Introduction to the Library

Ed.D. Candidates

Website: http://www.sckans.edu/library/

1.866.734.1275 (toll free)
620.229.6225

100 College Street
Winfield, KS  67156

Updated July 2019
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Welcome to the Southwestern College Library

The library strives to assist Southwestern College (SC) learners and employees in finding, accessing, and using information. We are here to help you!

This manual is an introduction

- to the library and its services,
- to the library’s website,
- to basic searching skills, and
- to evaluating information.

More advance information and tutorials are available on the library’s website under Services > Tutorials

Library Contacts

When you have questions about the library or problems accessing the library’s online services, you can contact the library.

Phone - 620.229.6225 or 1.866.734.1275

Email - library@sckans.edu or ill@sckans.edu (ill=interlibrary loan)

Chat - Chat with a Librarian 24/7 tool is found on the Help page

Marjorie Snyder, Librarian
Marjorie.snyder@sckans.edu or 620.229.6312
Library Services

The Deets Library Team is here to support you in your search and use of information. If you have a question, we will do our best to answer it promptly.

Books and ebooks are available for all learners. When off-campus, you will mainly use the library’s ebooks. However, you may request any SC owned material by emailing the library at library@sckans.edu or ill@sckans.edu See “Materials Request” under “Services for Distance Students” on the library’s website. The library will mail the requested item to you. You are responsible for return postage. Materials can also be returned by dropping them off at the SC campus in Wichita, KS.

The materials will be checked out to you. You will receive email reminders about due dates of physical items. For items from the Deets Library collection, renewals are easy. Just reply to the reminder email with the request to renew. Renewals of items borrowed from libraries through interlibrary loan are sometimes possible if the request is made before the due date. Some libraries may not allow renewals. Options at that point include scanning some chapters, borrowing another copy from a different library, or Deets Library ordering the book to add to our collection.

Databases are the place to start when searching for articles from periodicals (magazines, journals, newspapers). There are some unique databases such as WorldCat, which is a national and international catalog of libraries’ holdings.

Interlibrary loan (ILL) is the service to request an article or book not at the SC library from a library that has it. Delivery of articles is by email. Delivery of books is to Deets Library. If you cannot pick up a book in person, we can mail it to you. You are responsible for return postage. We cannot borrow ebooks from other libraries, but we can request chapters as articles. You can request a book or article through interlibrary loan by email to ill@sckans.edu or directly through a database. Additional information about ILL is listed on the library’s website:

http://deets.scklf.info/services/interlibrary-loan/
1. **Education Research Guide** - A great place to start your research!

2. Website Navigation:

   **Deets Search** - Our search tool for books and electronic resources

   **WorldCat** - Search for books, eBooks, and articles from Deets and other libraries

   Find Books, ebooks, EBSCO Ebook Collection and ProQuest EbookCentral

   **Research Guides** - List of resources related to the subject, including a subject specific search box. Look for the Education Research Guide.

   **About** - Information about the library such as staff & contact information

   **Services** - Learn more about what the library can do for you

   **Help** - Where to go if you need assistance and a link to a pdf of this research guide.

   **Search** - Click the magnifying glass to search the entire library website

   **Today’s Hours** – Check the footer for hours. See all hours for a month ahead.
Accessing Online Services Off-Campus

All online services (databases, ebooks) that are purchased by the library require password protection. To access online services from off-campus enter your SC ID number and your password at the prompt screen shown here.

You can get your SC ID number by contacting your Advisor or Registrar.
Your password is the last 5 digits of your social security number or your SC ID.

Access to commercial databases, e-books, and e-audio books is restricted to current students, faculty, and staff at Southwestern College.

Your username is your Southwestern ID number. Your password is the last 5 digits of your social security number. For those who do not have a social security number, the password will be the same as the last 5 digits of your Southwestern ID number.

Please enter your username:  
Please enter your password:  
Login

Account
All SC employees and enrolled students and learners have an account. If your account doesn’t work, please contact the SC Helpdesk at (620)229-6444 or by email at sc.helpdesk@sckans.edu.

Cookies
As you access databases, they may use cookies. Your ability to use these databases depends on whether or not you allow their cookies to be set or sent to your computer’s hard drive. Cookies need to be enabled at a medium or lower setting. Instructions on how to enable cookies

Firewalls
Some users trying to access databases from a business or a military base may have problems with firewalls or other restrictions. You will need to contact your network administrator to resolve the problem.

