# Library Basics - Juniors

1. The librarian’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The “Academic Center” is in the library from 2:30 to 4:00 on what three days?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Books check out for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ magazines for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. When using the LMC individually, not with a class I am charged \_\_\_\_\_\_\_ for printouts.
3. Fiction titles are organized:

a) by subject

b) by author

c) by title

1. The Dewey Decimal system groups library materials by:

a) color

b) copyright date

c) subject

d) none of the above

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**Big Six**

**<http://www.big6.com/kids>**

1. **Task Definition**
* What does you teacher want you to do
* What information do you need in order to do the assignment? List the information.
1. **Information seeking strategies**
* Make a list of all the possible sources of information (i.e. library books, encyclopedias, & websites)
* Evaluate the sources and select the best ones

**3. Location & Access**

* Locate sources or figure out where you will get these sources. If it is a web site write the URL down.
* Find information within sources or “Now I have the sources in hand, how will I get to the information I need?” (Remember the questions you wrote in Task Definition?)
1. **Use of Information**
* Read, listen or view your source, if you have questions ask, you may be able to skip around, finding subheadings and topic sentences.
* Take out the relevant information from a source in other words “It’s time to take notes.”

.<http://www.big6.com/2001/12/09/ideas-about-note-taking-and-citing-sources/> (Taking Notes)

 <http://library.sasaustin.org/parentheticalReferences.php>(Examples of how to Cite)

1. **Organize information from multiple sources (Synthesis)**
* Present the information – if teacher assigned the product make sure you follow their directions
* Add value to the product by adding your ideas along with what you found in your sources
1. **Evaluate**
* Judge your products before turning it in. For example: a) Did you include everything that was required? b) Did you give credit? c) Is it written the way your teacher requested? d) Is it neat? e) Did you include your name? etc.
* Judge your problem-solving process. a) Were you efficient? b)What did you learn? c)What would you do again? d) What would you do differently? e) What information sources were useful? Talk to your librarian about sources you needed that the library media center did not have.

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1. **Google search short cut**
* Type Abraham Lincoln in the search line then add “”’s (“Abraham Lincoln”) notice the sites returned and the number
* Type Lincoln only and then type Abraham only. Do sites for Abraham Lincoln appear in these searches? Consider what other types of sites or information you get.

When searching in Google, placing search terms in quotation marks accomplishes what?

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1. **Another Google search short cut**
* On the internet go to Google.com
* Type “high school sports” in the search box. How many returns do you get? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Add +girls (“high school sports”+girls) How many returns this time? \_\_\_\_\_\_\_\_\_\_\_\_
* Add +soccer (“high school sports”+girls+soccer”) How many returns? \_\_\_\_\_\_\_\_\_\_\_\_\_
* Add -football (“high school sports”+girls+soccer-football) How many returns? \_\_\_\_\_\_\_\_\_\_\_\_\_
* When searching on Google using a “+” or “-“ in front of a term does what?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How to use Wikipedia**
* In Google search for “Nordic combined”
* Select Wikipedia
* Go to the bottom of the page to References:
* Follow the link [FIS, past and present international results](http://www.fis-ski.com/nordiccombined/)

Why should a good researcher check these references?

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## Jordan High School

As you complete this activity, you will learn how to use the library media center’s on-line catalog to locate materials from its collection.

* To begin this activity, log onto the computer and open the “Media Center” folder by double clicking on the icon, then select “Internet”.
* Type in the URL window: **<http://destiny.canyonsdistrict.org> OR select “Book Search” it opens directly to this site.**
* Find **High School** and select **Jordan High School**
* Select **Create Account** in the upper right corner.
* Enter your last name in the last name field.
* Enter your Student ID number in the Barcode field. Click **Next**
* The system verifies that you are a student in Destiny. Then enter your birth date by selecting down arrows. **Next**.
* Now enter the desired login and password confirm password, which is required. Enter your email address in the bottom field. Then click **save**
* Now the system immediately logs you in. Notice your name in the upper right corner.

**11. Searching by Title**

* Choose the basic tab
* Type in “The Ear, the Eye, and the Arm”
* Select the Title button

Who wrote this novel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many copies of the book does the library have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any copies available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number prefix for a book of fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number for an audio book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Searching by Author**

* Return to Library Search
* Enter “Jack Gantos” or “Gantos, Jack” into the search term window.
* Click the “Author” button.

