

Research Question Cards - Research Assistant

Multiple Choice

If an article is in a peer reviewed journal then...

- a. The article has a bibliography
- b. An editor reviewed the article
- c. Scholars in the field reviewed the article
- d. All of the above

A: To be published in a peer reviewed journal, an article must have a bibliography of other sources referenced, be edited by the journal's editor and most importantly be reviewed by scholars who are experts on the subject.

The Answer is...

Q: What does it mean if a book has a label that says "Does not circulate?"

A: The book can be used anywhere in the library but cannot be checked out and taken home.

True or False

The Reference Desk is where you can ask for a reference letter for a job or graduate school application.

False: The Reference Desk is where librarians are available to help answer your questions about research and information.

True or False

Reference books like encyclopedias, dictionaries, and citations guides can be checked out.

False: Reference books must be used in the library. Generally this ensures that they are available for quick reference when needed.

True or False

All librarians have a master's degree.

True: All librarians have a graduate degree in library and/or information science. Additionally, some college and universities require that librarians have a second master's degree in a specialty area of their choice.

Multiple Choice

Which of the following are kinds of books that you would find in the library's reference area? (*choose all that apply!*)

- a. Spanish/English Dictionary
- b. Encyclopedia of Religion
- c. MLA Citation Guide
- d. Course Reserves

a, b, and c

True or False

The librarian at the Reference Desk is watching to make sure that everyone in the library is quiet and behaves.

False: At the Reference Desk, a librarian's job is to save you time and help you find information.

Multiple Choice

What is a course reserve?

- a. A way that you can reserve a seat for yourself in next semester's class.
- b. A study room in the library that is reserved for students in a particular course.
- c. Books or other materials that a professor puts on reserve for limited check out or download.

C: Course reserves are documents, videos, articles, books, etc. that professors put on reserve for students. The check out time is shorter than for regular library materials and can be as little as 2 hours or up to 2 days.

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True or False

The circulation desk is where you pick up books requested via Interlibrary Loan.

True

True or False

Interlibrary Loan is where the library provides students with small loans to help them purchase their course textbooks.

False: Interlibrary Loan is a service in which the library can get books, articles, CDs, DVDs that it doesn't have from another library so that you can check it out.

Multiple Choice

If I request an Interlibrary Loan than...

- a. I have to put down a \$5 deposit
- b. Must pay 5 cents per page for articles that I receive
- c. Will receive a bill for this service that I must pay before I graduate
- d. None of the above

False: Usually Interlibrary Loan is a free service. For expedited or special services you may be asked if you will pay a processing fee if the service cost exceeds \$10, but that is rare.

True or False

Materials in the library's archive can be checked out.

False: Rare and/or old photographs, documents, and books that are typically kept in a library's archives cannot be checked out due to their fragility and their value. However, if you wear a special pair of white gloves, you can touch, read, marvel at these historic and/or valuable items.

Multiple Choice

Which of the following *cannot* be done at the Circulation Desk?

- a. Fines for overdue returns can be paid
- b. Paper course reserves can be checked out
- c. You can ask a librarian for research help
- d. Library materials such as books and DVDs can be checked

False: While the staff at the Circulation Desk can often help you locate places in the library such as copy machines and restrooms, librarians with advanced skills in finding information and research are waiting to help you at the Reference Desk.

True or False

The journal, magazine, and newspaper articles in library article databases can also be found on the Internet via a Google Search.

False: The library subscribes to article databases especially because the articles, data, reports, etc. in them is not usually available online.

True or False

If you put "and" between two keywords in an article database search field you will narrow your search.

True: When "and" is used between two keywords, between two search fields, or two phrases, than all words and/or phrases must appear in the search results. The more words required, the fewer articles would have such a combination, thus your search is narrower.

True or False

The words "microfilm" and "microfiche" mean the same thing.

False: While both microfilm and microfiche are formats for reducing the storage space of books, reports, articles, etc., they are different. Microfilm comes on a round reel, while microfiche comes on a plastic sheet that's the size of an index card. Because they are different shapes, they are usually stored in different places in the library.

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True or False

Oversized or big books are stored in a different area than regular or normal sized books.

True: Because oversized books require taller shelves, they are shelved separately from regular sized books. Most libraries distinguish these areas by calling one location "Oversized" and the other "Library Stacks" or just "Stacks."

True or False

Which of the following is not a periodical?

- a. *Time Magazine*
- b. *The Encyclopedia Britannica*
- c. *The Journal of the American Medical Association*
- d. *The New York Times*

b: The word "periodical" means something that has issues that are continuously published in periodic but intervals. Encyclopedias are books that have new editions or a whole set, but new issues are not published daily, weekly, monthly, quarterly, etc.

