

Library & Online Research

for TCU Graduate Instructor Pre-Semester Workshop

Benefits of Leading your own Library Introduction

- Ability to tailor lesson to needs on specific assignment,
 - Introduce students to relevant databases and sources
 - Demonstrate with examples that fit essay topic
- Opportunity to incorporate discussions about research into lesson
 - Source evaluation
 - Online research (beyond library databases)
 - Book Sources
 - Magazine vs. Journal
- Creates consistency in message about research, source credibility, citation, etc.



"I FOUND SOME INFORMATION IN THIS BOOK FOR MY SCHOOL PAPER. HOW DO I CLICK 'PRINT'?"

Ways to Make Research Lesson Most Beneficial for Students

- **Make sure they have topic and research question**
 - If the topic and research question is due in the class meeting before the research lesson, you can return topics with comments. This saves the student from researching on a topic that might not work for the assignment.
 - Three Steps to get from an interesting question to its wider significance (from *The Craft of Research*, pp. 49-52)
 1. **Name your topic:** "I am trying to learn about (working on, studying) _____."
 2. **Add a question:** "I am studying [topic from step one] because I want to (am trying to) find out who/what/when/where/whether/why/how _____."
 3. **Motivate your question:** "I am studying [topic from step one] because I want to find out [question from step two] in order to help my reader understand how/why/whether _____."
 - TQR Assignment, a simplified version of the three steps (from Amanda Irvin)
 - **Topic:** a brief statement of the topic chosen (a basic "what?")
 - **Question:** the research question that will guide the project (a more detailed "what?")
 - **Rationale:** the reason the topic and question matter ("why?")
- **Require students to explore all sources shown in lesson**
 - Few (if any) students will fully explore the resources available unless required.
 - Students are generally surprised at what they find when they search in a variety of databases.
 - Familiarity with a wider variety of sources makes the students more confident both about their research ability and about their topic.
- **Assign a short reflective writing about research experience**
 - This provides you with a way to check that the student has genuinely explored the sources available.
 - It reinforces the idea that we write to figure out what we think.
 - Thinking and writing about the research process helps the students to better understand the benefits of doing research and using the resources available. Also, it further builds their confidence in their abilities as researchers.
- **Require students to bring some of their chosen sources to class**
 - Working with the sources in class gives students the opportunity to ask questions about citing the sources correctly.
 - Also, if they bring the sources to class, they can talk with peers and ask questions as they evaluate the credibility of the various sources.

Overall, I've found that when students do more work with sources in class, they become more confident researchers and are less likely to plagiarize.

Files Available through Pre-Semester Workshop eCollege Site

- Handout for Library and Online Research (PDF)
- eCollege version of handout for Library and Online Research (Word)
- Plan for Library and Online Research lesson related to Discovery/Research Essay theme of technology (Word)
- **Note:** If you use the lesson plan, check the sample research information the day before or morning of your class.
- Worksheet for Source Evaluation, Citation, and Notes (Word, PDF)

Research Overview for Using Sources from the TCU Library and the Internet

PERIODICALS

FINDING ARTICLES THROUGH THE TCU LIBRARY

from: <http://lib.tcu.edu/resguides/resguide.asp?ID=190>

To find articles in journals, you need to search databases other than the library catalog. (The library catalog lists the journals the library owns, but not the articles contained in them.) Databases used for looking up journal articles are often called "Indexes" or "Abstracts".

Sometimes the index where you look up an article will have the text of the article online (you can click and read). Other times, the index will have a citation to the article, which lists the name of the journal, and date the article appeared. You can search for the name of the journal in the Library Catalog. If the library doesn't have the journal, you may be able to get the article through Interlibrary Loan. In some cases, the journal is available to read online, and if so, the catalog will have a link to it.

To access these databases from the library homepage, click "Journal Articles & Databases" from the left column. Then, use the letters at the top to go to the first letter of the database you want to use. If you are looking for a specific journal or periodical, consult the "E-Journal Subject List" available in the same place.

Below are some indexes that can be used to locate newspaper and journal articles:

Academic Search Complete

Academic Search Complete is a large, multidisciplinary database that abstracts and indexes over 9,000 journals and includes the full text of 5,500 journals. More than 4,000 of the journals are peer-reviewed. Subjects include: animal science, anthropology, archaeology, area studies, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnic & multicultural studies, food science & technology, general science, geography, geology, history, law, materials science, mathematics, mechanical engineering, music, pharmaceutical sciences, physics, psychology, religion & theology, veterinary science, women's studies and zoology.

