

**Wellehan Library
Saint Joseph's College
EH101
Information Literacy Sessions**

Purpose: In an effort to ensure that all students receive information literacy instruction, Wellehan Library staff will provide bibliographic instruction during College Writing (EH101) class meetings.

Information Literacy: Saint Joseph's College recognizes the importance and complexities of information in the current academic environment. Students often possess the computer skills needed to operate hardware and software useful in information gathering. However, those skills do not ensure information literacy. According to the Association of College and Research Libraries, an information literate person is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally (<http://www.ala.org/acrl/ilcomstan.html>)

Instruction sessions: Bibliographic instruction will be offered in three sessions lasting 50 minutes or in two sessions lasting 1 hour and 15 minutes.

Session One: 50 min.

Session One: 1 hour and 15 min.

<ul style="list-style-type: none"> • Information Literacy <ul style="list-style-type: none"> ○ Ethical and legal issues • Why no Internet • Tour Wellehan Library webpage <ul style="list-style-type: none"> ○ Staff ○ Minerva and MaineCat catalogs <ul style="list-style-type: none"> ○ Title, Author, Keyword, Subject ○ Requesting and managing library materials ○ Interlibrary loan ○ Course Support 	<ul style="list-style-type: none"> • Information Literacy <ul style="list-style-type: none"> ○ Ethical and legal issues • Why no Internet • Tour Wellehan Library webpage <ul style="list-style-type: none"> ○ Staff ○ Minerva and MaineCat catalogs <ul style="list-style-type: none"> ○ Title, Author, Keyword, Subject ○ Requesting and managing library materials ○ Interlibrary loan ○ Course Support • Databases by subject • Periodicals by type
---	--

Session Two: 50 min.

Session Two: 1 hour 15 min.

<ul style="list-style-type: none">• Databases by subject• Periodicals by type<ul style="list-style-type: none">• The databases<ul style="list-style-type: none">○ EBSCO databases○ Basic and advanced searching○ Reading a results list○ Subject/Thesaurus searching	<ul style="list-style-type: none">• The databases<ul style="list-style-type: none">○ EBSCO databases○ Basic and advanced searching○ Reading a results list○ Subject/Thesaurus searching○ Non-EBSCO databases• Developing a search strategy
--	---

Session Three: 50 min.

<ul style="list-style-type: none">• Non-EBSCO databases• Developing a search strategy
--

Developing a Search Strategy: Decide on a broad topic of interest and begin a review of secondary and tertiary resources that will allow you to gain knowledge of that topic. Use this initial research to aid in the development of a working thesis statement or research question.

Once you have a working thesis statement or research question, secondary and primary sources should be consulted as you work to refine your thesis statement and develop your paper.

The library's Reference and circulating collections include primary, secondary and tertiary sources. See explanations of these resources below.

Primary Source: In scholarship, a document or record containing firsthand information or original data on a topic, used in preparing a derivative work. Primary sources include original manuscripts, periodical articles reporting original research or thought, diaries, memoirs, letters, journals, photographs, drawings, posters, film footage, sheet music, songs, interviews, government documents, public records, eyewitness accounts, newspaper clippings, etc.

Secondary Source: Any published or unpublished work that is one step removed from the original source, usually describing, summarizing, analyzing, evaluating, derived from, or based on primary source materials, for example, a review, critical analysis, second-person account, or biographical or historical study.

Tertiary Source: A written work, such as a chapter in a textbook or entry in a reference book, based entirely on secondary sources, rather than on original research involving primary documents. Whether a source is secondary or tertiary can be determined by examining the bibliography (if one is provided). Another clue is that secondary sources are almost always

written by experts, but tertiary sources may be written by staff writers who have an interest in the topic but are not scholars on the subject.

Definitions were borrowed from ODLIS, Online Dictionary for Library and Information Science by Joan M. Reitz. View at <http://lu.com/odlis/index.cfm>.

Determining Keywords and Subject Headings: Once you have your working thesis statement, determine the important keywords and phrases in the statement that you will use during your research process. These are the words and phrases that you will use when searching the on-line catalog and databases, for example. Also, think about synonyms and related terms for the keywords and phrases you have identified in your thesis statement.

Once you have identified keywords, phrases, synonyms and related terms, search for those in databases and the on-line catalog using both keyword and subject searching.

In the on-line catalog and in most databases, a keyword search prompts a search for word matches. While this is a good way to begin your searching process, searching should not be limited only to the use of keywords.

Subject searching is a more effective way to use the on-line catalog and databases. Subject searches require you to use controlled vocabulary. Controlled vocabulary is a collection of standardized terms used by databases to ensure consistency in searching.

In the library's on-line catalog, a subject search will either yield a listing of relevant subject headings or will point you to the standardized term that should be used when searching in the catalog. For example, a subject search using the term car accident instructs the searcher to use the subject heading automobile accident.

Therefore, once important keywords and phrases have been determined from your working thesis statement, those words and phrases should be searched as subject terms and adjusted as needed when using the on-line catalog or databases.

In databases, subject headings are usually located by clicking on a tab labeled "Thesaurus," "Subject Terms," "Subjects" or "Headings."

Combining Keywords and Phrases: Boolean Operators (And, Or, Not) are used to combine/exclude, narrow/broaden, reduce/increase the number of records retrieved in a search.

And narrows a search by joining words and phrases.

For example, if I am interested in finding information concerning the effect of global warming on the North Pole, I might join the important phrases this way:
global warming AND North Pole

Or broadens a search by finding at least one cited keyword or phrase in search results.

For example, since global warming and greenhouse effect are sometimes used as synonymous terms, I can search for results containing either phrase this way:

global warming OR greenhouse effect

Not narrows search results by excluding words or phrases.

Use not only after you have conducted a search, reviewed results and determined words or phrases that you do not want to see in results. For example, the words rap and hip hop are not always intended as synonymous terms. If I want search results containing only the word rap, I might separate the words this way: rap NOT hip hop

Boolean Operators can be used with the Advanced Search feature in the on-line catalog or in most databases.

Notes:

Search Strategy Worksheet:

Topic of Interest:

Working Thesis Statement (Determined after consulting secondary and tertiary resources):

Keywords and Phrases from Working Thesis Statement:

Synonyms and Related Terms:

Databases Relevant to Research:

Subject Heading Variations of Keywords and Phrases:

USE _____

USE _____

USE _____