Your Name: ______________________________________     Your Instructor: _______________________________

**PART 1**

**USE THE ATTACHED MAP AND LC CLASSIFICATION GUIDE TO ANSWER THE FOLLOWING QUESTIONS.**

Most colleges and universities use the *Library of Congress Classification System* (LC) to organize books and media. Titles are arranged on the shelf by call number (A – Z).

1. Books in the **Reference Collection** may only be used in the library. Circle the correct answer. (2pts)
   
   a) True     b) False

2. Go to the Reference Collection (short shelves) to locate a book with the following call number. Write its **title** and **editor**. (2pts)
   
   Ref
   QH309.2 Title: ____________________________________________
   .R58 2004 Authors ________________________________________

3. For books in the GCCN Library, the first letter of the call number is always the first letter of the author's last name. Circle the correct answer. (1 pt)
   
   a) True     b) False

4. Books and videos located in the **General Collection** may be checked out and taken out of the library. Circle the correct answer. (2pts)
   
   a) True     b) False

5. Go to the **General Collection** (tall shelves). What is the subject area for titles with the call number range QH332 - QH588? Circle the correct answer. (2pts)
   
   a) Resumes/Cover Letters  b) Biology  c) Calculus  d) English Literature

6. Go to the PN1993-1999 call number range of the **General Collection**. What is the **main subject** covered by the variety of materials found in this area? (2 pts)
   
   a) Primatology  b) Motion Pictures/Film  c) Chemistry  d) English Literature

7. Go to the **Current Periodicals** display area. What type of periodicals do you see? (2pts)
   
   a) Newspapers  b) Magazines  c) Journals

8. Look at the covers of the titles on display in the **Current Periodicals** section; what do you notice? Circle all that apply. (2pts)
   
   a) They are arranged alphabetically by title;  
   b) All titles are available in Spanish;  
   c) They're all for the current month (most recent copy);  
   d) There are multiple copies of each title

9. Match the following terms to the definitions by writing the letter of the term beside the definition. (7pts)
   
   a. Citation ___ A research tool to find articles that appear in magazines and journals.
   b. General Collection ___ An organized combination of letters and numbers assigned to a book or media that gives it a unique location in the library. This is the “address” where the item “lives.”
   c. Call Number ___ Books or media that can be checked out of the library.
d. Online Subscription Databases  ——  Books such as almanacs, encyclopedias, etc. that provide factual information and must be used in the library.

e. Reference Collection  ——  Books, articles, or other materials placed at the Circulation Counter by your instructor for use in the library.

f. Online Catalog  ——  A database that lists all the books and media available in a given library or library district.

g. Reserve Materials  ——  A reference to a publication that provides the author, title, publication information, date, pages, etc.

10. Where are Reserve Materials located in the Library? Circle the correct answer.  (2pts)
   a) Information Desk  b) Tech Desk  c) Circulation/Media Services

PART 2  LOCATING BOOKS AND VIDEOS USING THE LIBRARY CATALOG

Use the following book record from the GCC Library Catalog to answer questions 11-16

Coping in college: successful strategies
by Nieves, Luis.

| Author:  | Nieves, Luis.
| Schechter, Jacqulyn J.
| Turner, Carol J. |
| ISBN:  | 9780885730173 |
| Physical Description:  | 133 p. : ill. ; 27 cm. |
| Subject Term:  | College students -- Psychology. Study skills. College student orientation -- Handbooks, manuals, etc. |
| Added Author:  | Schechter, Jacqulyn J.
| Turner, Carol J. |
| Personal Author:  | Nieves, Luis. |
| Title:  | Coping in college: successful strategies |

11. Where is this book shelved? Circle the correct answer. (2pts)
   a) in General  b) on Reserve  c) in Reference  d) in Pro/Con

12. This book was published in: (2 pts)
   a) 1998  b) 1987  c) 1984  d) This information is not given

13. How many people were involved in writing this book? Circle the correct answer. (2 pts)
   a) One  b) Two  c) At least three  d) This information is not given

14. What is this book about? Circle the correct answer. (2pts)
   a) How students in the United States select a college  b) Study Skills
   c) Why students go to college  d) All of these topics
15. This book has: (2 pts)
   a) less than 145 pages  b) maps
   c) a bibliography with a list of other sources on this topic  d) All of these features

16. The title of this book is: (2pts)
   a) College students—Psychology  b) Student development in college: theory, research and practice
   c) Coping in college: successful strategies  d) this information is not given

You will need to login to your eGCC account (or stop by a quick lookup station by the Information Desk in the LMC) to complete the following exercises. Go to the LMC homepage at http://lib.gccaz.edu/lmc/

** To find books and media (videos, DVDs, etc.) available at GCC, click on BOOKS & VIDEOS to use the Library Catalog. **

FYI... The catalog automatically does a **Keyword** search. You can **narrow your results** by using the limiting menu terms found on the right side of the screen. Click “**More...**” to see more limiting terms.

