Reference Search Work

LIS 601 Introduction to Reference & Information Services
University of Hawaii, Library & Information Science Program

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INSTRUCTIONS for REFERENCE SEARCH WORK

Each week you will read about, learn about, and use a different type of reference tool to find information. You will use the queries in this packet to find information in these reference tools and present your search process. These experiences build your ability to think like a reference librarian and:

- Acquire and apply *information best practices* developed by the Reference and User Services Division of the American Library Association.
- Search for and retrieve information for other people to provide relevant, reliable, vetted, valid, trustworthy, fact-checked and crosschecked content.
- Construct and refine professional search strategies appropriate to print and online sources.
- Develop professional critical thinking skills for determining how and where to search for information on a wide variety of subjects.
- Develop professional critical thinking skills for evaluating the validity of found information.
- Present the search process in Google Docs using free Jing screen capture and annotation software to create and upload images to provide evidence demonstrating search process.

**Process Notes**: You will take notes on the search process you followed in finding sources and the information within sources. You will capture search process images within sources. You will compare sources and strategies and on the day an exercise is due discuss your process and results in small groups.

**Evidence-Based Search Work via Image Captures**

To demonstrate search process steps you will take photos in print sources and screen captures in online sources. You need a camera or phone camera for print sources. You will annotate the images using Jing. [Dropbox cloud software can be used to move images among devices, e.g., phone or tablet to desktop computer].

You will submit process notes each week (due dates on syllabus) via Google Documents with UH Gmail:

1. Click **Documents**, upper left in UH Gmail interface
2. Click **Create, Document**
3. Title the document **YourSurname-SW#-F13**
4. Copy/paste or type notes directly in the document and upload annotated images and screen captures in the appropriate places to show your process.
5. Add all of your search process content and after it is complete:
6. Select **Share** (upper right on interface)
7. Add People: type or copy/paste UH Gmail address: nahl@hawaii.edu
8. Allow **Can Edit** permission. I must have editing permission to enter written feedback. **No PDF Google Docs**; PDFs cannot be edited.
**Process is more important than answers.**
Complete process notes facilitate class discussion of the search process and results and presentation of evidence. Describe the steps you took, beginning with choosing a source and deciding on search terms, what you noticed, and how you obtained the result. Illustrating your steps with annotated images reduces the need for text explanations. Note especially blocks encountered in the searches: errors, misconceptions, problems with indexing, decoding abbreviations, symbols, and other informational markings.

You may consult classmates, however, you will learn most by trying to search for the information yourself. Because they want you to learn the process and become a true professional, reference librarians tend to disapprove if you ask first before attempting your own research. It builds confidence to tackle and solve search problems that are the foundation of reference work.

**PROFESSIONAL SEARCH TECHNIQUES for SUCCESS:**
When people ask questions reference librarians have a professional and ethical duty to help them to find a variety of relevant and vetted sources that respond to the query. The weekly search work queries guide you through acquiring the professional practices required to accomplish this goal. General instructions:

Do **concept analysis** for each query: use the terms marked in **bold**, "", (), and *italics* as elements to build your professional search strategy. Before you begin a search decide which words to **ignore**, **extract** and **transform**.

In **print** reference sources look at the Front Matter, such as the Preface or How to Use the source and you will find a list of the abbreviations and symbols used in that source, as well as helpful instructions on how to find information.

In online **databases** always use the Advanced Search screen; always look for the online Thesaurus, Subject Guide or Index to find the relevant controlled vocabulary (CV) for your search terms, always examine part of a large set of results before reducing it, and always display and examine Complete Records or Long Format when deciding whether items are relevant to a query. Strive to obtain the most inclusive relevant and valid set for your patron.

In **Web search engines** do concept analysis and use professional strategies with **Boolean** operators; use the Advanced search page; use quotation marks to "enclose phrases" only if they are grammatical; and use stemming on all search terms.

