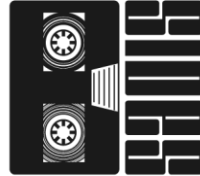


B Sides

<http://ir.uiowa.edu/bsides>



U of I SLIS Journal

04|02|2010

Information Handling Course LibGuide

Megan Conley



cc by-Megan Conley 2010

<http://ir.uiowa.edu/bsides/4>

B Sides is produced by Iowa Research Online, the University of Iowa's Institutional Repository

Editors | Angela Murillo & Rachel Hall

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Abstract:


This LibGuide was created to supplement and reinforce concepts taught in the course “Information Handling.” Information Handling is a freshman level course that introduces students to basic information literacy concepts such as understanding a university library, formulating a research topic, choosing and evaluating scholarly sources and understanding information ethics like plagiarism, copyright and open access publishing.

Keywords:

Information Literacy | LibGuide | Undergraduate | Library Instruction | Information Handling | Research | Web 2.0 | Freshmen

Introduction to library resources, information evaluation and web pages

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Why this class isn't boring

Welcome to the Information Handling LibGuide. This course will dispel myths and rumors about libraries and librarians. You will learn how to use library resources to write better research papers. You will also learn the importance of evaluating information so you can choose the best sources for you. The ultimate goal for this class is to make you a better student and save you time by helping you to understand everything the library has to offer.

Let's dispel a few myths right away.

Myth #1: "The only reason people go to the library is to check out books. Old books. Some books are so old that I think I might break them and then the librarians will get mad at me. I prefer the internet anyway so I think I'll use that."

Truth: The UI library spends thousands of dollars each year (from your tuition dollars) buying access to electronic resources that help students do research related to their classes. Most of this information is available on the Main Library web site through the internet. If you are like most Americans you prefer to do your research in your pajamas in your dorm room or apartment, right? Then the UI libraries are for you.



(Image from [Wikimedia Commons](#))

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Myth #2: "This is what librarians do all day. They look like they are very busy organizing their books. I would hate to bother them."



(Images from [Wikimedia Commons](#) via the [German Share Alike License](#))

Truth: Seriously? No one does this anymore. The reference desk staff at the UI library branches have advanced computer skills and know how to use lots of electronic resources like web sites and databases. They'll teach you how to use them if you ask. Remember that a librarian's #1 job is to help patrons and you are a patron.

Myth #3: "The Library is a scary place:"



(image from wikimedia commons:http://commons.wikimedia.org/wiki/Grammostola_rosea)

Truth: Even though the UI Libraries do not have a tarantula infestation many people are still scared of the library. Or confused. Or frustrated. Librarians know that most students do not automatically understand where everything is in a library. That's why they get paid to explain it to you. The unfortunate reality is that most people do not ask for help and then leave the library without any good information. Don't be "that guy."

Myth #4: "I don't want to leave my dorm room. It's so cozy and all of my friends are there. I guess the librarians can't help me:"

Truth: You can contact librarians through online chat (Meebo), email or phone as well as in person. Check out the main library page for the [chat](#) service. The [Ask a Librarian](#) page tells you the other options for contacting the reference desk from the comfort of your home.



(Image is in the Public Domain)

Myth #5: "Libraries are boring."



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Information Ethics

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Video Tutorial

- The Information Cycle ☆☆☆☆☆ Penn State University uses the school shooting at Columbine to explain how an information cycle develops.

Comments (0)

Information Cycle Chart

- Information Cycle summary from St. Cloud State University

Comments (0)

Content Outline

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General Databases

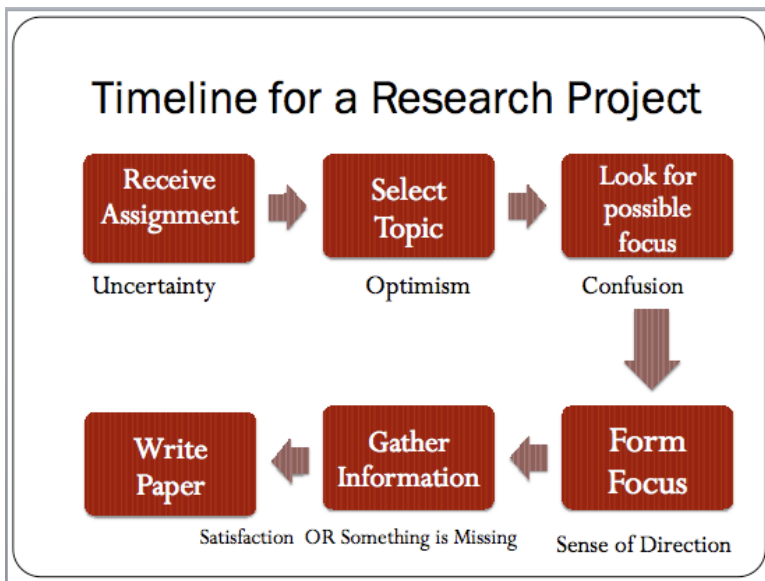
- List of General Database on the UI Library web page