** Try these searches using the online catalog and write down the answers to the following questions.**

1. After You Enter Your Search, Your Results Will Be Listed

2. Narrow Your Search By Selecting These Terms

To find a specific **AUTHOR**, type the person’s Last Name followed by a comma and the First Name. You may limit your search after you get your results by finding the author’s name listed under the **Author** limiting options.

Need citation info on a source? At the Results screen, click on the **Title** of the item you want to cite, then click **Catalog Data**. The **Catalog Data screen** lists the author, title, publisher, and date!
17. Find a book written by the AUTHOR Levine, Aaron D. Fill in the CITATION information below. (4pts)

Call Number: _____________________________   Title: _____________________________________________

Publisher: ________________________________   Publication Date: ___________________________________

To find a specific TITLE, type the title (without the initial articles a, an, or the) into the search box. You may then limit by any limiter that may help you find the book such as Item Type or Shelf Location.

18. Find the book with the TITLE, Biomedical Ethics. Fill in the CITATION information below. (4pts)

Call Number: ______________________________   Author: _________________________________________

Publisher: _________________________________  Publication Date: _________________________________

19. If your teacher tells you to start your research paper by looking at more general works before more specific works, in which order would you look at these sources? (2 pts)

a) book—journal articles—general encyclopedias  b) general encyclopedias—books—journal articles
c) journal articles—general encyclopedias—books

PART 4  LOCATING MAGAZINE, JOURNAL, NEWSPAPER ARTICLES AND REPORTS

To find periodical articles (magazine, journal, newspaper articles, and reports) using online subscription databases go to the library home page http://lib.gccaz.edu/lmc and click on ARTICLES & DATABASES.
• Scroll down to the Contemporary Issues list
• Click on the link to CQ Researcher
• Click on About and read the first two paragraphs
• Answer questions 20-21
• Note… you can download, print, or e-mail all or parts of a report by using the tools provided

20. CQ Researcher is “noted for its coverage of”: (2pts)
   
   a) College research sources, affirmative action legislation, & financial reports;
   b) Issues such as: health, social trends, criminal justice, international affairs, education, the environment, technology, & the economy;
   c) Strategies for avoiding plagiarism, techniques for citing sources, & topical timelines

21. CQ Researcher reports provide introductory overviews; background and chronology on the topic; an assessment of the current situation; tables and maps; pro/con statements from representatives of opposing positions; and bibliographies of key sources. (2pts)
   
   a) True           b) False

22. At the CQ Researcher homepage, in the Quick Search Box, type human cloning and click on Go. At the search results screen, look at the list of reports provided at the search results screen; what is the title of the report that scored 100% for your search on human cloning? (2pts)

   Title: ____________________________________________________

Return to the Contemporary Issues list from the ARTICLES & DATABASES link

• Click on the link to Opposing Viewpoints
• In the Search box at the top of the homepage, type stem cell research, BUT don’t hit ‘search’ yet!
• Note… you can download, print, or e-mail all or parts of a report by using the tools provided.
23. Type in the complete phrase, **stem cell research**, into the search bar. Notice the auto-complete list that appears and before hitting the search button, write down the first three search terms that appear on the list: (3 pts)

______________________________________________________________________________________________
______________________________________________________________________________________________

24. The results screen for your search on human cloning produced which of the following options: (2 pts)
   - a) Viewpoints, Websites, & Images;
   - b) Audio, Academic Journals, & Statistics;
   - c) Reference, News, & Magazines;
   - d) all of the above
   - e) only “A” and “B”

25. Which section offers viewpoints/argumentative position essays on the topic of human cloning? (2 pts)
   - a) Reference
   - b) Academic Journals
   - c) Viewpoints
   - d) Statistics

Return to the **General / All Subjects** list from the **ARTICLES & DATABASES** link.