**Grading Criteria:** Following all instructions (10%); evidence of professional practice in search strategies (10%); completing all assigned queries (20%); thoroughness of reporting search strategy process with annotated images and search term selection (40%), evidence of concept analysis (20%).
SEARCH WORK 1A: PRINT INDEXING & ABSTRACTING SERVICES

While working on these questions take neat, accurate, and thorough notes to submit in a Google Document Shared with nahl@hawaii.edu. Complete notes facilitate class discussion of the search process and results. Note especially blocks you encountered and ways around blocks. Use a mobile device (phone, tablet or camera) to capture images to illustrate your search process. Use Jing, Preview or other screen capture and annotating software to create images to upload into your Google Doc for this assignment. Insert (upload) the images in the Google Doc in sequence with text in between. Sample annotated image:

Name your Google Document exactly like this: YourSurname-SW1a-F13

Do concept analysis for each query: use the bold, "", (), and italicized terms as elements to build your search strategy. Begin by deciding which words to ignore, extract and transform.

**Use only print indexes for 1A. Do not use Google, online catalogs, or Web databases. Try to use each index only once. Consult the list of abstracting and indexing sources in the 601 Bibliography. It’s O.K. to use older issues. **Do 1; 8; + 1 other of choice (= three questions). Cite the title, volume number, and year of each index used. Also cite one item from each index.

Because the indexes are predetermined for question 1, a. below is provided. For questions 2-8 you will select indexes and abstracting systems from the LIS 601 Bibliography. In addition to concept analysis and citation format, please include I-IV below in your process notes and images for each question (including Question 1). Annotated images provide most of the information requested here:

Required Process Notes for Every Search Work Assignment

I. How did you select the index to search? [Except Q1]
II. How did you locate the index? Show its location.
III. Where did you start looking in the index? Show place and search term(s).
IV. How did you eventually find the material? Show the steps you took with images.
**Do 1; 6; + 1 other of choice (= three questions). Cite the title, volume number, and year of each index used. Cite one item from each index.

1. Look up either ABORTION, AIDS, TERRORISM, or STRESS, or any other broad topic in the Readers' Guide to Periodical Literature, Social Sciences Index, Public Affairs Information Service Bulletin (PAIS) [Info Commons], Psychological Abstracts [Info Commons], and the New York Times Index. These indexes are not current so you may use the latest year available. Use the same topic in each index for comparison. Look at a recent bound volume of the index, rather than at monthly or quarterly issues. Answer a-d for each index. **Use the 601 Bibliography to choose.**

   a. Cite one item from each index listed under the term (image OK).

   b. Indicate the types of library users who might find the information useful (adult readers, student, educational level, experts, etc.).

   c. List some possible purposes for seeking the information.

   d. Based on what you read in each index list the kinds of questions library users might ask about the topic. Write these in question form and match questions to indexes.

2. Cite an article in a scholarly journal about Graham Greene. How do you know it is a scholarly journal (see pages 6-7 comparing Journals and Magazines)? Cite an essay about Graham Greene in a collection of essays.

3. In which anthologies can one find the poem "Thanatopsis"? Who is the author? List 3-5 anthology titles.

4. Locate a short story about librarians or libraries. Cite a story that is published in a collection and cite the collection where it appears.

5. Cite a dissertation about libraries, librarianship, or library use. Locate and read the abstract for your citation. Briefly summarize the results of the research.

6. Cite two articles on astronomical observatories in Hawaii. Consult at least two different indexes (try science). What types of library users might need the information you located? Why?

7. Find a citation with an abstract to an article by one of your instructors. What series of search strategy steps did you follow to locate the citation?

8. Find the complete citation to a book chapter or an article by Allen Kent in the field of library and information science that appeared during the 1960’s or 1970’s, titled something similar to "Unanswered Questions."
# MAGAZINE and JOURNAL CRITERIA