Comments (0)

Video Tutorial

- Choosing the right database

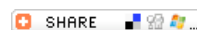
Comments (0)



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Copyright

This 34-minute video is a talk Lawrence Lessig gave on the Creative Commons movement. It is an overview of the history of copyright legislation. He also discusses the ramifications new copyright laws have on emerging technology, the internet and the future of creative movements in the United States.



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Freedom of Information Movements

Sunshine Week

Sunshine Week is a national initiative to open a dialogue about the importance of open government and freedom of information. **Participants** include print, broadcast and online news media, civic groups, libraries, non-profits, schools and others interested in the public's right to know. Though spearheaded by journalists, Sunshine Week is about the public's right to know what its government is doing, and why. Sunshine Week seeks to enlighten and empower people to play an active role in their government at all levels, and to give them access to information that makes their lives better and their communities stronger.

Privacy Week






Librarians feel a professional responsibility to protect the right to search for information free from surveillance. Privacy has long been the cornerstone of library services in America. In an information age, it's vital to protect the impulse to be curious, read, and learn. We aim to spark a national conversation on privacy.

Banned & Challenged Books (Banned Book Week)

The American Libraries Association (ALA) Office of Intellectual Freedom (OIF) promotes awareness of

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Commoncraft Videos in Plain English

This is a list of links to the "In Plain English" video series produced by [Common Craft](#). These three-minute videos provide simple explanations of social media like wikis, blogs, and Twitter. They are an excellent introduction to the social networking arena.

- [Wikis in Plain English](#)
- [Blogs in Plain English](#)
- [Social Bookmarking in Plain English](#)
- [Twitter in Plain English](#)
- [RSS Feeds in Plain English](#)
- [Cloud Computing in Plain English](#)
- [Online Photo sharing in Plain English](#)

[Comments \(0\)](#)

Interview with Twitter co-founder Biz Stone

The Colbert Report
Biz Stone

Mon - Thurs 11:30pm / 10:30c

www.colbertnation.com

Colbert Report Full Episodes

Political Humor

U.S. Speedskating

[Comments \(0\)](#)

Web 2.0 FAQ

Q: *Do I have to pay to create my own blog, wiki, Twitter or other account?*

A: No. Most platforms offer a free basic account. If you need a large amount of storage space or if you want your site to be free of advertising then you might need to pay a fee. But there are many free services out there. Look for one that does not charge you.

Q: *I've heard of blogs, but how do I find them on the internet?*

A: [Technorati](#) is a search engine for blogs. It also tracks influential (and not-so-influential) blogs.

Q: *There are so many options for social bookmarking. Where do I start?*

A: There are hundreds of social bookmarking sites, each with a unique mission. Beginners should try one of the following basic sites: [del.icio.us](#), [Digg](#), [Reddit](#), [StumbleUpon](#), [Propeller](#). Or simply google "social bookmarking" and find one that you like.

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Find Resources

Services

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Help



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[Admin Sign In](#)

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MyWeb account information

MyWeb Accounts are available to all UI faculty, staff and students upon request for individual, academic-related web publishing in accordance with the UI Acceptable Use of Information Technology Resources Policy. Go to the following sites to create a MyWeb account and post Dreamweaver pages to the UI server.

- [MyWeb Home](#)
- [Create a MyWeb account](#)
- [SFTP Instructions from ITS](#)

[Comments \(0\)](#)**Web Design/Layout Resources**

Tech Talk: Parts of a Web Site (<http://www.techmedia.biz/tech/partsWeb.cfm>)

Planning your web site design (A short article on [Pre-planning your web site](#))

Smashing Magazine (<http://www.smashingmagazine.com/>): "Smashing Magazine delivers useful and innovative information to Web designers and developers. Our aim is to inform our readers about the latest trends and techniques in Web development. Every day, literally thousands of talented, hard-working folks out there gain new insight from their work, come up with brilliant ideas and then share their experience with fellow designers."

