

INFORMATION LITERACY WORKSHEET

Name _____ Date _____

Section and Professor _____

Part I (Section 1): Developing Your Topic: Using Reference and Background Sources

►► Be sure that you have completed *Section 1* of the Information Literacy Tutorial. For this exercise, use the research topic for a current project on which you will be working.

1. Locate a **reference book** in the library's reference room or an **online reference resource** to find an entry or report on your topic. (Use the **Reference Sources** link on the Library Homepage or the **Background and Reference Information** link found on a **research subject guide** to search for a reference book on your topic).

2. List the keywords that you used for your search.

3. List the title of the **reference book** or **online reference resource** (not an online journal) you used to find an article or report on your topic.

4. List the title of the entry or report you located.

5. Was there a bibliography or works cited list included with the article or report you found? _____

6. Choose a topic or focus for your research. Please describe your focus by writing a thesis statement or focus question.

7. Please list the main ideas or important terms in your thesis statement or research question. _____

8. Think of synonyms or additional keywords that could be used to describe the main ideas or terms in your research question.
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Part II (Sections 3 & 4): Searching in the Catalog: Finding Books

►► Be sure that you have completed *Sections 3 & 4* of the Information Literacy Tutorial.

1. Using your topic, do a **keyword** (all fields) search in the **Library Catalog**. Click on the title of a book that looks interesting. **DO NOT choose an electronic book** for this exercise.
2. **Print out the full view** of the record for this book and then attach it to this worksheet.
3. Look at the record you printed and list one **subject heading**. _____
4. From the record in the **Library Catalog**, click on the “**Is it here?**” link.
5. What is the **call number** for this book? _____
6. Where is it **located** in the library? _____
7. **Is it available** to be checked out at this time? _____

Part III (Sections 5 & 6): Evaluating Materials, Periodical Indexes: Finding Journal Articles

►► Please be sure that you have completed *Sections 5 & 6* of the Information Literacy Tutorial.

1. Using the keywords you listed in **Part 1**, use the database ***Academic Search Premier*** to do a search on your topic. To locate this database, click on the **Research Guides by Subject** link on the Library Homepage and choose **General Indexes**.
2. **Print out a page of the results list** for this search and then attach it to this worksheet.
3. Choose one of the articles from the list and click on the title link for that article. Choose an article that looks useful AND meets the requirements of your research assignment.

List the **name of the journal** or periodical that your article is published in.

4. List the **title of the article**.

5. List the **publication date** for your article.

6. **In complete sentences** please describe the type of audience the article is best suited for, a general or scholarly audience, and why? (You may want to consider the purpose or focus of the periodical that the article was published in).

7. For the article you listed above, determine where you will find the article. (If the article isn't full text, check the *360 link*).

8. Does the library own this article (Do we have the full text)? _____

9. If the library owns the article, what format is the article available in (electronic/online, print/paper, or both)? _____

10. If Penfield Library does not own or have the full text of the article, how would you get a copy of the article and what service would you use? _____

Part IV (Section 8): Internet

►► Be sure that you have completed *Section 8* of the Information Literacy Tutorial.

1. Search for a *quality* Internet site on your topic (*Do not choose a .com site*).

2. Briefly describe how you found the site and where you searched. _____

3. List the URL of the **web site** you selected (Please do not list URLs of journal articles) _____

In several complete sentences, explain what characteristics make this a *quality* site.

Part V: (Section 9) Legal and Social Issues: Writing Citations

►► Be sure you have completed Section 9 of the Information Literacy Tutorial.

Using MLA style, create a works cited list that includes at least 3 of the best resources you found (reference resource, book, article, or Internet site). **After each citation, use complete sentences to describe why each of the sources you used is a quality resource.**

1.

2.

3.

Please return to the tutorial and read (Section 10: Penfield Library Services):

Learn where to find CD's and Videos, how to check out books, how to get help from a librarian, and lots more.

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