Coverage = 1865 - current

Number of simultaneous users permitted = Unlimited

Business Source Complete

Business Source Complete provides full text and abstracting for nearly 9000 scholarly business journals. Subjects covered include marketing, management, MIS, POM, accounting, finance and economics. Content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, and SWOT analyses.

Coverage = 1886 - Current

Number of simultaneous users permitted = Unlimited

Factiva

Factiva is a business news information service that combines The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires and the Associated Press, as well as Reuters Fundamentals, and D&B company profiles. Use it to search for company information, financials, industry trends, market information and global news.

Coverage = Varies

Number of simultaneous users permitted = 5

Infotrac Newspapers

This database includes the full text of hundreds of local and national newspapers, including such titles as the Austin American Statesman, the Christian Science Monitor, the Dallas Morning News, the Houston Chronicle, and the New York Times.

Coverage = 1996 - Current

Number of simultaneous users permitted = Unlimited

LexisNexis Academic

LexisNexis Academic is a full-text database covering news, financial, medical, and legal information. Here you can research top news, general news topics, news transcripts, wire services, foreign language news sources; company, industry, and market news; legal news; company financial information; general medical and health topics and medical abstracts; accounting, auditing and tax information; law reviews, federal case law, federal and state court opinions, federal and state statutes, federal regulations; and SEC filings such as 10-K's, 10-Q's and exhibits.

Coverage = Varies

Number of simultaneous users permitted = Unlimited

Wilson Select Plus

This database contains the full text of articles from over 2100 sources. Subjects include: accounting, advertising, art, auditing, banking, broadcasting, computers, economics, education, engineering, environment, finance, foreign investment, general interest, general science, health care, human resources, insurance, international trade, international trends, investment analysis, management, marketing, planning and strategy, public administration, real estate, taxation, telecommunications and transportation.

Coverage = 1994 - Current

Number of simultaneous users permitted = Unlimited

DETERMINING WHAT PERIODICAL TYPE/GENRE AND AUDIENCE

If you complete your research online through the library's website, it may be unclear what type of source you are viewing. In print versions, differences are much more obvious. For example, many general consumer magazines have glossy covers, lots of pictures, and are fairly thin. On the other hand, a scholarly journal is usually thicker, less glossy, and has fewer pictures. Here is an easy way to determine what type of periodical you are using:

Ulrich's Periodicals Directory

Ulrich's Periodicals Directory provides detailed, comprehensive, and authoritative information on serials published throughout the world. It contains information about the publications themselves, not lists of articles published. For example, if you were looking for information about the March 2000 tornado in Fort Worth, you would not want to look in Ulrich's, but if you wanted to know what years the magazine *Aura of Dallas Fort Worth* published and what its circulation was, you would. Ulrich's covers periodicals in all subject areas, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription.

Coverage = Current

Number of simultaneous users permitted = Five

To use Ulrich's, go to the U category in the library's list of "Journal Articles & Databases," and click on Ulrich's Periodicals Directory. Once in the program, you can use the "Quick Search" feature at the top. To do so, use the dropdown box to select "Title" (either Exact or Keyword depending on how much you know). Then, simply type in the name of the periodical that you are using, and click "Search." When your list of search results appears, click on the title of the periodical. The page will provide quite a bit of information about the periodical. Beside "Document Type" (the tenth line down), you will see a descriptor that explains what type of periodical it is and what type of audience it is written for. For example, the line may read, "Journal; Academic/Scholarly" (which is a journal for an academic or scholarly audience), "Magazine; Consumer" (which is a magazine for an average consumer audience), etc.

BOOKS

FINDING BOOKS THROUGH THE TCU LIBRARY

from: <http://lib.tcu.edu/resguides/resguide.asp?ID=190>

The TCU Online Catalog is the database that includes all of the Library's book, magazine/journal, music, and video holdings. No matter what type of search you wish to execute, you will most likely follow the steps outlined in the Searchpath tutorial (<http://libnt4.lib.tcu.edu/www/eref/instruction/yourSearchPath/index.html>).

Every item in the Mary Coats Burnett Library has a unique call number (including books, periodicals, etc.). Most of the items in the Library have a Library of Congress (LC) Classification number. A call number is simply an address for a book or other material in the library. No two items will have exactly the same call number.