Still having problems?
Marjorie Snyder, Interim Library Director, is happy to talk with you to solve any issues. You may reach her at (620)229-6312 or by email at marjorie.snyder@sckans.edu. We try to answer all questions within 1-2 business days.

If you have trouble with your account, email sc.helpdesk@sckans.edu or call 620-229-6444 during business hours.

If you would like help with any online resources, use online support for that database or contact Library Director marjorie.snyder@sckans.edu 620-229-6312.

Chat for questions about research and citations- Ask A Librarian 24/7 Chat on the following pages: Help, Research Guides, Staff
Academic Research

Before you begin searching for information, you should think about your topic and what type of information you need.

1. What is your purpose? What do you want to learn about?
2. What types of sources do you need?
3. What would your ideal resource look like?

Accessing or searching for information entails using the right:

- Database(s),
- Access point(s), and
- Term(s).

Use the Right Database(s)

When selecting the right database, consider the format of the information you are looking for and what subjects are relevant to your topic. Examples of databases are listed in the Education Research Guide, the Find Articles menu of the library’s website (click “EResources A-Z”), and search engines.

Format: This depends on the information you need and its currency to your topic. Books and e-books are good sources for historical information while newspapers and magazines are good sources for current information.

<table>
<thead>
<tr>
<th>Development of Information after an Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Occurs</strong></td>
</tr>
<tr>
<td>Minutes and hours after</td>
</tr>
<tr>
<td>Days after</td>
</tr>
<tr>
<td>Weeks after</td>
</tr>
<tr>
<td>Months after</td>
</tr>
<tr>
<td>Years after</td>
</tr>
</tbody>
</table>

What database do you use to find various formats of information?

Books and eBooks by title
- Search WorldCat Discovery Service
- eBook Collections –Find Books tab, then eBooks
What database do you use to find information by format?

**Books and eBooks by title**
- Search WorldCat Discovery Service [https://sckans.on.worldcat.org/discovery](https://sckans.on.worldcat.org/discovery)
- eBook Collections — *Find Books* tab, then eBooks
- Deets Search [https://deets.scklslibrary.info/#tabbox1](https://deets.scklslibrary.info/#tabbox1)

**Newspaper Articles**
- Find Articles, Newspaper Sources [https://deets.scklslibrary.info/guides/newspaper-research-guide/](https://deets.scklslibrary.info/guides/newspaper-research-guide/)

**Articles from Magazines and Peer-Review Journals**
- Search WorldCat Discovery Service using Advanced Search [https://sckans.on.worldcat.org/advancedsearch?databaseList=](https://sckans.on.worldcat.org/advancedsearch?databaseList=)

**Subject:** This depends on the topic of your research. On the library’s website under “**Education**” Research Guide,” you can view all the databases that are recommended for that subject.

**Search Tip:** Remember that research topics often involve more than one subject. You may want to search more than one subject specific database. Also use a general database if there isn’t a subject that relates to your topic. For example, “poverty” can be found in the **Social Science** guide. A good reference database for defining terms is **Credo Reference**, listed in **General Topics** Research Guide.

**Use the Right Access Point(s)**
Access points are how you search a database. Most often you can change your access to the database by selecting a point from a dropdown box next to the text boxes where you enter your terms. Since search engines only have one access point (keyword), they can be difficult to focus a search and retrieve relevant results. Using Advanced Search features allow you to search by selecting more than one access point (author, title, journal, date, publisher). Searching databases purchased by the library can speed up the process of finding relevant information.

When starting a search, use the keyword access point to retrieve some results that are relevant to your topic. Look at the records of a couple of items that fit your topic. What subject headings or descriptors are assigned to that record? Use some of those terms in a subject search to find more relevant sources.
Use the Right Term(s)

Think of terms you would use to find information on your topic. Consider synonyms, slang, or regional words. (natural language). Look for subject terms used to index articles in databases. Use Boolean logic (AND to narrow, OR to broaden, NOT to exclude) to link the terms together.

Search Tip
And - narrows a search, only finds results with both terms
e.g. “College AND University” retrieves the center with both terms.

Or - broadens a search, finds results with both terms and each separate term (great to use with synonyms)
e.g. “College OR University” retrieves all results with the terms or term.

Not - limits a search, finds results only with the wanted term
e.g. “College NOT University” retrieves results only with “College.”

Boolean logic (AND, OR, NOT) are used to link terms together to focus your searches.
Peer-Reviewed Journals

Article databases return results from many types of sources, such as newspapers, popular magazines, trade publications, and primary source documents. For your scholarly research, we recommend limiting your results to peer-reviewed titles.

