Chapter 6
Information-Seeking and Traditional Library Skills

This chapter focuses on the importance of understanding how to conduct proper research for writing and presenting your speech effectively. The use of following appropriate citation formats are also discussed.

“If information is the currency of democracy, then libraries are its banks.”
Senator Wendell Ford, 1998 ALA Annual Conference
Getting Organized

• What kind of research do I need to do?
• Organization of Information
• Classification Systems
  • Dewey Decimal Classification: system found in most public libraries which assigns a call number to materials based on subject areas.
Cont.

• **Library of Congress Classification**: A library classification system which assigns all materials with a letter and call number based on subject areas.

• **U.S. Superintendent of Documents (SuDocs)**: A classification system which groups government by cabinet-level agency.

• **Organization on the Web**
  • Search engines: Software programs designed to search websites for information based on search terms provided by the website owners.

• **Why do I need a variety of sources?**
Information Sources

- What are search tools?
- Credibility in sources
- The Internet
- Reference materials
- Periodicals
- Peer-Reviewed Journals
- Government and Legal Documents
- Boolean Logic and Boolean Searching
- Databases
Plagiarism and Cheating

• The act of incorporating into one’s own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another’s work without giving appropriate credit thereby representing the product as entirely one’s own.

• Representing as one’s own another’s artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works.
Cheating – the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means and includes:

✓ Copying in part or in whole, from another’s test or other evaluation instrument
✓ Using crib notes, “cheat sheets,” or any other device, including electronic devices, not permitted by the instructor in aid of writing an exam
✓ Submitting work previously graded in another course, unless doing so has been approved by the course instructor or by department policy
✓ Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies of the respective departments
More on Cheating –

✓ Altering or interfering with grading or grading instructions
✓ Sitting for an examination by a surrogate, or as a surrogate
✓ Any other act committed by a student in the course of his/her academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined earlier
Citation Formats

Elements Necessary in Any Citation Format

• Author’s name
• The date of the publication
• The title of the work
• The location of publication
• The publisher’s name

• MLA
• APA
• Chicago style