Notice that call numbers in the catalog are often preceded by a location designation. Most books include the prefix "Main Stacks," which generally refers to the basement. The only exception is for call numbers beginning with B, M, or N. These books are located on the 2nd floor. More extensive Library Maps are available at <http://lib.tcu.edu/www/eref/maps.html>.

Also, some entries in the catalog will offer links to electronic versions of the books.

LOCATING BOOKS NOT OWNED AT THE TCU LIBRARY

Always double check the library catalog to ascertain whether or not the TCU Library owns a particular book you need. If the title does not appear in the catalog, you may wish to consider Interlibrary Loan. Also, if the book is checked out, you can choose to "recall" the book, which means an email will be sent to the person who has it checked out to return it to the library. Since this impacts another person's work, only do this if you are absolutely sure you need the book.

netLibrary

netLibrary is an expanding collection of online electronic books, available for both viewing and borrowing purposes. The collection features scholarly and reference materials, including many university press titles, offering full text searching capabilities. Titles can be checked out and viewed online.

In order to borrow an electronic book from netLibrary, you must first set up an individual account. To do so, you must click on the "Create an Account" icon on netLibrary's home page and complete the account form. If you have any problems or questions, please contact the Library's Reference Desk at 257-7117.

WorldCat

WorldCat is a global catalog incorporating the holdings of over 36,000 libraries of all types in 74 countries. The database contains over 42 million cataloging records with a new record added every 15 seconds. WorldCat spans over 4,000 years of recorded knowledge and includes 400 languages.

Catalog records in WorldCat indicate which libraries own a particular item. You can use the WorldCat search engine under the W section of "Journal Articles & Databases" to see who holds the text. To obtain that item, please consult Interlibrary Loan.

Metroplex Libraries

Several libraries are within an hour's drive of the TCU campus. If you urgently need specific material, you may wish to consult local catalogs. The TCU community may obtain borrowing privileges at selected area libraries by obtaining a Texshare card from the TCU Circulation Desk. To determine whether or not a library is part of Texshare Card Program, consult the list of participating libraries (<http://www.texshare.edu/generalinfo/about/programs.html>).

Google Books

from: <http://books.google.com/googlebooks/about.html>

Book Search works just like web search. Try a search on Google Book Search or on Google.com. When Google finds a book with content that contains a match for your search terms, they will link to it in your search results.

If the book is out of copyright, or the publisher has given Google permission, you'll be able to see a preview of the book, and in some cases the entire text. If it's in the public domain, you're free to download a PDF copy.

To use Google Books, you can start from the regular Google homepage or from <http://books.google.com/>. A more advanced or specific search can be made from http://books.google.com/advanced_book_search. From here, you can narrow by keywords, phrases, authors, publication dates, subjects, etc. Once you're in a book with a limited preview or full view, you can actually search keywords within the book to find pages with those words. This is especially useful if you're only looking for a short excerpt from the book. Be careful, though, not to just pull a sentence out without understanding its context.

If nothing else, Google Books is quite useful for previewing a book to determine whether you want to check it out from the library.

ONLINE MATERIALS

FINDING SCHOLARLY MATERIALS ON THE WEB

In the past, any website ending with the suffix .edu seemed to be scholarly (after all, it was from an educational institution); however, this method is not a reliable way to determine the scholarly nature of a site. Now, many college students have personal websites through their universities (a number of TCU students do as well), and you might not trust the credibility of your research essay to another college student (though (s)he may have some excellent information available). That said, use a tool like Google Scholar or a site through a university carefully. Evaluate the credibility of the site and the author in the same way you would evaluate a regular .com or .org website.

Google Scholar

from: <http://scholar.google.com/intl/en/scholar/about.html>

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: peer-reviewed papers, theses, books, abstracts and articles, from academic publishers, professional societies, preprint repositories, universities and other scholarly organizations. Google Scholar helps you identify the most relevant research across the world of scholarly research.

Features of Google Scholar include:

- Search diverse sources from one convenient place
- Find papers, abstracts and citations
- Locate the complete paper through your library or on the web
- Learn about key papers in any area of research

How are articles ranked? Google Scholar aims to sort articles the way researchers do, weighing the full text of each article, the author, the publication in which the article appears, and how often the piece has been cited in other scholarly literature. The most relevant results will always appear on the first page.

