**Library Worksheet**

Be sure to bring this to class on the day of our library orientation. You can fill part of it out ahead of time and the rest you should fill out during and after the library orientation. This should give you specific questions and thoughts as you interact with the librarian.

1. We live in a world where information feels like it is instantly at our fingertips. It is incredibly easy to find the answers to basic questions without really trying by using tools like Google, Yahoo!, Bing, or Wikipedia. However, for this assignment you must use resources found either in books or in the library databases and the sources must be of academic quality. Why do you think Google or one of the others might not be the best place to find information for this essay?
2. What topic have you chosen (this can be personalized by the instructor based on the assignment)?
3. What questions do you have about your topic? (These questions usually lead you to a research question or to a rough thesis idea. At the very least they can help you as you begin your research)
4. What initial questions do you have for me or the librarian concerning your research?
5. If you need to find basic information about your topic but can’t use Wikipedia or Google, where would you go? List at least 2 sources you could use to get an overview of or basic facts about your topic.
6. Now you have a topic and know where to find general information. Next you need to find articles and books more specific to your essay. List 3-5 search terms you could use to search for sources.
7. On the Library Homepage use one of the search terms from question 6 to do a keyword SHU Search. How many results did you retrieve? (try more than one of the search terms if necessary)
8. Take a look at the list of sources that comes up when you search. What kinds of resources are available? Are they in different formats? What is the difference between a book, a book review, a news article, and a journal article? What kind of information would each of these provide? Are there any other terms that seem confusing or with which you are unfamiliar?
9. What is an “academic” source? What does it mean that an article has been “peer-reviewed”? How can you tell what kind of source you are finding?
10. Now that you have a list of sources, you will want to narrow down the number and scope of retrieved items to make them more pertinent to your research. Look at the limiters bar on the left side of the results list and list 2-4 limiters you could use and why you would use them.
11. Apply at least one of the limiters you listed in question 8. How many results do you now have? Apply (or remove) limiters as necessary to focus the results list.
12. Now that you have a list that is more focused to your topic, review the results and find 2-3 books that are available in the library that might be useful for your research. Use other limiters or other search terms if necessary. List the titles, authors, and call numbers so you can find them in the library.
13. Now find 2-3 academic articles that appear useful for your research. Remove or add limiters or search terms as necessary. List the titles, authors, journal names, and issue, volume, and page information. If they are available to download save or e-mail them so you can access them later. If they are not available, how might you be able to get a copy?
14. Use these books and articles as the basis of your bibliography. Keep track of sources that you plan on using or that you think might be useful. This will help you avoid accidental plagiarism. Your bibliography is not due until later in the process, but you must start collecting your sources now. Remember you must use at least one **book** in addition to the general sources you use for beginning your research.
15. Think about your experience working through these steps. What was easy? What was challenging? What was the most useful new thing you learned from the orientation and your searches? Write a journal entry of at least 150 words to answer these questions and add any other thoughts you have about your research process so far.

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Based on Info Fluency Outcomes for SHU English 1201