How can you tell the difference between a magazine and a journal? You can use the criteria below to determine whether a periodical is a magazine or a journal.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAGAZINES</th>
<th>JOURNALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Level/Audience</td>
<td>Popular material, intended for the general reader.</td>
<td>Intended for specialists and scholars.</td>
</tr>
<tr>
<td>Authorship</td>
<td>Usually a staff writer, journalist or freelance writer. Name and credentials often omitted, unsigned.</td>
<td>Usually an expert or specialist in the field or area. Name and credentials always provided.</td>
</tr>
<tr>
<td>Length</td>
<td>Tend to have short overview articles.</td>
<td>Have longer, in depth scholarly studies on narrowly defined topics.</td>
</tr>
<tr>
<td>Indexing</td>
<td>Indexed in general periodical indexes like the Readers’ Guide to Periodical Literature or MasterFile Premier.</td>
<td>Indexed in specialized subject indexes and abstracting services like ERIC, Humanities Index, PsycINFO, etc.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Typically published weekly, bi-weekly, or monthly.</td>
<td>Typically published monthly, quarterly, semi-annually, or annually.</td>
</tr>
<tr>
<td>Advertisements</td>
<td>Include advertising for consumer products and services.</td>
<td>Some include advertising for products and services in a field or a discipline, and classified ads for jobs in that field. Many do not have ads.</td>
</tr>
<tr>
<td>Specialization</td>
<td>Many are familiar titles found in supermarkets and drug stores. But many are unfamiliar, intended for hobbyists or those who have a special interest area, e.g. raising horses.</td>
<td>Titles recognized only by those in the field or in related disciplines.</td>
</tr>
<tr>
<td>Graphics</td>
<td>Often include photographs and illustrations.</td>
<td>Many have illustrations such as graphs, charts, figures, statistical data tables, and diagrams, but rarely have photographs.</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credits and References</td>
<td>Articles rarely include references to other materials on the same topic, or to scientific research.</td>
<td>Articles usually have citations, footnotes, and bibliographies that refer to other material and research relevant to the author’s discussion of the topic.</td>
</tr>
<tr>
<td>Peer Review</td>
<td>Do not have editorial boards.</td>
<td>Many have editorial boards of experts that conduct blind reviews of articles submitted for publication.</td>
</tr>
<tr>
<td>Readership</td>
<td>Many have large circulation.</td>
<td>Most have very small circulation.</td>
</tr>
<tr>
<td>Abstracts</td>
<td>Articles do not have abstracts, some have summaries.</td>
<td>Many have abstracts between the title and the text.</td>
</tr>
<tr>
<td>Author Fee</td>
<td>Usually pay contributors to write articles.</td>
<td>Usually do not pay contributors to write articles.</td>
</tr>
</tbody>
</table>

Use periodical directories to get information on specific titles to help you decide whether a periodical is scholarly or popular:

[http://www.librarieshawaii.org/Serials/databases.html](http://www.librarieshawaii.org/Serials/databases.html)
UlrichsWeb Global Serials Directory is an HSPLS database, HSPLS login required to access Ulrich’s: [Ulrich’s International Periodicals Directory](http://ezproxy.librarieshawaii.org:2048/login?url=http://www.ulrichsweb.serialssolutions.com/)

*Standard Periodical Directory*

*Magazines for Libraries*
SEARCH WORK 1B: PROFESSIONAL INDEX DATABASES
[AKA Pro Databases]

REQUIREMENTS

1. Activate your **UH ID** at the Hamilton Library Circulation Desk. Hamilton Library subscription databases require a **hawaii.edu login** and password before you can search remotely.
2. Obtain a Hawaii State Public Library System (HSPLS) card to access databases remotely.
3. Use *only* University of Hawaii subscription periodical index databases listed in this assignment and do not use databases found in a Web search. *Do not use the same database more than three times.*
4. Submit a Google Document with Jing annotations on screen captures of search strategy, summary list, complete records for items, and your name.

   4.1. **Name your Document** exactly like this in the document title field (above the menus: **YourSurname-SW1b-F13**)

   4.2. Put Google Doc sequence in the following order for each query (Q1, etc.):

   A. **Search History** image (search strategies for the results you are presenting). Insert the image with your strategy on it (**Search History**),

   B. **Summary List** image (initial listing of results). Insert one image with summary results listing several items,

   C. **Relevant Item in Full Format** (complete citation, abstract & descriptors). Insert the full record or complete record or Long Format of the item you selected for the answer,

   D. **Relevance rating** for the item with justification.

   *I must see your strategy (Search History) and complete item records with Descriptor field (CV) to evaluate the assignment.*

Make explanatory comments on the Google document and use Jing highlighting and annotations.