True or False

Libraries share lists of what books I check out with my parents and professors.

false: Libraries are committed to protecting your privacy and your right to read whatever you want without penalty. In most states, there are laws in place that prohibit librarians from sharing any of your personal information without a subpoena or warrant.

True or False

A library catalog is a publication through which orders are placed for new library books.

false: The library catalog is a search engine for all items that are available in the library such as books, maps, atlases, DVDs, course reserves, etc. Some library catalogs also include links to library databases and librarian-recommended websites.

Research Question Cards - Master Researcher

The Answer is...

Q: What are three criteria of an article published in a peer reviewed journal?

A: Includes references, most likely doesn't include advertisements, reviewed by an editor, reviewed by a panel of scholars who are experts in the field, author's credentials are provided, written in the language of the field, article is structured and includes headings such as "literature review", "discussion", and "results".

The Answer is...

Q: What kind of book is likely to be found in a library's reference collection?

A: Encyclopedias, dictionary, atlas, gazetteer, citation style guide, indexes.

The Answer is...

Q: How much does it cost to request a resource via Interlibrary Loan?

A: Usually Interlibrary Loan is a free service. For expedited or special services you may be asked if you will pay a processing fee if the service cost exceeds \$10, but that is rare.

The Answer is...

Q: When searching the library catalog, your search will yield records of what?

A: Books, CDs, DVDs, maps, government documents, theses, dissertations, and other materials that are in the physical library. The catalog does not include citations or records for specific journals, magazine, or newspaper articles.

Multiple Choice

In a college or university library, the call numbers for materials (i.e. books, DVDs) in the library follow which system.

- a. Dewey Decimal
- b. Library of Congress

b: Library of Congress which means that call numbers begin with one or two letters followed by numbers. Public libraries and K-12 libraries use the Dewey Decimal System which begins with numbers.

True or False

Books in the library's stacks on microbiology have the same initial call number as reference books on microbiology.

True: Call numbers are based on a resource's subject, so a call number for an encyclopedia of microbiology in the Reference Collection will have the same beginning as a call number on microbiology in the circulating stacks. True

True or False

A library's print collection of current periodicals is generally organized alphabetically by the periodical's title rather than by call number.

True: Generally speaking, all periodical collections (print, microfilm, and microfiche) are organized alphabetically by title then by the volume number or year of publication.

True or False

If an article is available via electronic course reserve, it means that I can make as many copies of it as I want/need.

True: Because articles are under the copyright of the journal, magazine or newspaper publisher that originally printed the article, "fair use" provisions limit reproduction to one copy per person. In.

Research Question Cards - Master Researcher

Multiple Choice

If a library catalog search retrieves resources labeled 'Government Documents' this means that (*choose all that apply*):

- a. The library is a government depository
- b. The resource was written and published by a federal or state government entity
- c. The resources cannot be checked out

A: b and c. If a library is a government depository than they receive, organize, and make available state and federal government documents. While some government documents are published materials that cannot be checked out, the majority can be checked out just like books.

The Answer is...

Q: When searching an article database, if you separate two keywords with 'or' does this broaden or narrow your search?

A: broadens. Putting an 'or' between two keywords or two search boxes in an article database means that each result must have just one of the keywords in the citation or full text.

Multiple Choice

A subject heading for book or article is the same as...

- a. The resource's title
- b. A tag or descriptor indicating what the resource is about

B: A subject heading is like a yellow page heading or the scientific name of an animal or plant; it is a description or concept of what the book or article is about.

The Answer is...

When searching an article database, what does it mean if you were to **truncate** a keyword?

A: Truncate means "to shorten by cutting off" or "to replace". When truncating a keyword, a symbol such as * or ? replaces letters at the end of the keyword so that the search retrieves variations on the word's ending and broadens the search. For example: "teach*" would yield results for "teacher," "teaching," "Teach," "Teaches," etc.

The Answer is...

Name at least two of the three **Boolean Operators** you can use to broaden or narrow your search in a library catalog, an article database or the web.

A: AND, OR, and NOT

True or False

When searching an article database or the library catalog, it is important to use proper capitalization of names, places, etc.

False: Searches in article databases and library catalogs are NOT case sensitive.

The Answer is...

If you've run a search in an article database and retrieved 2,358 results. What are some **database limiters** you could use to narrow your search?

A: By specific date or date range, by language, by full text availability, by document type (scholarly/poer reviewd, magazine, newspaper, news transcript, newswire, press release, editorial, commentary), references/bibliography included, by publication.

The Answer is...

What is an article abstract?

A: One or more paragraphs that summarizes what an article is about.