



MESA COLLEGE LIBRARY WORKSHEET

Name _____

Topic _____

Outcomes - Upon successful completion of this session, you will be able to:

- Develop search strategies in order to locate information effectively.
- Search in appropriate research tools in order to locate relevant information.
- Evaluate retrieved information in order to determine the most appropriate material to use.

Library web site: www.sdmesa.edu/library

LOCATING BOOKS USING THE ONLINE CATALOG

1. Click on the **Library Catalog** button on the Main Screen. Enter your topic in the **Subject-Keyword(s)**, **Title-Keyword(s)**, or **Any Keyword(s)** box. Choose a title **located at Mesa** and enter the following:

Call Number (including location) _____

Title _____

Author(s) _____

Publisher _____ Date of Publication _____

City of Publication _____ Status (If book is out, enter the date due) _____

Enter **one** Subject Heading _____

Does the book have a bibliography/references? _____ An index? _____

2. Using the appropriate tab, determine whether **your instructor for this class** has put any materials on **Course Reserve**.

Instructor's Name _____

Provide the Reserve Number for one item (s)he has put on reserve (if none, so state) _____

USING AN ONLINE ARTICLE DATABASE

(Note: Mesa does not subscribe to all the periodical titles in these databases.)

1. Click on the **Articles & Databases** button on the main screen, then on either **ProQuest** [] or **EbscoHost** []. Check the one you use.

Search Terms (including any operators and/or symbols) _____

2. Choose an article and provide the following information:

Article Title _____

Article Author(s), if listed _____

Title of Magazine/Journal _____

Date of Issue _____ Volume _____ Issue Number _____ Beginning Page _____

FINDING OUT IF WE OWN AN ARTICLE/PERIODICAL

1. Use the **List of Magazines** button to find *one* location in the library for the trade publication **Candy Industry** and the dates it covers.

Database Name _____ Dates Covered _____

SEARCHING AND EVALUATING WEB SITES

1. To begin your search, click on **Internet Resources** on the Library's home page.
2. Using **GOOGLE**, find a site you feel has information on your topic **that you can trust**. Provide the following information:

Search terms you typed in (including operators and/or symbols) _____

Title of the Site/Page _____

URL: http:// _____

3. Using the factors listed below, evaluate the web site listed above..

AUTHORITY

- Is the author listed? Yes No
- What are the author's qualifications to create this site (if not listed, so state)? Yes No
- Is the sponsoring organization listed? Yes No
- What is the site's purpose? Inform Persuade Inflamm Sell
- Is there any contact information? Yes No
- What type of site is it? .edu .gov .com .org Other (specify)

BIAS/CONTENT

- Does it use "loaded" words? Yes No
- Is the information balanced, reflecting both sides of an issue, or is it biased toward one side, misleading, or advocating a cause? Balanced Biased
- Is there a statement of mission or purpose? Yes No
- Are controversial claims substantiated with verifiable facts? Yes No
- How detailed and accurate is the information? Detailed/accurate Not detailed/accurate
- Are references or a bibliography included? Yes No
- Can you easily navigate the site? Yes No
- Are there links to other Web resources? Yes No
- Does the text contain correct spelling, punctuation, and grammar? Yes No
- Is the information what you need (i.e. relevant)? Yes No
- Is the level of the information appropriate for you? Yes No

CURRENCY

- When was the site created/last updated (if not indicated, so state)? _____
- Do the links still work and are they still current? Work? Yes No - Current? Yes No
- Is the information current (e.g. up-to-date statistics)? Yes No

CONCLUSION

- Is the material's quality comparable to a journal article or book? Yes No
- Would you use this site for research? Yes No
- Summarize why you would/would not.