

# Library Skills Sheet

*Revised April 2011*

Includes MLA & APA Citation Styles in Section 2

## **Section 1: Fill in the basic information requested below.**

1. List the hours the Central Georgia Technical College Library is open.
  
2. What is the phone number for the CGTC Library, Macon Campus?
  
3. Using the **Subject List for Periodicals**, find three journals or magazines related to your field of study. List them below:
  - a.
  - b.
  - c.
  
4. What does **ILL** stand for? What does this service provide?
  
  
5. What are **Cooperative Library Agreements**? Name two college libraries that have agreements with the CGTC Library.
  
  
6. What identification and completed form are required to get a **library card**?
  
  
7. What is the fee for books **overdue**? For books that are **lost or damaged**?

8. Name five online dictionaries or encyclopedias available in **Credo Reference**.
  - a.
  - b.
  - c.
  - d.
  - e.
  
9. Name at least three **videos** available through the CGTC Library *in your field*.
  - a.
  - b.
  - c.
  
10. Using the **Library Catalog**, type in the word "mythology." Find "Bulfinch's Mythology" and click on that line. Use the information provided to answer the following questions.
  - a. Who is the author?
  - b. What year was the author born?
  - c. What year did the author die?
  - d. What three subject headings would have allowed you to find the same information?
  - e. What is the location of the book?
  - f. What is the call number of the book?
  - g. At the time of your search, was the book available to be checked out?
  
11. Using the **Library Catalog**, type in the word "diet."
  - a. How many items are listed in the catalog?
  - b. Name at least two other topics covered under "diet" (for example, nutrition)

12. What **Program Resource List** applies best to your area of study?
  
13. Using **LibGuides**, locate the tutorial for **Learning Express Library**. List three ways Learning Express Library can help you with your schoolwork and career goals.
  - a.
  - b.
  - c.

\*Continue on to the next page for Section 2 of the Library Skills Sheet

## **Section 2: Citing Your Sources**

This section will assess your ability to use two citation formats for documentation. Find the **MLA Citation Style Guide** and **APA Citation Style Guide** in the Library or access them from the Library Handbook & Guides link on the Library web site. Then locate five sources of your choice, as follows:

- Use the Library Catalog to find any three books
- Use the Library's Periodical Collections\* to find any two magazine articles

\*If you are a remote online student, use the EBSCOhost or ProQuest links under Library Resources on the Library web site to locate online magazine articles.

### **MLA Style** (Modern Language Association)

Using the information provided in the MLA Citation Style Guide, fill out the proper documentation format for EACH of the five items you have chosen.

1.

2.

3.

4.

5.

## **Section 2: Citing Your Sources** (continued)

**APA Style** (American Psychological Association)

Now, using the APA Citation Style Guide, fill out the proper documentation format for EACH of the same five items.

1.

2.

3.

4.

5.