To use Google Scholar, you can start from the regular Google homepage. A more advanced or specific search can be made from http://scholar.google.com/advanced_scholar_search. From here, you can narrow by keywords, phrases, authors, publication dates, subject areas, etc. If you find an article from a journal that is limited to authorized users, check to see if the TCU library has access to that journal through a database. Simply type in the name of the journal in the "Search E-Journals By Title" tool available through a link on the left side of the library homepage. Also, the sections for "Cited By" can direct you to other potentially relevant sources

FINDING OTHER MATERIALS ON THE WEB

Other resources on the web can also be useful in your research; however, I advise you to use caution when searching around. If you decide to use a general website in any academic work, make sure to evaluate it carefully (more so than just about any other source) to ensure its credibility.

Google Advanced Search

Like those on Google Books and Google Scholar, the advanced search tool on regular Google is useful in helping you narrow your search down.

You can access the advanced search from http://www.google.com/advanced_search?hl=en. From here, you can narrow your search by keywords, phrases, domain, similarity to other pages, etc. Use the help page for advanced search (<http://www.google.com/intl/en/help/refinesearch.html>) to guide you to the most relevant results.

Wikipedia

from: <http://en.wikipedia.org/wiki/Wikipedia:About>

Wikipedia is written collaboratively by volunteers from all around the world. Since its creation in 2001, Wikipedia has grown rapidly into one of the largest reference Web sites. Visitors do not need specialized qualifications to contribute, since their primary role is to write articles that cover existing knowledge; this means that people of all ages and cultural and social backgrounds can write Wikipedia articles. With rare exceptions, articles can be edited by anyone with access to the Internet, simply by clicking the edit this page link. Anyone is welcome to add information, cross-references or citations, as long as they do so within Wikipedia's editing policies and to an appropriate standard. For example, if you add information to an article, be sure to include your references, as unreferenced facts are subject to removal.

As a wiki, articles are never complete. They are continually edited and improved over time, and in general this results in an upward trend of quality, and a growing consensus over a fair and balanced representation of information. Users should be aware that not all articles are of encyclopedic quality from the start, and may contain false or debatable information. Indeed, many articles start their lives as partisan, and after a long process of discussion, debate and argument, they gradually take on a neutral point of view reached through consensus.

The ideal Wikipedia article is balanced, neutral and encyclopedic, containing comprehensive notable, verifiable knowledge. An increasing number of articles reach this standard over time, and many already have. Its best articles are called Featured Articles (and display a small star in the upper right corner of the article), and its second best tier of articles are designated Good Articles. However, this is a process and can take months or years to be achieved, as each user adds their contribution in turn. Some articles contain statements and claims which have not yet been fully cited. Others will later have entire new sections added. Some information will be considered by later contributors to be insufficiently founded, and may be removed or expounded.

While the overall trend is generally upward, it is important to use Wikipedia carefully if it is intended to be used as a research source, since individual articles will, by their nature, vary in standard and maturity. There are guidelines and information pages designed to help users and researchers at http://en.wikipedia.org/wiki/Wikipedia:Researching_with_Wikipedia.

To use Wikipedia, enter the site at http://en.wikipedia.org/wiki/Main_Page. There's a search box available on the left side of the page. As a resource, Wikipedia is useful to gain background information when starting on a project or learning about a new topic. Also, the sections titled "References," "See Also," and "External Links" are available at the end of most pages and can usually guide you toward more scholarly resources.

Name _____

Topic _____

Question _____

Source Citation, Evaluation, and Notes for Source # _____

Type of source (book, periodical, online periodical [use Ulrich's], website, etc)		
Author's name		
What are the author's credentials? (If the source doesn't offer proof of his/her credibility, search the author's name online to find it yourself.)		
Group, organization, or institution that published or sponsored the source		
Is this a reputable organization? What kind of organization is it? (If you don't know, search the organization in the same way you checked the author.)		
Does the author credit other sources? If yes , check at least one source for its availability. What qualifications do this author/organization have? If no , does the source acknowledge others with related credentials or qualifications?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Is the information time sensitive? If yes , is the source information current? If no , how might it help illustrate something that is timeless (some human, natural, or physical trait)?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Is the topic apt to change dramatically from year to year? What significant events have occurred in the field of study (or in everyday life) that might change or influence the information in the source or the nature of the topic?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Does the source make an argument? If yes , how does the source support and organize its claims? If no , how will the source benefit your essay?	<input type="checkbox"/> yes <input type="checkbox"/> no	

MLA Formatted Citation:

Notes from the source about your topic:

WHAT THE TEXT SAYS	WHAT I THINK