



MESA COLLEGE LIBRARY WORKSHEET

Start from the Library's web site at www.sdmesa.edu/library

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.

LOCATING BOOKS

1. Click on the **Library Catalog: Books and More** link on the Library's home page. Enter your topic in the **Any Keyword(s), Subject-Keyword(s), or Title-Keyword(s)**, box or use Super Search Tool. 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 _____

2. Click on the **Course Reserve Link** on the Library Home Page, 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) _____

FINDING AN ONLINE ARTICLE

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

1. Click on the **Article, and Reference Databases** link on the home page, choose an Article Database or use the Super Search Tool to locate an article.

Exact Search Terms and symbols used _____

2. Choose an article and provide the following information: (if available)

Article Title _____

Article Author(s), if listed _____

Title of Magazine/Journal _____

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

Article Database _____

FINDING OUT IF WE OWN A PERIODICAL / MAGAZINE / JOURNAL

Use the **List of Magazines, Journals, and Newspapers** link to find *one* location in the library for the magazine **Entertainment Weekly** and the dates covered.

Database Name _____ Dates Covered _____

SEARCHING AND EVALUATING WEB SITES

1. Using **GOOGLE** (www.google.com), find a site you feel has information on your topic **that you can trust**. Provide the following information:

Exact Search Terms and Symbols _____

Title of the Site/Page _____

URL: http:// _____

2. 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)?

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 "leading" 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 -

Is the information current (e.g. up-to-date statistics)?

Current? Yes No

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.
