# Library Basics - Seniors

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. 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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**Databases vs. Search Engines**

**Type of Information Retrieved**

**Pioneer Databases:** magazine, journal, newspaper, and encyclopedia articles

**Search Engines:** Free personal and commercial web pages, current news and information; government information; advertisements; chat rooms, newsgroups, listservs

**Review Process**

**Pioneer Databases**: Information comes from publishing groups and goes through a review process. Publisher’s editors check the information for accuracy and reliability.

**Search Engines**: no one owns or controls the Internet, information found using search engines does not go through a review process. Anyone can publish any opinion or idea on the Internet, regardless of his or her authority, education or experience in the subject area. Web pages should be carefully evaluated for accuracy and reliability

6. Criteria for checking the accuracy and reliability of a web page (circle all that are relevant)

1. Color and layout
2. How often updated
3. Creator information or verifiable sources
4. URL
5. What do the following extensions tell you about the site?
6. .gov \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (best)
7. .org \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. .edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. .co \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. When searching in Google, placing search terms in quotation marks accomplishes what?

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

1. Using **inurl:term** in Google
* The **inurl:term** search in Google helps locate specific types of sites such as government sites.
* The following is an example of combining quotation marks plus an inurl search. **"healthcare reform" inurl:gov**
* Type the search (**"healthcare reform" inurl:gov** ) exactly in the Google search line and see the results it returns. What kind of site are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Now create a search of your own below.

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1. 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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## Using the On-line Catalog at

## 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>**
* 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
* Airman
* 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 “Scott Westerfeld” or “Westerfeld, Scott” into the search term window.
* Click the “Author” button.

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

Why does the book “Love is Hell” by Melissa Marr appear when this author is searched? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Searching by Subject**

* Enter “mathematics” in the search term window.
* Click the “Subject” button.
* What math periodical is listed under “mathematics”? (a newspaper or magazine is a periodical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the periodical icon shown? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Searching by Power Search**

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

According to the catalog, who is the inventor of algebra? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What year was this book published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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”
* Select “Begin your 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 “Shannon Hale”
* 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 in the catalog \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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>