See sample Search History, Summary List and Full Record on pages 9-10.
Sample Search History pages from CSA’s ERIC database for Q 3 (top) and PsycNet’s PsycInfo database Q 4 (below)

ERIC

PsycInfo
Sample Summary List Q4 (EBSCO CINAHL)


2. Exercise adherence following physical therapy intervention in older adults with impaired balance. (includes abstract; Forker R, Pumper B, Smyth H, Winkelaar H, Col MA; Shumway-Cook A; Physical Therapy, 2006 Mar; 86 (3): 401-10 (journal article - research, tables/diagrams). ISSN: 0031-9023 PMID: 16508876 CINAHL AN: 2009138446

Sample Full Record from same search Q4 (CINAHL)

Title: Climatic and diurnal variation in suicide attempts in the ED.
Authors: Doganay Z, Suntar AT, Guz H, Cikan A, Altıntop L, Karlı C, Çalış E, Aygun D, Güven H
Affiliation: Assistant Professor, Department of Emergency, Ondokuz Mayis University School of Medicine, Samsun, Turkey, zahide.doganay@yahoo.com
Publication Type: journal article - research, tables/charts
Language: English
Major Subjects: Seasons
Suicide
Time Factors
Weather
Minor Subjects: Adolescence; Adult; Aged; Chi Square Test; Correlational Studies; Descriptive Statistics; Female; International Classification of Diseases; Male; Middle Age; Record Review; Retrospective Design; Spearman's Rank Correlation Coefficients; Turkey; Human
Abstract: The aim of this study was to determine whether there is a relationship between climatic factors and suicidal behavior. A total of 1,119 suicide attempts were collected from hospital records between 1996 and 2001. A clear seasonal variation was seen in suicide attempts in the 15-24, 25-34, and over 65 age groups in men and in the 15-24, 25-34, and 35-44 age groups in women with peaks in the spring and summer. Suicide attempts were more frequent between the hours of 6:00-9:00 pm in males and 3:00-6:00 pm in females. People attempting suicide who have depression, anxiety, or a psychotic disorder usually attempt suicide in the summer. Whereas the monthly averages of humidity, ambient temperature, duration and intensity of sunlight were positively correlated with the number of monthly suicide attempts, cloudiness and atmospheric pressure were negatively correlated. In conclusion, we must keep in mind that suicides and suicide attempts are not only the effect of climatic changes and that the most important component is the individual's ability to deal with conflicts.
Journal Subset: Allied Health; Biomedical; Double Blind Peer Reviewed; Online/Print; Peer Reviewed; USA
Composing Online Search Strategies

**Required for SW1b:** Insert screen captures into a Google Document with Jing highlighting and annotations. Put Google Doc in this order for each query: 1. Search History, 2. Summary List, 3. A Relevant Item in Full Format, 4. Relevance rating and justification of relevance. Follow these steps for each question in SW 1B to create effective online search strategies:

1. Look at the statement of the search topic. Think of it as a query for information that represents a person’s information need. Your goal is to find the best set, the most comprehensive, relevant and reputable set of results for that query for your patron.

2. Determine what concepts are important to the query.

3. Think of alternate words that describe these concepts.

4. Select a database you think is very likely to have information on the topic.

5. Look-up your terms in the online Thesaurus for that database and locate the relevant descriptors from the controlled vocabulary (CV), i.e., transform or translate your natural language terms into controlled vocabulary terms.

6. Compose a search statement using the descriptors (CV) or natural language terms and combine terms with Boolean operators.

7. Select a search mode in that database (e.g., Browse alphabetical lists: title, author, controlled vocabulary; Keyword search using Boolean connectors, proximity search using quotation marks around phrases).

8. Using the building block strategy (p. 11 Handouts), do a preliminary search and review the results in the Long Format by scanning some of the items to check for relevance. Read the abstracts carefully to determine whether any of the retrievals really respond to the query. Look at the Descriptor field for new CV terms. Look at the title and abstract fields for useful natural language terms. Add another search term if, and only if, necessary to obtain more relevant results. Avoid arbitrarily reducing or limiting results with ANDs.

