

ELECTRONIC LEARNING RESOURCES AT THE GLOBAL LEARNING LIBRARY

We want you to succeed in your quest for information; consequently, we have created some activities which will help make you more efficient in searching for information. Most importantly, the web is not always your best resource for information. That is why it is important to use information that has been reviewed and evaluated. The information and activities in these learning plans will help you find credible information through the use of library resources. The first thing you should do is view the presentation about the library website. It will help you navigate through the resources you need to complete the activities.

There are 4 goals that you will achieve by completing the plans:

1. Conduct a successful search strategy
2. Find library materials using the MPTC online catalog
3. Find a magazine/journal, newspaper article
4. Evaluate gathered information from the internet

As you work through the learning plans, please feel free to contact a librarian, see our home page for more information. <http://www.morainepark.edu/services/library/>

Glossary of Terms for Search Strategies

Bibliography - A number of citations selected from the Result List and printed. You can print bibliographies in different formats.

Boolean search operators - Defines logical relationships between terms in a search. The Boolean operators are **and, or, not**. Example: Space and (Shuttle or Station) not Skylab.

- **And** search operator - The Boolean search operator **and** combines search terms in a query so that each result contains all the terms specified. Example: History and Russia.
- **Not** search operator - The Boolean search operator **not** excludes terms from a search so that results do not contain one or more specified terms. The not operator is more correctly stated as and not, but the and is not required to be entered. For example: Space Shuttle not Challenger
- **Or** search operator - The Boolean search operator **or** combines search terms in the same query so that each result contains at least one of the terms. For example: Space or Planet.

Browse - To use cursor keys to scroll up and down a window or to use alpha-positioning to go to specific positions in displayed lists.

Call Number: library materials (books, audiovisuals etc.) are organized in a systematic combination of letters and numbers to locate materials on the library shelves.

Catalog – It is a listing of books, audiovisuals, magazine/periodicals owned by a library. A library catalog is a searchable collection of records of every item in a library. The library records can be retrieved by performing keyword, author, title or subject search on your topic.

Citation - A bibliographic reference to a book, audiovisual material or a journal/magazine that matches the search criteria entered in the Search Window. Citations identify published information-print or electronic – in order to locate that item again. Citations of books include information such as author, title, publisher's name, no. of pages, copyright date.

eBook (electronic book) - Published materials such as reference books, text books and consumer books converted into digital format for electronic distribution

Keyword Search - term(s) entered in the Search Window. Use quotation marks around the phrase(s) you want to search. Keywords appear highlighted in the individual record.

Result List – A listing of records retrieved from the search term(s) used from the topic.

Search Window – a frame or box to enter the search term(s).

Subject Search - A list of subject headings using Library of Congress terms.

Truncation - A way to search for words beginning with the word stem followed by a question mark(?) For example, type: walk?-- to find the words walk, walks, or walker.

What is a search strategy and how is it formulated?

When preparing to do some research, the use of a search strategy is an important tool to preplan the direction you want your search to go and to save time and effort in your research.

Choosing a topic can be overwhelming. If you are having trouble choosing a topic, the Library Website (www.morainepark.edu) can help. Under **Finding articles**, choose **Databases A-Z**. In the right hand column is a database called **Opposing Viewpoints**. When you choose this database (if working at home, the password is **Moraine**), a list of topics will appear. It may help you to decide what your topic will be.

A topic for a search is divided into concepts or subject groups. **Keywords** are terms related to the topic and are chosen for each subject group and listed for your strategy. They may be medical terms, phrases, important people, companies, etc. Sometimes it is helpful to look up the topic you have chosen in an encyclopedia to help find keywords to use for research.

A sample Keyword Search Strategy follows. The blanks have been filled in to give you an idea of the way to complete your strategy.

STEP ONE:

State your topic in one sentence or as a question:

1. Sentence: Concerns about e-mail security demand better programming, authenticated e-mail addresses and more caution from users.
2. Question: How can better programming and authenticated e-mail addresses help e-mail security?

