



**Selkirk  
College  
Library**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### **Important: Read This**

This PDF document contains fillable form fields.

- Complete this document using a PDF reader. We recommend Adobe Reader or Adobe Acrobat. *Do not complete this document in your browser!*
- Save this document as a .pdf file before proceeding. Be sure to include your name in the filename.
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## **Library Research: A Workbook**

Library research is an important skill for student success. This assignment will take you step-by-step through the research process.

In completing this workbook you will learn how to find books and articles that you can use in writing a research paper for English 110 or for another course.

FYI: Sections marked FYI are “for your information.”

A Librarian from Selkirk College will be evaluating your completed assignment.

### **Contact Us**

Selkirk College Librarians are available to help you with your research. We can assist you by email, by phone, or in person at the Castlegar campus.

- Email: [reference@selkirk.ca](mailto:reference@selkirk.ca)
- Phone: 1-888-953-1133 ext. 21229 (or ask for the Library)
- Phone: (250) 365-1229 (local call)
- Online: <http://library.selkirk.ca/>

## Step 1: The Search Plan

Have a plan before beginning your research. A good plan includes:

- a) picking a topic *that interests you*
- b) writing a research question
- c) identifying search terms

### Sample Search Plan

- a) **Topic:** legalizing marijuana
- b) **Research question:** Should **Canada** **legalize** the use of **marijuana**?
- c) Identify the **main concepts**: *These will become our **search terms**.*

### Tips: Choosing Search Terms

- Use nouns. These may be words or phrases.
- Avoid biased words
  - *search terms such as “positive” or “negative” or “good” or “bad” bias your results*
- Start with broad concepts
  - *use “law” rather than “legalize”*

► The Search Plan is used to find information on a topic in library databases.

Search Plan					
<i>Use the main concepts from your research question to plan your first search. Write two or three search terms.</i>					
1	marijuana	AND	law	AND	Canada
<i>Think of alternate terms (or synonyms) for these search terms.</i>					
2	cannabis	AND	policy	AND	
<i>Write down any new search terms you discover over the course of your research.</i>					
3	medical marijuana		legalization		law & legislation

## Step 1: My Search Plan

Make a plan before beginning your research. Write your search plan out here:

a) **Topic**

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b) **Research Question**

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c) **Search Terms**

Identify the main concepts of your research question. *Tip: circle or highlight them.*

- Use nouns. These may be words or phrases.
- Avoid biased words *such as “positive” or “negative” or “good” or “bad.”*

► Use your Search Plan to find information on your topic in library databases.

### Search Plan

*Use the main concepts from your research question to plan your first search.  
Write two or three search terms.*

<b>1</b>		<b>AND</b>		<b>AND</b>	
----------	--	------------	--	------------	--

*Think of alternate terms (or synonyms) for these search terms.*

<b>2</b>		<b>AND</b>		<b>AND</b>	
----------	--	------------	--	------------	--

*Write down any new search terms you discover over the course of your research.*

<b>3</b>					
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## Step 2: Finding Books & Articles

### Using Discovery

The Library subscribes to many databases that you can search to find journal and magazine articles, as well as books. These databases can be accessed on campus or remotely.

### Remote Access

You can access Library databases remotely using:

- Your home computer
- A wireless device on campus

### Login

You will be prompted to login when you try to access Library databases from a personal computer. Login using your computer (Novell) login.

### Discovery

Discovery is a tool that allows you to search all library collections in one search. This includes our article and our book databases.

### Books

Search Discovery to find a **book** or **ebook** (electronic book) on your topic. Find books that will help you answer your research question.

Step 1: Go to the Library homepage > <http://library.selkirk.ca>

To access Discovery: Under FIND choose > **Discovery: Search All**

Step 2: Choose your search terms

**Tip:** See your Search Plan (page 3)

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2<sup>nd</sup> search term (optional): \_\_\_\_\_

Step 3: Type 1 or 2 search terms in the search boxes.

**Tip:** Combine your search terms using **AND**. Click **search**.

Step 4: Limit your results to the **Book Catalogue**.

**Tip:** *The book catalogue is a database of all of the books available in the Library.*

**Limit To** ▼

- Available in Library Collection
- Academic (Peer Reviewed) Articles
- Book Catalogue

Find the Book Catalogue limiter in the left column.

