.

Refine by Tag:

1992 hurricane andrew 2005
 hurricane katrina
 2005 hurricane rita blogs
 cyclones disaster
 relief floods football
 galveston gulf coast
 human services
 hurricanes isaac
 monroe cline
 macroeconomics natural disasters
 people with social
 disabilities social
 marginality united
 states volcanoes weather
 [Show more tags]

1. How many items are owned by the Richland College Library? _____
 - Click on the title: **Divine Wind: The History and Science of Hurricanes** (the title is in red and is underlined).
 1. What is the author's name? _____
 2. What is the imprint (city, publisher, year of publication)? _____
 3. What is the call number? _____
 4. Is this book in the Reference Collection or the Main Collection? _____
 5. Is a Richland copy available for check out? _____ (Note: Ref books cannot be checked out.)
 6. How many pages are in the book? (Click on the title of the book in red to view full information) _____
 7. Does the book have a bibliography? _____ An index? _____
 8. What are the *Subjects* listed for this book? _____
(You could look for additional related books under these subjects if you were writing a paper on the topic.)
 9. What did you discover about using the Library Catalog that was of interest or that surprised you? _____
-

2. Finding Periodical Articles Using a Subscription Database:

Indexes to periodical articles help you locate articles on a particular topic or by a particular author. *Academic Search Complete* is a subscription index and database containing thousands of full text articles. It is updated monthly.

- ✓ Go to any of the library computers. From the Richland College Library home page click on **Articles Online**. Click on "A" in the alphabet and scroll down until you see *Academic Search Complete*. Click on *Academic Search Complete* and when the basic search screen appears, type "**global warming**" in the box. Look on the screen for a box labeled "Full Text." Click in this box. Now click on the "Search" button. When your search results appear **write down how many articles are listed** _____. Click on one of the article titles (underlined in blue) and give the following information: (note the articles are listed in date order).

- title of the article: _____
- author of article: _____
- title of periodical (magazine or journal) containing the article _____
- date of the magazine _____
- page numbers of the article _____

What did you discover about Academic Search Complete? _____

How might you use this important research tool with other assignments? _____

The Richland Library subscribes to many databases which index periodical articles, newspaper articles, and other research materials. Most databases contain the **full text** of the articles which you can print, save to a disk, or e-mail to yourself. *You will want to attend one of the library's Electronic Research classes to learn how to select and use databases for your research.*

3. Finding Newspaper Articles Using a Subscription Database:

Newspaper indexes and databases allow you to access articles on particular topics that have appeared in newspapers.

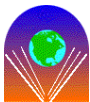
From the Richland College Library home page click on the Green **Databases Tab**. Then click on the letter **I**, in the alphabet. Scroll down until you see *InfoTrac Newspapers*. Click on *InfoTrac Newspapers*.

When the search window appears click on **ADVANCED SEARCH** in the orange bar at the top of the page.

- Type **Pluto** in the first box →
- Type **New Horizons** in the second box →
- Type **Kuiper** in the third box. →

	pluto	in	Keyword(ke)	▼
And ▼	new horizons	in	Keyword(ke)	▼
And ▼	kuiper	in	Keyword(ke)	▼

- Then click on the “Search” button. Select an article by clicking on its title (underlined in blue). Fill in the following information about the article you selected:
 - author _____
 - title of article _____
 - title of newspaper _____
 - date of newspaper _____
- When is the spacecraft supposed to reach Pluto? _____
- What else did you discover about *InfoTrac Newspapers*? _____



AN IMPORTANT SOURCE OF PRO & CON INFORMATION

1. Opposing Viewpoints Resource Center:

This database covers current events issues and controversies. It presents the facts as well as the arguments of each topic's proponents and detractors.

- From the Richland College Library home page click on **Articles Online**. Click on “**O**” in the alphabet and scroll down until you see Opposing Viewpoints Resource Center. Click on *Opposing Viewpoints Resource Center*.
- When the database appears, look for the list of topics. Click on **INTERNET**. When your results appear you will have several choices. Click on Viewpoints.



- Select **two** viewpoints and write down the author and title of each one

Spend a few minutes exploring other features of this valuable database. Click on some of the other colored tabs to see what's available. Under what circumstances might you use the *Opposing Viewpoints Resource Center* in your courses in college? _____

What did you learn about the Richland Library that surprised you? _____

Which source do you think will be really useful to you in the future? _____ Why? _____

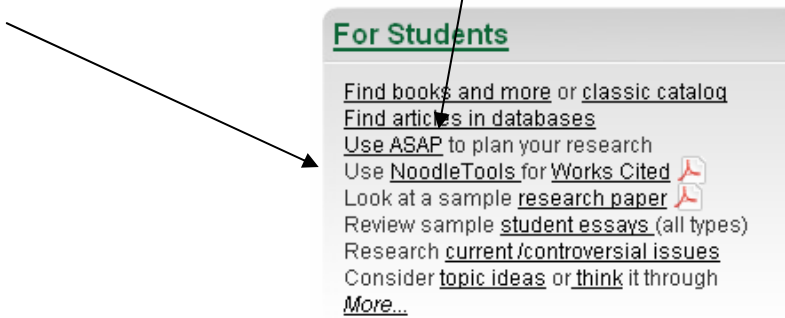
Which source did you enjoy using the most? _____ Why? _____

Describe your experience with the Reference Librarians. _____

✓ **Congratulations!** You have completed the *first step* toward learning important concepts and skills involved in using library sources to locate information you will need in your college course work. Mastering the use of the library—attaining **information literacy**—is a gradual, lifelong process. The Reference Librarians at Richland are here to guide you through each level of the process. We also offer classes on Electronic Research techniques, and Using MLA Format. These classes will help you master the additional research skills you will need as a college student. Ask for a copy of our Library Instruction Program classes at the Reference Desk.

You can access online research guidance with ASAP at <http://delrio.dcccd.edu/gduke/index.php>.

You can access online MLA assistance from the Library's Web site. Click [NoodleTools](#) under "For Students".



Remember to **ask a librarian for assistance** before you begin any research project. We can help you plan your research strategy and identify appropriate research materials.

The Richland Reference Librarians

Sharlee Jeser-Skaggs, Gary Duke, Alice Fulbright, Amy Ferguson,
Jeanetta Burnham, Rae DeShong, Charles Hairgrove

R I C H L A N D C O L L E G E L I B R A R Y
(972) 238-6082

Email us at: richlandlibrary@dcccd.edu
<http://www.richlandcollege.edu/library>