



Name: _____

COLL 1500 – Library Activity

1. When beginning a research project, start with general reference works. Check the resources below that are general reference works. Check all that apply.

- Encyclopedias
- Magazine/Journal articles
- Dictionaries
- Almanacs

2. The next step is move to specialized reference works. These include encyclopedias and dictionaries focused on a specific subject. On the GALILEO homepage, go to the **Browse by Type** link then select *Encyclopedias*. Write down one of the specialized encyclopedias listed.

Name: _____

Subject area: _____

3. The Central Georgia Technical College Libraries provide multiple resources to search for information. Match the source with the appropriate material.

- | | | |
|-------------------------------|-------|--|
| A. Films on Demand | _____ | Print books and other library materials |
| B. GALILEO | _____ | Essays on a wide variety of controversial issues |
| C. Library Catalog | _____ | Journal, magazine, newspaper articles, and more |
| D. Opposing Viewpoints | _____ | Video selections |

4. Using one of the above resources, find information on Global Warming and identify the following:

Title: _____

Author (where applicable): _____

Year: _____ Source type: _____ (Video, Book, Article)

5. Boolean operators are designed to help narrow or expand result lists when searching electronic or online databases (even Internet searches). List the Boolean operators below.

6. Using Boolean logic, which search strategy would likely retrieve the fewest citations?
- women AND suffrage
 - women OR suffrage OR education
 - women AND suffrage AND education
 - suffrage

7. Which search statement is the most appropriate for the following question?

"How does social adjustment relate to family relations?"

- family relations AND social adjustment
 - relate AND social adjustment
 - relate AND family relations
 - relate AND family relations OR social adjustment
8. The **CARS Test** evaluates information to see if it is factual and trustworthy. What do the letters **C, A, R,** and **S** stand for in the term "CARS Test"?

C– _____

A– _____

R– _____

S– _____

9. Using **Google**, search for "global warming hoax" and write down a website name or URL that **fails** the **CARS Test**. Hint: sites with opinions (not facts); sites where the author's credentials are unknown; sites where information is not fair and balanced; non-reputable websites, etc.

Website name/URL: _____

WHY does this site fail the CARS Test? _____

10. Students must be careful not to plagiarize someone else's work. Plagiarism is defined as the practice of taking someone else's words, ideas, content, or illustrations and passing them off as one's own. Which of the following are examples of plagiarism?

- Not using quotation marks when directly quoting a person
- Paraphrasing information in your own words
- Not properly citing the author/creator of the original work
- Copying someone's work and changing one or two words, without naming the source



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11. Which of the following should be done to avoid plagiarism?

- Call or email the author to ask for permission
- Properly cite and/or use quotation marks
- Nothing, the instructor knows what I mean
- Have someone proofread my work and blame them if it's wrong

12. Citing sources is an important part of the research process. Most websites and electronic databases provide users with citations. If you cannot locate the citation, please visit the library or other online sources to help with the citation. Select the resources below that will help you with citations. (Check all that apply).

- Style manuals such as APA and MLA guides
- Wikipedia
- Purdue OWL (Online Writing Center) or KnightCite
- If I can't find it online I don't need to cite the source

13. List the five (5) fundamental values of Academic Integrity as defined by the *International Center for Academic Integrity (IACI)*.

1. _____
2. _____
3. _____
4. _____
5. _____

14. TRUE or FALSE: A librarian can assist with research and answer any questions about the research process.

- True
- False

15. List the contact information for **YOUR** campus Library. List at least one Librarian from your location.

Campus Location: _____

Room Number: _____

Phone Number: _____

Librarian's Name: _____