Click in the box to search.

- **How many titles did you find?** \_\_\_\_\_

**Tip:** *If your search did not get any results you may need to use fewer search terms, or less specific search terms.*

## Choosing a Title

Choose a title from your search results that you think will be useful for your topic. Choose a book or an ebook.

- **Call number**  
\_\_\_\_\_

Write down the citation elements for the book that you chose.

**Tip:** *Click on the **Title** to see the full record*

- **Author(s) / Editor(s)**  
Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title**  
Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

Place of publication: \_\_\_\_\_

Name of publisher: \_\_\_\_\_

Year when the item was published: \_\_\_\_\_

**Tip:** *If you need current information a recent publication date is important*

## **FYI: Book Catalogue and Library Homepage**

It is also possible to search the Book Catalogue from the Library homepage > <http://library.selkirk.ca>

- Select the **Books** link under FIND

## **Using Call Numbers to Find Books**

You can also use call numbers to find more books on your topic. When you find a good book in the Library browse the shelves around it to see if there are more books that would be useful.

- Note the **call number** of a book you think will be most useful for your topic
- Notice that the call number begins with one or two letters.

Write down the letter(s) that begin the call number: \_\_\_\_\_

## **Call Numbers and Subjects**

Library material is shelved by subject. This means that the letter(s) you wrote down indicate the subject of the book.

- Use the **Library of Congress Classification System** (LCCS) outline to determine the broad subject area of the book

**Tip:** *The LCCS outline is posted in the Library AND is available on the web site:*

**Help** → Research Help → Links → [Library of Congress Classification](#)

- Write down the **subject area**: \_\_\_\_\_

Examples: FC    History of Canada                      W    Medicine

**Tip:** *If the letters are not listed write down the broad subject area.*

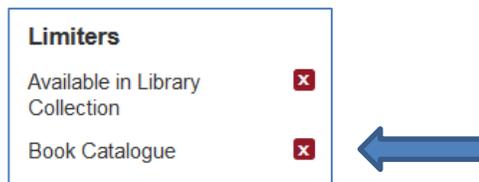
## Articles

Search Discovery to find a **journal** or **magazine article** on your topic. Find articles that will help you answer your research question.

Step 1: Go back to your search results. **Tip:** Click on **Result List**.

Step 2: Remove the Book Catalogue limiter.

**Tips:** Go to the top of the page. Click on the **X** to remove.



Step 3: Review your **search terms**.

**Tip:** There are thousands of articles available in Discovery. Use more search terms to find useful articles. See your Search Plan (page 3) for ideas.

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2<sup>nd</sup> search term: \_\_\_\_\_

**AND**

3<sup>rd</sup> search term (optional): \_\_\_\_\_

Step 4: Type 2 or 3 search terms in the search boxes.

**Tip:** Combine your search terms using **AND**. Click **search**.

▪ **How many articles (results) were found?** \_\_\_\_\_

**HELP!** I got **NO RESULTS** ...

- check your spelling
- use fewer search terms
- use alternative search terms

**HELP!** I've got **TOO MANY** articles ...

- If your result list is too large, add another search term to your search.

## Limit Your Results: Academic Articles

**Limit To**

- Available in Library Collection
- Academic (Peer Reviewed) Articles
- Book Catalogue

1947 Publication Date 2017

Find the Academic (Peer Reviewed) Articles limiter in the left column.

Peer reviewed articles are academic or scientific works evaluated by other professionals in the same field.

- **How many articles?** \_\_\_\_\_

## Choosing an Article

Choose an article from your result list that you judge to be useful for your topic.

**Tip:** *Click on the title to see the full record*

- Look at the subject terms. Is the article on your topic?
- Read the abstract (summary). Will the article answer your research question?
- Look at the publication date. Is the information current enough?

Write down the citation elements for the article you chose.

- **Author / Authors**

Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title of Article**

Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

Title of journal or magazine (source): \_\_\_\_\_

\_\_\_\_\_

Volume / issue number: \_\_\_\_\_

Date: \_\_\_\_\_

Pages: \_\_\_\_\_

## **FYI: Citations**

A citation is all of the information needed to identify a source such as an article or book. Common elements for an article citation include: author(s), article title, publication title, volume & issue, page range, and date.