Does this author write fiction or non-fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write the call number for the book he wrote about himself. (autobiography) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Searching by Subject**

* Enter “recipes” in the search term window.
* Click the “Subject” button.
* What recipe periodical is listed under “recipes”? (hint: a periodical is the same as a serial or a magazine) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the periodical icon shown? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Searching by Power Search**

* Return to Library search and choose the **Power** tab
* Enter “wolves” in the 1st search term window and “behavior” in the 2nd search term window.

According to the catalog, what two titles would be helpful for a report on wolf behavior?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Searching by Category**

* Return to Library Search
* Select the “Copy Categories” tab
* Select a category that looks interesting. Name the category\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Scroll to the top of page, in green bar select library search
* Scroll to the bottom

Name a JHS teacher that has a reading list in the “Categories” list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destiny Quest

* Return to Library Search
* On Left side of screen select “Destiny Quest”

11. Searching in Top Ten

* Browse the top ten books on the left side of window

 Name one of the books listed (not a textbook) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Searching in New Arrivals

* Browse the top new arrivals on the right side of window

 Name one of the books listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Mouse over an Drag and Drop

* In search window type “Garth Nix”
* Let your mouse hover over one of the titles

What information do you see? (Name 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add a tile to a reading list by either dragging and dropping or selecting the “Add to list” button.

14. Searching in More Info

* Type the letters “poverty”
* Select the title “Poverty” by clicking on the picture
* Select the “Shelf Browse” under the book cover
* Using the slider choose another book on the same subject.
* Name the book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type Global Warming in the search box
* In the left column under “Narrow Your Search” choose “Subject” “Next” then “Air” Write the title and call number of the book that is currently available in the library below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Student reviews and requests

* Type in “Hunger Games”. Click on the picture of the book. How many student reviews do you see? \_\_\_\_ how many stars was it given? \_\_\_\_\_ Name a similar title suggested \_\_\_\_\_\_\_\_\_\_\_\_

Dewey Decimal System

# 100 Philosophy and Psychology

Man thinks about himself. (Also includes supernatural, self-esteem, and ethics.)

## Religion

Man thinks about God. (All types of religions and mythology).

## Social Sciences

Man thinks about other people. (Government, constitutions, social problems, fables, fairy tales, and education).

1. **Language**

Man learns to use words. (German, French, Spanish)

## Pure Sciences

Science – man learns about the forces in nature. (plants, animals, chemistry, space)

## Applied Science/Technology

Man makes new things and more comforts for himself. (farming, medicine, engineering, pets, cooking, plumbing)

## Fine Arts

Man is creates and competes (art, music, hobbies, and sports)

## Literature

Man becomes a storyteller. (poetry, plays, jokes and riddles).

1. **Geography/History**

Man records what happens to him and where he has been. (Biographies, genealogy, world civilization, U.S. history

**000 General Works**

All Reference encyclopedias and almanacs.

**JHS Library Prefix**

F Fiction

AB Book on Tape

MAG Periodicals

SC Story Collection

REF Reference

VHS ST Student video

Don’t have an Office program at home? Free Word Processing, Presentation, & Spreadsheets are available at:

<http://docs.google.com>

Ask for assistance in the library if you have questions about Google Docs.

**Pioneer Online Library**

**home access:**

<http://www.pioneer.uen.org>

Login: pioneer

Password: time

**Salt Lake County Library**

<http://www.slco.lib.ut.us>

Research by topic

library card #

last 4-digits of home phone

**Jordan High LMC Book Search**

Link from Jordan High Web Page

http://destiny.canyonsdistrict.org

**Citation information**

Citation Machine

http://citationmachine.net/

**High School Tutorials**

HeLIOS (Weber State University)

<http://library.weber.edu/ref/hstutorial/menu/menu.cfm>

TILT (Texas Literacy) <http://tilt.lib.utsystem.edu/nf/intro/internet.htm>

Research 101 (University of Washington)

<http://www.lib.washington.edu/uwill/research101/>

**Notetaking**

Cornell Notetaking, Dartmouth

<http://www.dartmouth.edu/~acskills/success/notes.html>

Cornell Notetaking System, BYU

<http://ccc.byu.edu/learning/note-tak.php>

For Fun:

Search Engine Ranking

Thumbshots.com Ranking: <http://ranking.thumbshots.com>