STEP TWO:

Analyze your topic into key concepts (ideas):

CONCEPT 1	CONCEPT 2	CONCEPT 3	CONCEPT 4
-----------	-----------	-----------	-----------

e-mail	security	programming	“internet security”
--------	----------	-------------	---------------------

email			
-------	--	--	--

Note: The quotation marks keep the search phrase together.

STEP THREE:

Consider possible synonyms for the concepts, using a thesaurus if available:

CONCEPT 1	CONCEPT 2	CONCEPT 3	CONCEPT 4
-----------	-----------	-----------	-----------

Electronic mail systems	Safety	“computer programming”	“internet service providers”
-------------------------	--------	------------------------	------------------------------

Hotmail		Computer program?	
---------	--	-------------------	--

Note: Example of truncation (please see glossary for definition of truncation)

In the above example, **Computer program?** covers

Computer program,

Computer programs,

Computer programming

If you are having trouble locating information, a more general term would probably retrieve more references than a specific term. A broad topic such as “e-mail” will retrieve many references related to e-mail, instead of a narrow search on a specific term such as **Hotmail**.

If you search using a specific term such as **Hotmail**, all the synonyms, trade names, etc. should also be searched to ensure a comprehensive and complete search.

Keyword Search Strategy

Refer to the provided examples and construct your own search strategy using the form below:

STEP ONE:

State your topic in one sentence:

.....

STEP TWO:

Analyze your topic into key concepts (ideas):

CONCEPT 1	CONCEPT 2	CONCEPT 3	CONCEPT 4

STEP THREE:

Consider possible synonyms for the concepts, using a thesaurus if available:

CONCEPT 1	CONCEPT 2	CONCEPT 3	CONCEPT 4

Select a Topic

Select a topic from the list of topics given below:

Gun control

Abortion

Legalization of marijuana

Rebuilding Iraq

Holistic medicine

Diets

Affirmative action

Animal rights

Health care reform

School violence

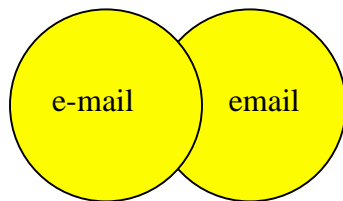
Juvenile offenders

What is Boolean logic?

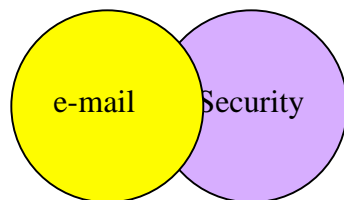
Boolean logic is used to perform a search. It is based on “**or**,” “**and**,” and “**not**” statements to combine subjects to obtain information.

1. “**or**” is used to create groups of synonymous terms or concepts.
2. “**and**” is used to narrow the results by combining subject groups so that at one term from each subject group appears in a citation.
3. “**not**” is used to eliminate certain terms from the results.

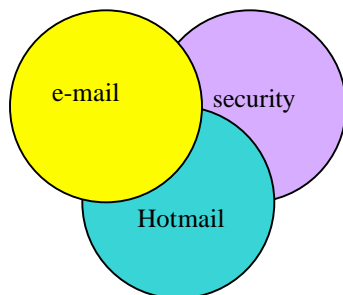
For a search on e-mail, the terms “e-mail” **or** “email” broadens the search so that either spelling of the term is present (Please refer to our sample search strategy as needed).



For a search on e-mail **and** security the word **and** narrows the search. The citations searched must have both concepts present. The information is found in only the areas where the circles overlap when **and** is used.