- Click on the link to **MasterFILE Premier**
- In the first search box, type **human cloning**
- Be sure the **Full Text** box is checked
- Click on the **Search** button
- Review the first page of results
26. In what order are the results listed? (2pts)
   a) Alphabetically by title;  b) alphabetically by author's last name;  c) chronologically [by date]

27. How many results does the search produce? (2pts)
   a) 10-100;  b) 101-500;  c) 501-1,000  d) 1000+

28. Repeat the same search, but in the Select a Field box to the right of the search box, click on the pull-down arrow
   and choose SU Subject Terms, then click Search.  Look at the results screen; what happened to the number of hits
   produced? (2 pts.)

29. From the results screen of the previous search, scroll down the first page until you locate the article titled The
   Cloning of a Human by Charles Q. Choi; click on the title.  This will take you to the citation information screen; look
   for the field Subject Terms.  What is the first subject term listed for this article (i.e. what is the main focus of the
   article)? (2 pts)
   a) Stem cells  b) Genetic Engineering  c) HUMAN cloning -- Moral & ethical aspects
   d) HUMAN cloning -- Law & legislation  e) STEM cells – Research

30. Click on the first subject term listed; what happened to your results screen?  (hint: look at the number of hits and the
   titles listed on the first page…) (2pts)
   a) A new results page came up, with fewer articles than before;
   b) A new results page came up, with more articles than before;
   c) The results page changed to articles by the same author only;
   d) The results screen changed to articles found only in Scientific American

31. Select the article, Cloning of a Human, from the results list and fill in the CITATION information below. (7pts)
   Author : ____________________________________________________________________________
   Article title: _____________________________________________________________________________
   Title of Magazine/Journal: __________________________________________________________________
   Volume: ______  Issue Number: ________  Page Number(s): _______________ Date: ___________________
32. Which type of periodical is more research oriented or scholarly? Circle the correct answer. (2pts)
   a) Newspaper       b) Journal       c) Magazine

FYI… To limit a search to scholarly articles only, check the **Scholarly (Peer Reviewed) Journals** limiter box.

33. A Google search provides free, full-text access to most of the same information found within the library subscription databases. (2pts)
   a) True       b) False

34. The Library’s subscription databases are purchased to support your studies at GCC. Note that some databases are general (cover many topics) while others deal with specific subjects. Which types of databases would likely cover the topic of stem cell research? **Circle all that apply.** (2 pts)
   a) General       b) English Literature       c) Medicine       d) Astrophysics

35. You can access most Library databases from at home and off campus using your eGCC computer account. Circle the correct answer. (1pt)
   a) True       b) False

### PART 5 RESEARCH ASSISTANCE

**Research guides** are used to identify appropriate reference books, find common subject headings to use to locate other books, look up call number ranges for a topic, pinpoint databases to locate articles, and select related web sites. Also listed within our Library Guides page are resources for both MLA and APA citation.


36. If you wanted to check out books on Geology from the **General Collection** where would you browse? Circle the correct answer. (2pts)
   a) The QE call number section       b) The A call number section       c) The Z call number section

37. One of the citation generators listed on the guides page is called _________________________________. (2 pts)

38. Under the section for **The Yellow Wallpaper**, which reference books are listed for finding Literature Criticism? Circle all that apply. (4 pts)
   a) Short Story Criticism       b) Good Reads For Students       c) Masterplots Short Story Series
PART 6 CITING SOURCES / PLAGIARISM

39. In the space below define plagiarism in your own words. (2pts)

Plagiarism - ________________________________________________________________________________
__________________________________________________________________________________________

40. Select the reasons it is important to cite the sources used in your essay. **Circle all that apply.** (3pts)

   a) It's the law (copyright)
   b) Crediting the author
   c) Sharing & tracking info sources
   d) Everyone is doing it

41. Remember to list the citation information for each source you use. What is a list of sources (books, articles, and websites etc.) used to prepare an assignment, called? **Circle the answer.** (2pts)

   a) Biography
   b) Bibliography
   c) Abstract
   d) URL

42. Documenting a source (citing it in a bibliography) is important **only** when you are using a direct quotation from it. (2pts)

   a) True
   b) False

CONGRATULATIONS!
You have just completed the ENG101 / 107 Library Exercise.
BONUS POINTS (6 pts)

Go the URL  http://www.scu.edu/ethics/publications/cloning.html

⭐ What is this web page about? (2pts)

________________________________________________________________________________________
________________________________________________________________________________________

⭐ Who is the author of this website, or the entity responsible for its maintenance? (1pt)

________________________________________________________________________________________

⭐ Was the web page updated within the current year or past six months? (1 pt)

________________________________________________________________________________________

⭐ Is there any potential bias in the website? (2pts)

________________________________________________________________________________________
________________________________________________________________________________________