Articles submitted to peer-reviewed journals are evaluated by experts prior to publication. Articles that pass this rigorous process exemplify the best practices for research in their field of study.

<table>
<thead>
<tr>
<th>Differences Between Scholarly and Popular Resources</th>
<th>Scholarly Journal</th>
<th>Popular Magazine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Primary account of original findings written by the researcher(s) with the goal of scholarly communication.</td>
<td>Secondary discussion of someone else's research; may include personal narrative or opinion.</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Author's credentials are provided; usually a scholar or specialist with subject expertise.</td>
<td>Author is usually a journalist paid to write articles.</td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td>Scholars, researchers, and students.</td>
<td>General public.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Specialized terminology or jargon of the field; requires expertise in subject area.</td>
<td>Vocabulary in general usage; easily understandable to most readers.</td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td>Graphs, charts, and tables; very few advertisements and photographs.</td>
<td>Graphs, charts and tables; lots of glossy advertisements and photographs.</td>
</tr>
<tr>
<td><strong>Layout &amp; Organization</strong></td>
<td>Structured; includes the article abstract, goals and objectives, methodology, results, discussion, conclusion, and bibliography.</td>
<td>Informal; may include non-standard formatting. May not present supporting evidence or a conclusion.</td>
</tr>
<tr>
<td><strong>Accountability</strong></td>
<td>Articles are evaluated by peer-reviewers or referees who are experts in the field; edited for content, format, and style.</td>
<td>Articles are evaluated by editorial staff, not experts in the field; edited for format and style.</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>Required. Quotes and facts are verifiable.</td>
<td>Rare. Little, if any, information about source materials is given.</td>
</tr>
</tbody>
</table>
Empirical Research, Theoretical Research, & Literature Reviews

*Empirical research* is based on observed and measured phenomena and derives knowledge from actual experience rather than from theory or belief.

Key characteristics to look for:
- Statement about the methodology being used
- Research questions to be answered
- Definition of the group or phenomena being studied
- Process used to study this group or phenomena, including any controls or instruments such as tests or surveys
- Ask yourself: Could I recreate this study and test these results?

*Theoretical research* is a focused, extended discussion or development of an explanation for why a certain phenomenon is occurring. The author may cite others' empirical research to support their theoretical argument, or they may be integrating others' theories into a new theoretical framework.

Key characteristics:
- Statement of discussion or development of a theoretical framework
- You will NOT find the typical sections of Hypotheses/Research Questions, Methods, and Results/Findings that you would find in an empirical article.

A *literature review* does not present an original research or theory. The purpose is to offer an overview of and background on significant research literature published on a particular topic.

Key characteristics:
- Contains a summary, synthesis, or analysis of the existing literature
- Usually includes the phrase review in the abstract.

Adapted from a handout by Georgia State University Libraries
Advanced Searching Skills

Keywords VS Subject Headings

When looking for information you can search by keyword or by subject heading.

**Keyword searching** is a type of searching you are probably already familiar with. It is how you would typically search web search engines like Google. You think of words or phrases relevant to your topic and enter them in the search box. It is important to remember that the word you use to describe a subject may not be the same word used by all of the authors in the field.

**Keyword Search when...**
- Your term is jargon, very new, or very distinctive.
- You do not know the subject headings used for the topic.
- You need to combine words to narrow your search.

**Subject searching** is a type of searching that allows you to look for categories (or subject headings) instead of keywords. Subject terms are searched for only in the subject field. When the record for an item is created it is assigned at least one subject heading. These subject headings are based on a pre-defined vocabulary in which all items determined to be about the same subject are given the same subject heading regardless of the term used by the author. A drawback of many of these pre-defined vocabularies is that the words chosen are not always the most intuitive or obvious choices.

**Subject Search when...**
- You are looking for information on a broad topic.
- You are looking for information about something, someone, or someplace (books about Mark Twain, not those written by him)
- Your topic is poorly defined. Try a keyword search first, and then search for the subject headings you found.
- You are looking for information that may be represented by a term that has many meanings and can occur in various contexts (e.g. “management”). Browse the "subject search results" list to help narrow or define your topic.
Keywords VS Subject Headings (cont.)