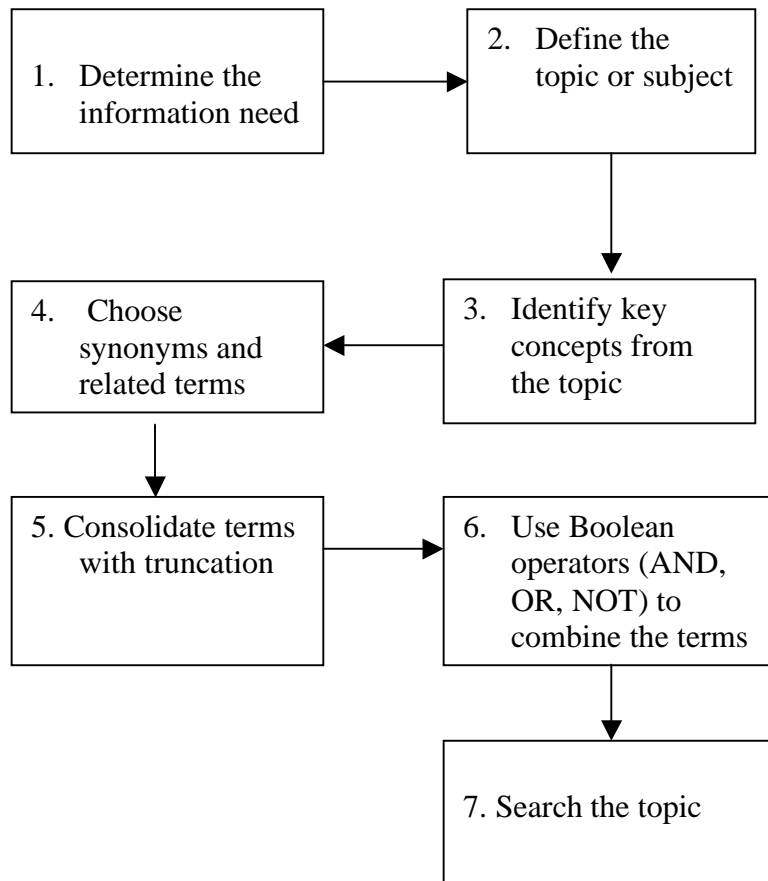
The Boolean “operator” **not** is used to eliminate certain terms that could add a lot of unwanted information. The terms chosen are “e-mail” **and** “security,” **not** “Hotmail.”



The area of information that will be useful is the bottom part of the overlapping circles that includes both e-mail **and** security but does **not** contain any information on Hotmail, which is a free e-mail database.

Search Strategy Flowchart

The following is a review of steps in a Search Strategy:



SEARCHING FOR INFORMATION IN THE MPTC ON-LINE CATALOG

1. Using a **Simple Search** in the Moraine Park Library catalog (www.morainepark.edu) and choose the **Library** tab, then choose **MPTC catalog**, type in one of the terms you chose when doing your search strategy.
2. Select two items of material (book, audiovisual, journal/magazine title, or e-book) from your list.
3. Click on the title to bring up the detailed record (**citation**)
4. Make a printout of the detailed records or citations and include them with this exercise.
5. Fill in the following information from the citations:
 - a. author:
 - b. title:
 - c. publisher:
 - d. date published:
 - e. location:
 - f. call number:
 - g. status (available or not):

-
- a. author:
 - b. title:
 - c. publisher:
 - d. date published:
 - e. location:
 - f. call number:
 - g. status (available or not):

Locating information in the EBSCOhost database

1. To find journal/periodical articles on your topic, you will want to use an online periodical database.

Type the URL : www.morainepark.edu

Choose the **Library** tab

Click on **Databases A-Z**

Click on **EBSCO**

Click on **EBSCOhost Web**

2. To select the database(s), click in the boxes you wish to search
3. To find journal/periodical articles on the topic you have been working on, type the terms in the find box. Use Boolean operators (AND, OR, NOT) as needed.
4. Select two citations from the result list.
5. Print two citations for the articles and include them with the information below.
6. Fill in the various parts for each citation:

author

title of the article

title of the journal

date

volume and issue number

page number(s)

author

title of the article

title of the journal

date

volume and issue number

page number(s)

Glossary of terms using EBSCO Periodical Database

Abstract – includes a citation and summary of an article or document.

Bibliography - A number of citations selected from the Result List and printed. You can print bibliographies in different formats.

Boolean search operators - Defines logical relationships between terms in a search. The Boolean operators are **and, or, not**. Example: Space and (Shuttle or Station) not Skylab.

- **And** search operator - The Boolean search operator **and** combines search terms in a query so that each result contains all the terms specified. Example: History and Russia.
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- **Or** search operator - The Boolean search operator **or** combines search terms in the same query so that each result contains at least one of the terms. For example: Space or Planet.