9. Change the default viewing options to full citation, complete record or Long Format.

10. Select a relevant item to insert into your Google Document. Present 1 item per query. Insert the Summary List image for that item. Insert the search strategy or Search History image before you go on. Submit three images per search (Search History, Summary List, Item Record in full format).

11. Highlight the database name on the page using Jing or Google Docs functions.

12. Unless they are already bold, highlight your search terms in each item you paste.

13. Highlight terms in the records that you could use to improve the search (new color).

14. Briefly comment on the degree of relevance of the item to the original query (e.g., why is it on target, relevant, peripheral, or off topic?).

15. Comment on why you obtained no results or 0 in some searches.
SEARCH QUERIES

Do 4 queries; everyone does #1 or #2, #3 and #4, plus one other. Use the UH Electronic Resources page. [Copy/paste or type the exact title of a database in the search window, and remember to Unclick options for online journals and online books.]

Recommended databases for each topic appear in parentheses. You may try Google Scholar via HL on one question, but only if you also search one or more of the pro databases. Do not use Google.com or any other search engine, only use HL subscription professional index databases.

Do concept analysis first. Decide first whether to a) extract terms directly from the query statement, b) transform the query terms into controlled vocabulary, c) generate new natural language terms, d) use truncation or quote marks, e) always combine terms logically with appropriate Boolean operators.

When using controlled vocabulary, search for the CV terms in the online thesaurus, index, or subject guide of each database, select CV terms and search them by choosing the CV field (DE for descriptor or SU for subject(s)). You must search the CV in the CV field, otherwise the CV are searched as keywords in broader non-CV fields.

Natural language searching is most effective when you use truncation or stemming, and grammatical phrases are enclosed with quote marks, (un-grammatical phrases are highly improbable and often have zero results). Avoid using NL phrase search in SW 1b. You may use NL terms combined with Boolean operators.

Do 1 or 2, 3 and 4, + one other (= 4 questions).


2. Present a complete citation for an article or a chapter of criticism of Kate Chopin’s The Awakening. Compare databases: use two different databases and compare the results of both databases. (MLA International Bibliography, Ingenta, Academic Search Premier)

3. Present a complete citation with abstract for a document or an article on "family participation in Hawaiian language immersion programs in Hawaii schools." (ERIC)

4. Present a complete citation for a scientific study of people who "feel bad when the weather changes." Compare vocabulary: use two strategies one with CV and the other with NL. (PsycINFO, CINAHL)

5. What specifically are "performance consulting" and "human performance technology"? Compare vocabulary: use two strategies one with CV and the other with NL. (ABI/Inform, PsycINFO, Sociological Abstracts, Academic Search Premier, Ingenta, Business Source Premier, Emerald)

6. What do they advise for people diagnosed with "chronic fatigue syndrome"? Compare vocabulary: use two strategies one with CV and the other with NL. (CINAHL, Alt Healthwatch, Health Source, PsycINFO, Academic Search Premier, Ingenta, MedlinePlus)
SEARCH WORK 2: ENCYCLOPEDIAS

Use only encyclopedias to research the questions in SW 2. Consult the list in your 601 Bibliography under Encyclopedias then browse the shelves in call number order in the Ref. A’s, and other LC classifications for discipline encyclopedias. Use a variety of print and online encyclopedias but do not use the same title more than twice. Submit in a Google Document with annotated images showing search process.

Name your Document exactly like this: YourSurname-SW2-F13

To find online encyclopedias go to UH Electronic Resources (search for known titles); UH Libraries Online Encyclopedias (some general online encyclopedias and 170+ online disciplinary encyclopedia sources).

To search in online encyclopedias use Boolean operators to combine search terms; use stemming for NL; look for CV in a browse index and within article records.

** Do 1 and 3; 2, 5, or 9; + 1 other. (= four questions) Cite the title, publisher, and date of the source, access point (search term), and the page number of the answer.