CSS Zen Garden (<http://www.csszengarden.com/>) This site contains complicated web layout codes, but it is a good way to get ideas for your own web site. Use the right sidebar to see different designs.

W3 Schools (<http://www.w3schools.com/>) If you want to go beyond Dreamweaver CS3 and create your own web page from scratch then the W3 Schools web site is where you should start. This is the best free resource available with tutorials for beginners through advanced web designers.

[Comments \(0\)](#)**Using Images & Multi-Media in your Web Site**

When using images and multi-media on a web site the designer must have permission to use the content. It is illegal to copy anything from other web sites without consent from the owner(s). Copyright violation is punishable by a fine and/or jail. In order to avoid that kind of trouble it is important to remember two things:

A web designer can use personal photos, logos, video or other media as long as he/she is the creator.

In order to use another person's image, video, logo or other media item the designer must have permission.

The best way to use others' images without getting into trouble is to use media with a creative commons license. This is a form of Open Access publishing where an artist copyright's their image, but lets the rest of the world use it as long as users promise to share it freely. Here are some examples of web sites where you can borrow freely from their content. Just remember: Always cite where you got the source from. Creating a link to the original source is a good way to do this. Just remember:

1) Always cite the source. Creating a link to the original source is a

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good way to do this.

2) Always make sure the content has a creative commons license. Some web sites mix their creative commons and regular copyright content.

3) It is up to you, the user, to know whether you have permission to use someone else's media. "I didn't know it was copyrighted. I thought it was creative commons" is not a legitimate defense against a copyright infringement lawsuit.

Creative Commons Web Sites & Search Engines

WikiMedia

Commons http://commons.wikimedia.org/wiki/Main_Page

Flickr Commons (not to be confused with regular Flickr) <http://www.flickr.com/creativecommons/>

YouTube Videos <http://www.youtube.com/>

Creative Commons Content

Directory http://wiki.creativecommons.org/Content_Curators This wiki lists sites that use a Creative Commons license. Browse here for audio, video and images.

Google Advanced Search http://www.google.com/advanced_search
Look for the section "Date, usage, rights, numeric range and more."
Select one of the options that includes "Free to use and share." This should sort by sites with creative commons licenses.

Yahoo Creative Commons Search <http://search.yahoo.com/cc>

Artist Server <http://artistserver.com/> Free music, blogs and downloads.

Wisdom Commons <http://www.wisdomcommons.org/> Thousands of essays, poems and sayings.

Blip TV <http://blip.tv/> Independent Television and other video works.

Librivox <http://librivox.org/> Free Audio Books from the public domain

[Comments \(0\)](#)

Electronic Books

Electronic Books about Dreamweaver CS3. Look for these in the University of Iowa Library via [Smart Search](#) or [InfoHawk](#)

[Dreamweaver CS3 bible \(GetIt\)](#)

Joseph Lowery (Joseph W.) Derren Whiteman; Books24x7, Inc. Indianapolis, Ind. : Wiley Publishing, Inc. c2007

[The essential guide to Dreamweaver CS3 with CSS, Ajax, and PHP \(GetIt\)](#)

David Powers
Berkeley, Calif. : Friends of ED c2007.

[Comments \(0\)](#)

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Video Tutorial: How to use Smart Search

- 5-minute Smart Search Tutorial Comments (0)

Video Tutorial: How to search the UI Library Web Site

- 3 minute UI Library Web Site Tutorial Comments (0)

Video Tutorial: How to search for books

- 3-minute InfoHawk Tutorial to find books Comments (0)

Video Tutorial: How to locate articles

- 5-minute tutorial on locating articles Comments (0)

Video Tutorial: How to choose the right database

- 3-minute Database Selection Tutorial Comments (0)

Understanding Library Resources

Call numbers

The University of Iowa uses Library of Congress call numbers to organize books by subject. Each call number consists of series of letters and numbers. The last four digits often represent the publication year.

Book record for 'The Kite Runner' by Hosseini, Khaled. Includes fields for Author, Title, Published, Format, Location, and Availability. A callout box highlights the LC call number PS3608.0525 K58 2004.