Browse - To use cursor keys to scroll up and down a window or to use alpha-positioning to go to specific positions in displayed lists.

Citation - A bibliographic reference to an article or document that matches the search criteria entered in the Search Window. Citations are listed in date order in the Result List. A citation includes, The author of the article, the article Title, Journal/magazine (periodical) Title, the volume and number of the issue, and page(s) and Date of the periodical.

Database: A collection of information in computerized format which usually pertaining to a specific subject.

eBook (electronic book) - Published materials such as reference books, text books and consumer books converted into digital format for electronic distribution

Full Text - A term to describe articles that are displayed in their entirety (a complete electronic text of an article) as opposed to Abstract and References only. **FULL TEXT** articles are available in **HTML** and **PDF** formats.

Keyword - The term or search terms entered in the Search Window. Keywords appear highlighted in the **Result List, Full Record, and Full Text**.

Periodical – a publication published at regular intervals, such as weekly, monthly, etc.

Periodical Database – an on-line index of articles from various periodicals.

Result List - A window that contains the information retrieved from the databases you search. Search results can be citations, document summaries or abstracts, and can include full text.

Search Window – a frame or box to enter the search term(s).

Subject Search - A list of subject headings used to index the publications in the database.

Truncation - A way to search for words beginning with the word stem followed by an asterisk (*). For example, type: walk* to find the words walk, walks, or walker.

Example No.1 for EBSCOhost Citation

Title: Scanner provides high level of protection from computer viruses, cyberterrorism.

Source: Science Letter; 4/14/2003, p24, 1p

Document Type: Article

Subject(s): ELECTRONIC mail systems
COMPUTER networks -- Security measures
CYBERTERRORISM

Abstract: Reports that computer experts at the University of Southampton in England have released an enhanced version of their popular, free-to-use, e-mail security system MailScanner, which offers a high level of protection to firms and institutions wanting to safeguard their computer networks from viruses and the potential threat of cyberterrorism.

ISSN: 15389111

Accession Number: 9504214

Database: Academic Search Elite

Author: No author listed. Note: You may use names of the editors if given

Title of the Article: Scanner provides high level of protection from computer viruses, cyberterrorism

Title of the Journal: Science Letter

Date: 4/14/2003

Volume and issue number: None given

Page Number: p.24, 1p

Example No.2 for EBSCOhost Citation

Title: Nokia Appliance Plugs E-mail Security Hole...

Author(s): Hall, Mark

Source: Computerworld; 2/17/2003, Vol. 37 Issue 7, p8, 1/2p

Document Type: Article

Subject(s): COMPUTER software
COMPUTER input-output equipment
NOKIA Internet Communications Inc.
IPHRASE Technologies Inc.

Abstract: Provides information on computer hardware and software. Shipment of Nokia Internet Communications' SC6600 electronic mail security appliance; Security measures for instant messaging used in networks; Development of a buried content reporting software from iPhrase Technologies Inc.; Features of the Multichannel Contact Center from AltiGen Communications Inc.

Full Text Word Count: 750

ISSN: 00104841

Accession Number: 9173224

Database: Academic Search Elite

Author: Mark Hall

Title of the Article: Nokia Appliance Plugs E-mail Security Hole...

Title of the Journal: Computerworld

Date: 2/27/2003

Volume and issue number: Vol. 37, issue 7

Page Numbers: p. 8, 1/2p

Evaluating Internet Websites Worksheet

1. Search the topic of your choice using www.yahoo.com or www.google.com
2. Write the number of results(hits) you get on the topic
3. Select two or more web sites
4. Using the criteria given in the library guide for Evaluating Internet Resources, answer the following questions:
 - a. Who is the author of the web site and what is his/her background?
 - b. How current is the information from the web site and is the page dated?
 - c. Is the information fact or opinion? And is the information balanced/objective?
 - d. Is the purpose of the page to inform, entertain, or to sell something?
 - e. Does the web site gives me the information I was looking for?
 - f. Is the information accurately presented? Are there errors in grammar or spelling ? And do they have references to scholarly sources?
5. After evaluating the two web sites, select the best web site and explain why you selected it.