### **Sample Article Citation: APA Style**

Ducatti Flister, L. (2012). The economic case for marijuana legalization in Canada. *Journal Of Alternative Perspectives In The Social Sciences*, 5(1), 96-100.

## **FYI: Emailing an Article**

You may prefer to spend your time in the Library doing research and email articles to yourself to read at home. Here are some email tips:

1. Click on the title of an article that has full text (html or pdf)
2. Click on E-mail  Tip: *Look in the right side column*
3. Enter your email address
4. Enter a subject
5. Choose a citation format (APA, MLA etc.)
6. Click SEND

## Step 3: Finding More Information

### Using Individual Databases

The Selkirk College Library subscribes to many databases. Most are searchable through Discovery. Some databases are better searched individually.

### Research Databases

Step 1: Go to the Library homepage > <http://library.selkirk.ca>

To access databases choose > FIND > [Databases](#)

Step 2: Choose one of the following databases, depending on your information need:

Database	Strength
Canadian Business & Current Affairs (CBCA)	<i>Canadian content ; covers all subject areas</i>
JSTOR	<i>History, literature &amp; anthropology</i>
Statista	<i>Statistics</i>

Name of database: \_\_\_\_\_

Step 3: Search for information your topic:

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2nd search term (optional): \_\_\_\_\_

Step 4: Identify a document that you think will be useful.

Title : \_\_\_\_\_

\_\_\_\_\_

Author(s): \_\_\_\_\_

## Step 4: Citation & Style Guides

### Citations

It is important to provide complete citations for all of the resources that you cite in your research paper. A citation includes all of the data elements needed to identify a resource. A list of all the sources you cited may be called “Works Cited” or “References” or “Bibliography” depending on the style guide you are using.

A style guide provides instructions for how to cite resources such as books, articles and videos. The most commonly used style guides at Selkirk College are APA, MLA and Chicago.

Help is available on the Library website:      Help > [Citation & Style Guides](#)

### Plagiarism

When you write a research paper you use sources such as books and articles to support your ideas. Correctly citing all of your sources is a means to avoid plagiarism.

Plagiarism: “*The presentation of someone else’s words or ideas as your own*”  
(Haig, MacMillan, & Raikes, 2010, p. 5)

Notice how we have avoided plagiarism by citing the source of the quotation. In the reference list the citation in APA style would look like this:

Haig, J., MacMillan, V., & Raikes, G. (2010). *Cites & sources: An APA documentation guide* (3rd ed.). Toronto, ON: Nelson Education.

### Test: What is Plagiarism?

Test your knowledge of plagiarism by answering the following questions:

1. You find a great idea in an article, so you use it in your paper. You don’t bother to cite the source of the idea because you’ve expressed it in your own words. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

2. You copy a sentence directly from an article you found. You cite the source, but you forget to put quotation marks. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

3. You need an image for your essay. You go online and find one. You don't cite the source of your image because you got it off of the internet. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

Source: Simon Fraser University Library. (2015). *Plagiarism tutorial*. Retrieved from <https://canvas.sfu.ca/courses/15986>

## Learn More About Plagiarism

- Complete the full **Plagiarism Tutorial** available from Simon Fraser University Library at: <https://canvas.sfu.ca/courses/15986>
- Plagiarism and Academic Dishonesty (MLA Style Center) <https://style.mla.org/plagiarism-and-academic-dishonesty/>

## Taking a Moment to Reflect

Congratulations! In completing this research log you have learned essential research skills.

A few key points to remember are:

- Research takes time. *Research takes time. **Research takes time!***
- Be flexible. Learn as you go. Try new search terms (especially subject terms from databases) as you discover them through your research.
- Use **AND** (Boolean searching) to combine search terms.

## Handing in your Workbook for Evaluation

**Print.** If you are completing this document in print, hand it in at the Main Desk of the Library.

**Online.** If you are completing this document online, submit it for evaluation via your Moodle course.

## Questions?

Contact information for the Selkirk College Librarians is on the first page of this document. Please contact us for assistance.