

ACA 115 Library Exercise, Part I

To be completed using the *Library Handbook for Students*.

Purpose of this assignment: That students in ACA 115 classes may

- Become familiar with library information resources and policies related to accessing them
- Preserve the integrity of information resources, equipment, systems and facilities

1. List the hours during which the college library is normally open.
2. What activities are prohibited in the library in support of a clean and quiet environment for students and other patrons?
3. What do you need to be able to check out library materials? Where do you get one?
4. How can you return library materials when the library is closed?
5. The instructor tells your class to read materials on reserve in the library. What are reserve materials, and where in the library can you find them?
6. How long can you check out a book? _____ How long for a DVD? _____
7. What is the overdue fine you would pay for a book that is **five business days** late? What is the overdue fine for a DVD, video or an item on reserve that is **five business days** late?
Book: _____ Video or reserve item: _____
8. List three possible consequences of failing to return overdue library materials (as noted in the **Library Handbook for Students**):
9. What is NC LIVE? What do you need to access it from off campus, other than a computer?
10. List five services provided by the library (other than checking out materials):
11. List two services that the library provides for those with off-campus access to the Internet:

ACA 115 Library Exercise, Part II

The purpose of this assignment is for students in ACA 115 classes to

- identify keywords, synonyms, and related terms for a chosen topic,
- become familiar with standard information retrieval tools and methods (indexes, catalogs, classification methods, etc.),
- learn how to retrieve information in a variety of formats, and
- acknowledge sources of information through use of a standard documentation style.

In order to complete this assignment, you will need information included in the **Basic Survival Kit**.

1. Choose a topic from the list:

renewable energy	economy	human rights	organic foods
ensorship	education	market research	photography
climate change	elections	medical ethics	religion
construction industry	energy conservation	middle east	same-sex marriage
corporations	folklore	nursing homes	telecommunication
criminal law	genetic engineering	obesity	terrorism

Write it here: _____

2. Write down several keywords, synonyms, and terms related to your topic:

For help finding more terms, you can use **NoodleTools**. To get to NoodleTools, type in <http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html>, or click on **Research Starts Here** on the Library home page (isothermal.edu/library), then click on **Keywords, synonyms, and related terms**.

3. Information Literacy & Research

A. Spend some time thinking about the topic you selected, and then write down three possible research questions:

1. _____
2. _____
3. _____

B. Choose one of the questions to address or answer in your research:

C. Brainstorm on this question. What are some angles or issues with this topic you can think of off the top of your head that you may want to consider when researching this question? (List as many as you can)

To gather some background information for researching your question, what are some sources you might want to look at for an overview of the subject? (List several)

- 4. On the Internet, search for your topic using the search engine of your choice. Choose an item in the result list that looks useful or interesting and fill in the following information: (Sometimes parts could be missing; in that case, just make a line “---” indicating that the information wasn’t there.)**

Author(s) or webmaster: _____

Copyright or latest date posted: _____

Name of the page, or the title of the article: _____

Source (the person or organization responsible for the whole website):

Date retrieved (when you found it): _____

URL (the Internet address): _____

Decide what the purpose of the site is (e.g., to entertain, inform, sell something, etc.):

5. Go to NC LIVE (use the yellow pages in Basic Survival Kit if you need to), and find an article on your topic using the databases in EBSCOhost. Choose an article from the result list, and identify the following from the information on the screen:

Author(s) (if given): _____

Title of article: _____

Name of publication: _____

Vol.: _____ No.: _____ Date of publication: _____ Page: _____
(Date format ex.: 25 May 2000)

Vendor/Aggregate database: _____ Date retrieved: _____

6. Use the CMC Library Consortium catalog (<http://www.cmclibraries.org/catalog>) to find a book on your topic. Use the information on the catalog screen to complete the following:

Author(s): _____

Title of the book: _____

Place of publication: _____

Name of publisher: _____ Copyright date: _____

Call number: _____

Location (ex: Isothermal-Main, Rutherford Co. Lib., etc.): _____

7. Find a Reference book that has information on your topic. You can get the LC classification letters for your topic by referring to the call number of the book you identified in No. 6. or in the pages with the Library of Congress Classification System in the back of the **Library Handbook**, or on the poster in the Reference section. Using the book, complete the following:

Title of article or chapter: (If you find a whole book on your subject, you can skip this line.)

Title of the Reference book: _____

Edition (if given): _____ Date of Publication: _____

Call number: _____

Does this Reference book have an index? Yes ___ No ___ A table of contents? Yes ___ No ___
(These are both great tools for finding the information you want inside the book.)