Hardin Library For Health Sci Library and Main Library are the branch locations where you can find the book. They are not part of the LC call number.

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Citations

A bibliographic citation is a reference to a book, article, web page or other published item. A citation can include the title (of the book, journal or article), author, publication date, volume, issue, page number(s) and other information that helps the reader locate the item.

Diagram showing a citation for an article in 'Agricultural History' with callouts identifying components: Article Title, Title of Journal, Article Author, Date Published, Volume number, Issue Number, and Page Numbers.

Abstracts

An Abstract is a brief summary of a book, article, thesis, conference proceeding or other academic work. Abstracts summarize works so researchers can decide quickly whether a source is relevant to their work.

Title: "Hop to the Top with the *Iowa Chop*": The *Iowa Porkettes* and Cultivating Agrarian Feminisms in the Midwest, 1964-1992.

Authors: DEVINE, JENNY BARKER¹

Source: *Agricultural History*; Fall 2009, Vol. 83 Issue 4, p477-502, 26p

Document Type: Article

Abstract: Over the course of twenty-eight years, between 1964 and 1991, members of the *Iowa Porkettes*, the women's auxiliary to the *Iowa Pork Producer's Association* (IPPA), promoted pork products in order to assert their roles as agricultural producers. For the members of the *Porkettes*, technological change and the growth of agribusiness provided new opportunities to challenge patriarchal hierarchies in agricultural organizations. Over time, as the overall number of hog farmers declined and the agricultural marketplace increasingly demanded professional expertise, the *Porkettes* transformed a women's auxiliary into a female-led commodity organization. Initially, members participated in appropriately "feminine" activities including Pork Queen contests, lard-baking contests, consultations with high school home economics instructors, and the distribution of promotional materials. By the late 1970s, however, members began to employ a new rhetoric shaped by their labor on the farm to claim an important stake in the production and marketing of commodities: They took responsibility for large-scale advertising campaigns, managed a growing budget, and became leaders within the IPPA. Their *experiences* offer insight into broader developments of second wave agrarian feminisms that enabled farm women's organizations to renegotiate gendered divisions of labor, claim new public spaces for women, and demand greater recognition from male agricultural leaders. [ABSTRACT FROM AUTHOR]

Copyright of *Agricultural History* is the property of Agricultural History Society and its content may not be copied or emailed to multiple sites or posted to a listserv without the copyright holder's express written permission. However, users may print, download, or email articles for individual use. This abstract may be abridged. No warranty is given about the accuracy of the copy. Users should refer to the original published version of the material for the full abstract. (Copyright applies to all Abstracts.)

Author Affiliations: ¹Assistant professor of history, Illinois **College**, Jacksonville, Illinois.

An abstract is a brief summary of an article.

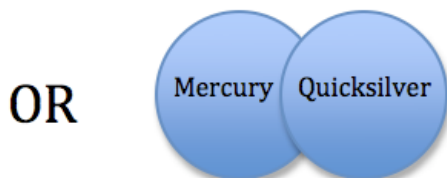
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Search Strategies

Searching with Boolean Operators

George Boole invented a mathematical logic system that is the foundation for modern computer systems. When searching a database it is important to use Boolean operators in the search to locate the best articles on your topic. The operators are: AND, OR, NOT.

OR: The OR operator broadens a search. For example, if you are searching for articles on the chemical element Mercury you would search for *Mercury OR Quicksilver* (which is another name for Mercury). The database will return articles that have either the word mercury or quicksilver in them.



NOT: After your first search you realize that several of your results were about the planet Mercury. In order to do a search that excludes results about planets you should search: *Mercury NOT Planet*. This way the database will eliminate any articles with the word planet in them. The NOT operator narrows your search and thus reduces the number of articles in your search. (see the area in blue)

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The OWL (Online Writing Lab)

This site offers help on picking a topic, writing a research paper, citations and many other aspects of college level writing: [The Owl Web Site](#)

[Comments \(0\)](#)

Bibliographic Citation Software

RefWorks

RefWorks is a bibliographic citation software system available free to all University of Iowa Students. Export citations from most databases (i.e. Ebsco A.S.E., Elsevier Science Direct, Web of Science, and others) into a RefWorks account. RefWorks will format sources into one of hundreds of citation styles.

Click on [here](#): Start by creating an account and then read through the **Frequently Asked Questions (FAQ)** section. As always, seek help from a librarian when necessary.

