LIBRARY SERVICES & COLLECTIONS

- Library accounts, Libraries homepage – gateway to all library collections and services
- Collections – print and electronic
- Services – see library homepage for information (Book a Tutor, Ask the Library, Book a Study Room, Find a Computer, Equipment bookings, Research guides, Other useful information on the Libraries website (hours, library card, etc.), eCentennial / myCentennial links, etc.)

APA STYLE

- Help available: (1) Centennial Libraries GUIDES: Annotated Bibliographies & APA Style Guides on Libraries homepage, (2) library databases, (3) Microsoft Word 2010 “References” function (4) Centre for Academic English workshops and tutoring

PLANNING YOUR RESEARCH STRATEGY

- Choose a subject, formulate related research question(s), identify main concepts in research question(s), anticipate a variety of search terms that may be needed

INFORMATION SOURCES

- Academic journal articles
- Primary and secondary sources

FINDING AND RETRIEVING INFORMATION

- LIBRARY
  - E-Resources & E-Books / Journals full text (direct database searching for online journal & newspaper articles, ebooks, online encyclopedias & dictionaries, specialized databases)
  - Search Everything search engine – a Google-like search engine for most library materials
  - Library Catalogue for print books, many ebooks, & videos on the shelf
  - Video / DVD Search options for all media, including streamed video from CBC, NFB, TVO, etc.

- INTERNET
  - Google Basic & Google Advanced Search
  - Google Scholar & Google Scholar Advanced Search
  - Google Images and Google Images Advanced Search (Note Guides...)

- INTERNET OR LIBRARY SOURCES: WHICH TO USE? WHEN TO USE?

EVALUATING INTERNET SOURCES

- Develop habits to check for authoritative and unbiased information
- Develop critical thinking and media literacy
Practice Questions

1. Go to Centennial Libraries homepage.

2. On the Library homepage, check under “My Library Account” – is your library account active?
   a. YES
   b. NO

3. Find the Libraries’ GUIDES on its homepage for
   a. Annotated Bibliographies
   b. APA Style
   c. GNED 500 Research essentials
   d. Social Policy in Canada Research

4. Using the Library’s Search Everything engine, find a book in paper format (“Book”) on a simple topic, and write down its call number (shelf address).

5. Using the Keyword Research Strategy handout (here), develop a research strategy for your assignment.
   a. Choose a subject that relates to social service work
      Subjects are generally broad in scope, and will contain several different aspects or topics
   b. Express a research question (“topic”) for your subject that you want to focus on
      Try to use a full sentence – it helps to clarify your thoughts and direct your searching. Depending on your choices, you may need only one research question, or you may need more. When in doubt, consult your instructor.
   c. Identify the main concepts (usually nouns) in your research question
   d. Language matters. Before you begin to search, anticipate that you may need to use a variety of terms to get the information you need.
      Terms do not need to be exact synonyms, but simply related in meaning

6. What is the key difference between a primary and secondary source? (Answer (a) or (b))
   a. Primary refers essentially to original research; secondary refers sources that criticize, discuss and summarize the work and ideas of others
   b. Primary sources are considered to be of greatest significance; secondary sources are considered to be of lesser importance.
7. Judging from the annotation here, can you tell if this source primary or secondary? Why?


A recently released Campaign 2000 report describes how the Ontario Government’s pledge in 2008 to reduce child poverty has been derailed. Latest data (2010) shows that 14.2 per cent of children in Ontario live in poverty, up from 1989 when it was 9.9 per cent. Poverty, the report says, prevents these children from reaching their full potential – with less access to education, disability services, proper housing, child care, dental care, daily fruit and vegetables and appropriate clothing.

8. Are MOST (but not ALL) Academic -Peer reviewed journal articles in databases primary sources?
   c. YES
   d. NO

9. From the Libraries homepage, click on E-Resources & E-Books / Journals (Full Text) and find a listing of e-Resources (“databases”)
10. Which Library E-Resource SUBJECT(S) is/are likely to be useful to you for your annotated bibliography assignment?