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Subject Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>• natural language words describing your topic - good to start with</td>
<td>• pre-defined &quot;controlled vocabulary&quot; words used to describe the content of each item (book, journal article) in a database</td>
</tr>
<tr>
<td>• more flexible to search by - can combine together in many ways</td>
<td>• less flexible to search by - need to know the exact controlled vocabulary term</td>
</tr>
<tr>
<td>• database looks for keywords anywhere in the record - not necessarily connected together</td>
<td>• database looks for subjects only in the subject heading or descriptor field, where the most relevant words appear</td>
</tr>
<tr>
<td>• may yield too many or too few results</td>
<td>• if too many results - also uses subheadings to focus on one aspect of the broader subject</td>
</tr>
<tr>
<td>• may yield many irrelevant results</td>
<td>• results usually very relevant to the topic</td>
</tr>
</tbody>
</table>

To find subject headings for your topic:

• Look to see if the database has an online thesaurus to browse for subjects that match your topic

Another way to find subject headings:

• Start with a keyword search, using words/phrases that describe your topic.
• Browse the results; choose 2 or 3 that are relevant.
• Look at the Subject or Descriptor field and note the terms used
• Redo your search using those terms.


Backtracking

During your research, you may come across a book, article, or website that is extremely relevant to your research question. Using a method called \textit{backtracking}, you can expand on this original source to find even more helpful results. Carefully examine the original document’s works cited page to see what resources the author(s) used. Take note of any citations that stand out or are heavily referenced. From there you can explore these new resources, reviewing their citations in turn.

Some databases provide tools to make this process easier. In an articles Detailed Record page in \textit{Education Research Complete}, click on the link for Cited References.

This will pull up a list of all cited references in the article. It includes helpful information, such as how many times that specific article has been cited by others in the databases, as well as a link to the citation or full-text of the article if it is available.

If an article is not available in the database used, you can search in WorldCat Advanced Search and/or request it through interlibrary loan (click button or email ill@sckans.edu)
Finding an Article from a Citation

Use these steps to determine if the below article is available in our library databases.


**Step One:** From the library homepage, click *Find Articles > Journals by Title*

**Step Two:** Search with the periodical’s title.

**Step 3:** Choose the appropriate database based on the article’s date.

**Middle School Journal**

[Education Research Complete](#) 2006 to present

Resource Type: Journal

ISSN: 0094-0771

Publisher: Association for Middle Level Education

Subject: [Education -- Education (General) -- Periodicals, Societies](#)

**Step 4:** Select the year for the article. Click in the associated volume and issue link.

**Step 6:** Scroll down to find the article and click on the link to get the full-text.

You are also welcome to request an article by sending an email to ill@sckans.edu. We are here to help.
Additional Search Tips

- Phrase Search - Use quote marks to search for a phrase; e.g. “global warming”
- Truncation - Search for variations of a term by entering the root followed by an asterisk (*); e.g. instruct* retrieves instruction, instructor, instructional
- Wildcard - A character (usually a question mark) that assumes the value of any alphanumeric character and permits more options; e.g. wom?n retrieves women and woman

The Internet vs. Deets Library (WorldCat, etc)

Searching the Internet can be difficult because of the huge volume of information. Unlike a database purchased by the library, search engines are in the business of promoting web pages that have paid a fee to appear in the top results. Search engines also use algorithms to retrieve results according to popularity.

In other words, although search engines are free and may seem easier to use, you do not receive the same quality of searching service and information as provided by library databases. However, there are some great sources of information available on the Internet if you can find them.

Try theses search options when using a search engine such as Google.

- Phrase searching (placing a phrase in quotes “””) is the most helpful search tool. It allows for the search to retrieve more relevant results. e.g. “global warming”
- You can also use Boolean logic on the Internet.
  - AND is the default between terms. e.g. “global warming” skepticism
  - NOT is represented by placing a minus sign (-) before a word to exclude it from the search. e.g. “global warming” -Antarctica
  - Word order matters when searching the Internet.

Look for search terms in related articles and add terms specific to your interest.
Try a different search engine or database.
Look in the Table of Contents and Index of books for sections or chapters of interest.
Request those through interlibrary loan at ill@sckans.edu. List title of book and pages or book and chapter titles.
Education Search: An exploration of materials at Deets and Beyond

1. Start with the Education Research Guide
2. Type in keywords
3. Filter results by books or other format
4. Note the different access options:
   A. Eric Database
   B. Ebook (look at table of contents and save or print section or chapter)
   C. Found at Deets Library (use call number to locate book on shelf)
World Cat: An exploration of books at Deets and beyond

Search books by title or author (use titles from references cited in articles)

1. Search by title or author for known works from Deets Search results.
2. Use the advanced search feature to specify title and author instead of keyword.
3. When a book is available only at other libraries, click Request Item through Interlibrary Loan button. Print books can be mailed to you by request.
4. Please add any details in an email to ill@sckans.edu.
1. Sign In and Folder - Create a personal account with EBSCO to save articles and searches to your folder. Without an account, all items added to your folder will disappear when you leave the database.