Zotero
(<http://www.zotero.org/>)

Zotero is a bibliographic citation software similar to RefWorks. It is a free, easy-to-use Firefox extension used to collect, manage, and cite research sources. To use Zotero must open a Firefox browser and download the free software from the Zotero home page. From there Zotero has user-friendly tutorials and FAQs to explain how to capture and organize references.

Thesis Statement, Outline and Annotation

The annotated bibliography project includes an annotated bibliography with 12 sources, a thesis statement and a final outline. For a reminder of the research process please visit the Research Process section of this LibGuide.

The Thesis Statement

Once you have selected your topic and done the pre-reading necessary to familiarize yourself with your topic it is time to narrow your focus and decide on a thesis statement. There are two main types of thesis statements: Argumentative and Descriptive. A thesis statement conveys the main point of your paper to the reader.

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2 types of thesis statements

Argumentative	Descriptive
<ul style="list-style-type: none"> • Includes a topic & assertion • Proposes a solution to a problem • Defines the writer's position on an issue • <u>Persuasive</u> 	<ul style="list-style-type: none"> • Explains concepts • Clarifies various arguments on issues • Gives an account • <u>Neutral</u>

Examples of an Argumentative Thesis

- Feminism has been beneficial to women *OR* Feminism has not been beneficial to women.
- The death penalty should be abolished *OR* The death penalty should not be abolished
- The mass extinction of the dinosaurs was caused by a huge asteroid colliding with the earth

Comments (0)

Citation Style Guides

There are hundreds of bibliographic citation styles used in writing research papers. Here are the three most commonly used by undergraduate and graduate students.

[How to cite using APA](#) (American Psychological Association) through OWL (Online Writing Lab) at Purdue

[How to Cite Bibliographic Forms: MLA \(Modern Languages Association\)](#) This is a very brief document with examples based on MLA Handbook for Writers of Research Papers. For more complete references see the MLA manual shelved at the Information/Reference Desk, Main Library.

[Chicago Manual of Style Online](#): (through University of Iowa Proxy server)

[Citation Style Guides](#): AAA, APA, Chicago (Turabian), MLA styles. From Seattle Central Community College Library

Comments (0)

earn

Examples of a Descriptive Thesis

- During the 1960s, feminism was an important movement
- Since its resumption in the 1970s, the death penalty has been a very controversial issue among Americans
- There are three major theories as to why dinosaurs became extinct

The Annotated Bibliography

An Annotated Bibliography is the list of sources an author has consulted in a research paper. In addition to listing the citation information the author also includes a brief description of each resource. This description can be a summary, analysis or reflection-- or a combination of the three. Annotations can be one sentence or several pages.

Why write an annotated bibliography?

- To better research
- To ensure critical reading during research
- To help other researchers by describing each source
- To articulate a thesis statement

Here are web sites with sample annotated bibliographies:

- [The OWL](#)
- [Cornell University Libraries](#)
- [Teaching American History](#)
- [UNC Chapel Hill](#)

The Outline

An outline should include an introduction, supporting arguments arranged by subject headings and key points, and a conclusion. These two outlines on the same topic demonstrate that there is more than one way to organize information. When writing a 3-6 page paper the outline will include between 2-4 supporting arguments. More than 4 supporting arguments suggests the author has too much information or that the supporting arguments should be condensed.

Sample Outline I

- I. Introduction to Human Cloning
- II. Support for Human Cloning
 - A. All science is legitimate
 - B. We can trust scientists
 - C. The benefits outweigh the risks
- III. Evidence Opposing Human Cloning
 - A. Is all science really legitimate?
 - B. Can we trust scientists not to put us at risk?
 - C. Benefits do not outweigh the risks
- IV. Conclusion

Sample Outline II

- I. Introduction to Human Cloning
- II. Is all Science Legitimate?
 - A. Yes
 - B. Maybe Not
- III. Can we Trust the Scientists?
 - A. Yes
 - B. Not always
- IV. Do the Benefits outweigh the risks?
 - A. Yes
 - B. Maybe Not
- V. Conclusion

Links to other sample outlines

- [Teacher Vision](#)
- [Sample Culture Paper Outline](#)
- [Lloyd Sealy Library](#)

References

Gavin, C., (2008). *Teaching information literacy : A conceptual approach / christy gavin*. Lanham, Md. : Scarecrow Press.

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