E-Resources by Subject

Arts & Humanities
- Art, Architecture & Design
- Literature
- Music
- Philosophy & Religion

Reference
- Encyclopedias & Dictionaries

Sciences
- Computers & Information Technology
- Environmental Technology
- Health Sciences
- Science & Engineering
- Transportation

Social Sciences
- Business
- Canadian Studies
- Child Studies
- Communications & Media
- Community & Correctional Services
- Diversity
- Education
- Hospitality, Tourism & Recreation
- Law
- Psychology
- Sociology

Some EBSCO recommended databases for this practice session:
- Academic Search Premier EBSCO
- Canadian Reference Centre EBSCO
- SocINDEX with Full Text EBSCO
- MasterFile Elite EBSCO

Other databases you may wish to try – they operate, for the most part, like the EBSCO databases, but sometimes use different terms for tools:
- Academic OneFile Gale
- CBCA Reference & Current Events Micromedia ProQuest
- CPI.Q Canadian Periodicals Gale
- Expanded Academic ASAP Gale
- Research Library ProQuest

11. In the database you have chosen, search for publications that will provide answers to your research question(s).

Remember to use one row for each concept!

Each row can contain many terms and phrases that relate to the concept – and you must use the OR operator to string them together.
Use the precision tools (limiters and expanders) discussed to get relevant articles:

a. Simple (one concept) and complex (multiple concept) searches (using one row for each concept)
b. Field limits (particularly powerful to achieve relevancy are title, subject, geographic and abstract fields)
c. Scholarly (peer reviewed) limit for academic journal articles
d. Other limits (e.g. publication date)
e. Multiple database searching (click on links named “choose databases”, “tools”, or “searching....”) to add more databases to your search. (EBSCO, ProQuest, Gale vendors offer this service)
f. Thesaurus (sometimes called “Subjects” or “Topics” – these dictionaries of related terms are provided by most databases to help you select effective search terms
g. Page options – select “Detailed” to get the abstracts included in your results list to speed your browsing

12. Email at least one article to yourself in APA format.

Sample search using field limits. Notice that each row contains terms that relate to the SAME concept or idea:

(Note the use of quotation marks here: they lock the phrase, telling the search engine to search for these terms exactly as you have typed them. This is another tool to get more precision (relevancy).
13. Help available:

- Find the **help screen** in one of the databases that you have been searching

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**Primary source**

- In the context of academic research or writing: designating an original document, source, or text rather than one of criticism, discussion, or summary.

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**Primary ("original") sources**

- Scholarly (peer reviewed) journal articles that are write-ups of original research done (e.g., surveys, experiments, analysis of newspaper articles, coding of observed behaviour)
- Statistics or other data collected using accepted research methods (e.g., surveys, questionnaires, etc.)
- Other original documents or accounts: interviews with individuals who have direct first-hand experiences or eyewitness status, diaries, letters, photographs, art, maps, some newspaper articles, video & film, published first-hand accounts or stories

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**Secondary ("not original") sources**