2. Ask a Librarian and Help - Instructions created by EBSCO about using their databases. You also can send a librarian at SC Library a question.

3. Thesaurus - Search for subject terms used by the database.

4. Choose Databases - Click to select and deselect any database provided by EBSCO. Selecting more than one database allows you to search more than one database with a single search.

5. Access points options - The default “Select a Field” is keyword.

6. Boolean logic options

7. Full text - Retrieves only records with full text in this database. Scholarly (Peer Reviewed) Journals - Retrieves only records that have been peer-reviewed.
Features of Databases: Education Research Complete (continued)

Retrieved Results

The screen shot shows the page of records from a keyword search of “school redesign and United States.” 155 records are too many to browse so I need to refine the search. I could add more terms to the search to focus the results but I can also limit my results.

1. One way is to limit the search to Full Text only. I also can limit it to Scholarly (Peer Reviewed) Journals or set a publication date range.
2. Another way is to select a link to view articles from a specific source type.
3. The article may be available as PDF or HTML. In some cases, you will need to request the article through interlibrary loan. The process for an interlibrary loan can take 2-5 days for delivery by email.
Features of Databases: Education Research Complete (continued)
Read a Record

The record provides subject terms to consider. Other information helps you determine
the item’s relevance to your research.

1. **Document Type** is an indicator of primary or secondary source type. If it is a re-
view, find and use the reviewed item, not the review, as your source of infor-
mation.

2. **Subject Terms** are terms assigned to this article by an individual. They tell you
what the article is about. Also when you find that perfect article, use some of the
subject terms in subject searches to focus your results to more relevant infor-
mation.

3. **Abstract (if provided)** gives you an overview of the article’s information before you
read the article or before you try to find the full text, if not available, in the data-
base. Reading them can save you time.
Features of Databases: ProQuest Education Journals

1. Have a My Research account? - Create a free personal account in the database to save searches and results for future reference.
2. Tools - Change databases or select multiple databases to search simultaneously.
3. Thesaurus - Search for subject terms.
4. Access point options
5. Boolean logic options
6. Limit results to documents with full text - Retrieves only records with full text in this database. Drawbacks are that it does not retrieve records that the library may have full text in another database and that it could miss finding that perfect article because not available in full text.
   Limit results to peer-reviewed publications - Retrieves only records that have been peer-reviewed (a feature common with journal articles) so only scholarly articles are found.
7. Limit results to a specific date or date range.
A keyword search of “critical thinking” AND literacy searches for items including the phrase critical thinking that also contain the word literacy. Without the quotes, three keywords would be searched: critical, thinking, and literacy.

1. ProQuest suggests subject headings that may be relevant to your search. Click on the headings to perform a subject search.

2. Search within the records retrieved by entering other terms.

3. You can mark records that interest you. Print or email the list before closing the databases or you will lose all your marked records. You may also created a My Research account within the database similar to starting a free email account and save the list to your account for future reference.

4. Additional limiters such as source type, subject, location, and publication date are available on the sidebar.
Features of Databases: ProQuest Education Journals (cont.)
Reading an Index Record Including a Citation and Abstract

Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it, save it, or request it.

1. Abstract (if provided) gives you an overview of the article’s information before you read the article or before you try to find the full text, if not available, in the database.

2. Databases will give you the option to print, e-mail, and/or download (save) to your computer articles. Many also help with citations by generating one the style (e.g. MLA, APA) you specify. Double check for accuracy.

3. Click the tab to view the full text of the article, if the full text is unavailable you can search for it in EBSCO A-Z under Find Articles > Journals by Title or request the article through interlibrary loan.

