“Basic Research Skills” Worksheet

Directions: Use the “Basic Research Skills” tutorial (http://library.sccsc.edu/tutorials/ResearchSkills) to answer the questions on this worksheet. This is NOT your quiz – this worksheet helps prepare you for the quiz later.

Sources: Difference Types of Material

1.) What kind of information are you likely to find in a reference book?

2.) Explain the difference between journals, magazines, and newspapers. Which one is the most authoritative?

3.) What kind of websites should you look for?

4.) Describe one difference between websites and other sources.

Catalog:

1.) What materials are found using the Library Catalog? What materials are NOT found?

3.) What’s the difference between ‘subject’ and ‘keyword’ searching?
4.) What are the 4 tips listed for the library catalog? Why do we suggest each one?
   a.)
   b.)
   c.)
   d.)

5.) What 3 pieces of information do you need to know to help you find material on the shelf?

6.) What does a call number look like? Is it made up of letters, or numbers, or both? Write down an example:

7.) How are the books organized in the library? What does the book’s call number represent?

Databases:
1.) Searching the library’s databases is the best way to find ____________________________ (what type of source?)

2.) Explain how library databases are different from regular websites.

3.) What subject areas are covered in the “General or Miscellaneous Topics” category of databases?

4.) When searching a database, what box should you check to ensure that your search returns ENTIRE articles, not just the citation information?

5.) When you find an article in a database, which two buttons are usually best to save the article for future use?
Internet:

1.) What is a URL?

2.) If a website’s URL ends with .com, what does that mean?

3.) If a website’s URL ends with .org, what does that mean?

4.) If a website’s URL ends with .gov, what does that mean?

5.) If a website’s URL ends with .edu, what does that mean?

6.) Which 2 URL endings are usually the most reliable?

7.) When looking at the author of a website, how do you know if they are credible? What do you need to know about them?

8.) When looking at a website’s publisher or sponsor, how do you know if they are credible? What should you look for?
Research Guides:
1.) Describe what the Library’s Research Guides are and how they could help you.

Citing:
1.) List and explain 2 citing strategies to help you avoid plagiarism.

2.) What do you need to do to avoid plagiarism when using a Direct Quote in a paper?

3.) When paraphrasing an outside source into your own words, do you still need an in-text citation after the paraphrase inside your paper?

Librarians:
1.) What skills do librarians have? How can they help you while you’re in school?