- Works of criticism
- Literature reviews - gathering together statistical data provided by other primary researchers
- Summaries of others’ work
- Opinion pieces
- Discussion lacking research support
- Library research - gathering together statistical data provided by other primary researchers
<table>
<thead>
<tr>
<th>RESEARCH TIPS: LIBRARY</th>
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<tr>
<td><strong>FOR SIMPLE TOPICS:</strong></td>
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<tr>
<td>Choose the Library’s Google-like “Search Everything” engine. Learn to use search refinement tools &amp; Advanced search page to get good results.</td>
</tr>
<tr>
<td><strong>FOR COMPLEX TOPICS, or if you want greater precision in searching:</strong></td>
</tr>
<tr>
<td>Choose “E-Resources &amp; E-Books / Journals Full Text” Select a database (for journal &amp; newspaper articles, eBooks, etc.) Then simply lay on your KeyConcept Search Strategy that you have developed.</td>
</tr>
<tr>
<td>• Use one row for each concept. “Add a Row” (+) or more, if more needed</td>
</tr>
<tr>
<td>• Use as many of your search terms you want</td>
</tr>
<tr>
<td>• For speed, you can often search more than one database at a time. In EBSCO, ProQuest &amp; Gale databases, look for “Choose databases” or “Tools-&gt;Change databases” or “All databases -&gt; Use selected…” on the search page and select the databases you want.</td>
</tr>
<tr>
<td>• Play with the many precision tools in databases. For example, field limits are popular and powerful tools. By limiting search terms to the TITLE, SUBJECT or ABSTRACT field you will get fewer results with increased relevancy.</td>
</tr>
<tr>
<td>• Use the thesaurus found in most databases for helpful search terms</td>
</tr>
<tr>
<td>• Use citation tools to help you format your documented sources (e.g. APA style)</td>
</tr>
<tr>
<td>• Explore the database(s) to learn how to save, email, print, cite, use sort and page options, and create a personal account.</td>
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<td>Choose a <strong>SEARCH ENGINE</strong> (Google, Yahoo!, Bing, Exalead, etc.) (Know what is available; e.g., Wikipedia provides listings...)</td>
</tr>
<tr>
<td>• Become expert! in using the search engine of your choice.</td>
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<tr>
<td>• If using Google, try for example:</td>
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<tr>
<td>• Google Advanced Search (offers search refinement tools, like the Library’s Search Everything engine)</td>
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<tr>
<td>• Google Scholar (for scholarly digital journal articles – including Centennial’s). <strong>Use only free content.</strong></td>
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<td>• Google Advanced Scholar (page offers refinement tools. <strong>Use only free content.)</strong></td>
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**Keyword & Natural language Searching:** |
| • Do keyword searches |
| • Do natural language searches (to maximize adjacency algorithms used by the search engine) |

Use only **reliable sites**, Library advice on evaluating websites: [http://library.centennialcollege.ca/research/searchtheinternet/evaluatingwebsites](http://library.centennialcollege.ca/research/searchtheinternet/evaluatingwebsites)

**NOT GETTING THE RESULTS YOU WANT?** |
| • Use **quotation marks** to lock in phrases. This will ensure more relevant results; e.g. “new technology”. |
| • Remember that **language matters** – use a variety of search terms (several searches, or using long keyword strings) |
| • Reframe your research strategy – **divide it into parts** (perhaps your question is too complex), or think of a different strategy to get at the same question. Ask for help from the Library staff. |

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**Ask the Library**

Online research help available

**Fall Schedule:**

Mon – Thu, 11 a.m. to 10 p.m.
Fri-Sun, 11 a.m. to 5 p.m.
Describe your research question(s) (“topics”) clearly (in one complete sentence ideally):
   Examples of topics (research questions):
2. What is being done in Canada to combat racism?
3. Does Canada’s multiculturalism policy contribute to, or reduce, racism?
4. How can a person combat racial stereotypes in society? Etc.

Identify main concepts:

CONCEPT #1: example: racism

CONCEPT #2: example: canada

CONCEPT #3: combat

Language matters!
   Think of synonyms & related words that you may need to use to get what you want.
   Most library databases provide a thesaurus (“Subjects”, “Terms”) help.

Truncation (also called wild cards)
   To speed searching, use * in library databases & Search Everything engine ($ in the Library Catalogue).
   E.g. Canad* produces all words that start with canad - Canadian, Canada, Canadians, etc.

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<tr>
<th>KEYWORD STRING</th>
<th>Concept #1</th>
<th>Race or racist</th>
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<tr>
<td>AND</td>
<td></td>
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<tr>
<td>KEYWORD STRING</td>
<td>Concept #2</td>
<td>Canad* or ontario or toronto</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KEYWORD STRING</td>
<td>Concept #3</td>
<td>Prevent* or combat or reduce or educate or education or policies or government</td>
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(child AND grades) academic achievement OR grades

(Using AND - shaded area is what you get) (Using OR - shaded area is what you get)
Describe your research question(s) ("topics") clearly (in one complete sentence ideally):

Identify main concepts:

CONCEPT #1: 

CONCEPT #2: 

CONCEPT #3: 

CONCEPT #4: 

Language matters!
Think of synonyms & related words that you may need to use to get what you want.
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| KEYWORD STRING Concept #4 | child AND grades |

(Using **AND** - shaded area is what you get)

| KEYWORD STRING Concept #4 | academic achievement OR grades |

(Using **OR** - shaded area is what you get)