4. View the articles references and any articles that cite it.
Education Specific Databases
The library’s Education Resource Page (http://deets.scklf.info/guides/education/) has links to many education specific databases. These are the most commonly used:

<table>
<thead>
<tr>
<th>Name of Database</th>
<th>Database Description</th>
</tr>
</thead>
</table>
| Education Research Complete                    | Coverage: 1980-present  
Number of Sources: 2,400+  
Definitive online resource for education research on all levels of education, educational specialties, and testing.                                                                                       |
| ERIC                                           | Coverage: 1966-present  
Number of Records: 1.4 Million+  
Provides access to education literature and resources.                                                                                                                                                          |
| ProQuest Education Journals                   | Coverage: 1988-present  
Number of Sources: 1,020+  
Covers not only the literature on primary, secondary, and higher education but also special education, home schooling, adult education, and hundreds of related topics.                                                   |
| Educator's Reference Complete                  | Coverage: 1980-present  
Number of Sources: 1,100+  
Content focuses on education related topics with majority of titles found in ERIC.                                                                                                                                 |
| ProQuest Dissertations & Theses: The Humanities and Social Sciences Collection | Coverage: 1861-present  
Number of Sources: Over a million  
This database is the world's most comprehensive collection of dissertations and theses on humanities and social sciences.                                                                                       |
| Professional Development Collection           | Number of Sources: 700+  
Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles.                   |
Evaluating Information

WEB LITERACY FOR STUDENT FACT-CHECKERS

Caulfield (2017)

2 FOUR MOVES

What people need most when confronted with a claim which may not be 100% true
is things they can do to get closer to the truth. They need something we have decided
to call moves.

Moves accomplish intermediate goals in the fact-checking process. They are associated
with specific tactics. Here are our four moves:

- **Check for previous work:** Look around to see if someone else has already fact-
  checked the claim or provided a synthesis of research.
- **Go upstream to the source:** Go “upstream” to the source of the claim. Most web
  content is not original. Get to the original source to understand the trustworthiness of
  the information.
- **Read laterally:** Read laterally. If you get to the source of a claim, read what
  other people say about the source (publication, author, etc.). The truth is in the
  network.
- **Circle back:** If you get lost, hit dead ends, or find yourself going down an
  increasingly confusing rabbit hole, back up and start over knowing what you know
  now. You’re likely to take a more informed path with different search terms and
  better decisions.

In general, you can try these moves in sequence, and at each stage if you find success your
work might be done.

Recommended Readings

issues/infolit/Framework_ILHE.pdf


Chicago, IL: University of Chicago Press, p.81-89.


Authority Is Constructed and Contextual

Information resources reflect their creators’ expertise and credibility, and are evaluated based on the in-
formation need and the context in which the information will be used.

Authority is constructed in that various communities may recognize different types of authority.

It is contextual in that the information need may help to determine the level of authority required.

ACRL Framework for Information Literacy in Higher Education

Upson (2015)

This is getting deep, but what it boils down to is that you should retain a healthy measure of skepticism when
evaluating any resource. (p. 84)
Plagiarism

Plagiarism is the use of someone else’s work without giving that person credit and claiming someone else’s work as your own.

Forms of plagiarism include:
- Directly copying someone’s paper such as a classmate, a paper purchased online, or a paper copied from the Internet,
- Quoting from another source without marking the material as a quotation, and
- Paraphrasing from another source without marking the material as a paraphrase.

To avoid plagiarism, you must acknowledge the ideas and experiences of others by providing citations. Citations serve two purposes:
1. tells readers and instructors where the information came from and
2. gives credit to the individuals whose ideas, thoughts, and experiences, and words appear in the text. Don’t forget using footnotes or a bibliography to list sources used.

A citation is necessary for when a direct quote is used, when a source is paraphrased, and when facts and ideas are taken from a source excluding common knowledge.

However, citations are not enough to protect you from plagiarizing. Plagiarism also occurs with inaccurate quotations and paraphrases. Theses incidences appear when there’s a failure to cite direct quotes or borrowed ideas, when “borrowed language” is not enclosed in quotation marks, and when a paraphrase isn’t in your own words.

Additional information about citations can be found on the library’s website under “Services.” Click the link for “Writing Tools & Citations” to access EasyBib, a citation management tool that includes guides to citation in APA style.

Also consult the manual of the citation style you are using for further explanation of proper quoting, summarizing, and paraphrasing and of correct citations.

Conclusion

This concludes the introduction to the SC Library and basic searching. Additional and advance searching skills are available on the library website under “Help.” You may also contact the library and any staff member anytime you have questions.

- Front Desk Phone - 620.229.6225 or 1.866.734.1275
- Instant Messaging 24/7 chat on homepage of library’s website
- Email: library@sckans.edu and ill@sckans.edu
- Marjorie Snyder, Librarian, 620-229-6312 and Marjorie.snyder@sckans.edu