1. Examine the indexes of Funk & Wagnall’s New World Encyclopedia, Encyclopedia Americana, Encyclopedia Britannica Online, Encyclopedia of World Art, and another online encyclopedia in order to determine which encyclopedia gives the most information on Dada or Dadaism. For each encyclopedia, include a-e in your process notes:
   a) Which encyclopedia index leads directly to articles about the artists associated with this movement?
   b) Identify the term used for the main entry and examine the main entry in all five encyclopedias. (DO NOT examine every related index entry for this topic in the five encyclopedias!)
   c) Describe the library user for whom each main entry is appropriate (assumed age group and expertise).
   d) What types of questions might a library user ask about Dadaism? For what purposes might library users need the information in the main entry? Frame questions that reflect the level knowledge represented in the specific encyclopedia.
   e) Which encyclopedias would you recommend as a starting point for a college sophomore writing a 10-page term paper on Dadaism? Give your reasons and their basis.

2. Which encyclopedias contain a copy of the U. S. Constitution? Facsimile or text only? Check several sources including online encyclopedias.
3. Examine one of the foreign encyclopedias on the 601 bibliography list. What impressed you about the encyclopedia? For what purposes might library users find it useful?

4. Who introduced the term "folklore" into the English language? Check several sources. Remember: use only encyclopedias!

5. What time period does Japanese literature cover? Check several sources including online encyclopedias and compare dates and comment on the differences.

6. Name three American philosophers whose names are most frequently associated with the movement known as "pragmatism"? Check several sources.

7. Although Ralph Shaw had a reputation in the library field as a technocrat, what was his message concerning machines? What is his relationship to LIS (formerly Graduate School of Library Studies) that is not included in his biographical sketch? Where is this information found in this encyclopedia?

8. The performing arts of Sri Lanka in the 20th century typically combine what art forms? Check several sources. What is the best encyclopedia for this topic? Why?


10. Go to Wikipedia and look up a topic you know a lot about. Review the article then click the History tab and review the edits to that article. Click the Discussions tab to see how the writers negotiate which information is best for the article. Give your assessment of the article content, bias, completeness, correctness, and usefulness. Are you aware of information or references that should be added to or removed from the article?
SEARCH WORK 3: BIBLIOGRAPHIES

To select sources consult the 601 Bibliography: p. 10 Indexes to Book Reviews; UH Libraries Book Reviews (free and subscription fee online sources). HINT: Use professional periodical index databases to find book reviews. You may also use earlier editions of print sources. In your process notes, show access points used in each source with annotated screen captures and photos.

Name your Document exactly like this: YourSurname-SW3-F13

To search in online bibliographic databases use Boolean operators to combine search terms; use stemming for NL; look for CV in a browse index or online thesaurus.

** Do 1 and 2; 3 or 4; +1 other of your choice. (= four questions.) Include title, publisher, and date of source, and page number of answer.

1. Use Guide to Reference database to locate reference sources for biographical information on American artists of the 1950’s. Cite two sources and GRB category name. HINT: Use the Browse search to access via discipline and form.

2. Use Guide to Reference database and cite a reference work that includes significant information relating to Hawaii. Briefly describe the Hawaii content. HINT: Use Keyword search.


4. Find three reference book reviews of the New Encyclopaedia Britannica. Do all of the reviews taken together give you adequate information to make a selection decision for a small public library? Use professional periodical index databases to find book reviews.

5. Find any in print editions of Hans Christian Andersen's The Nightingale. Cite 3-4 and give prices. What is the best, most inclusive search term(s)? Why? Search Global BIP database via HSPLS.

6. How many editions of Mark Twain’s Huckleberry Finn are currently in print? Search Global BIP [Books in Print] database via HSPLS.

7. How many books in print are there on the Hussites? Follow any cross references or related headings. Search Global BIP [Books in Print] database via HSPLS.


9. Growing Up In Religion by Evelyn Derry was published in London in 1962. Who was the publisher?
# Web Content Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation of Web documents</th>
<th>How to interpret the basics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Accuracy of Web Documents</strong></td>
<td><strong>Accuracy</strong></td>
</tr>
<tr>
<td>- Who wrote the page and can you contact him or her?</td>
<td>- Make sure author provides e-mail or a contact address/phone number.</td>
</tr>
<tr>
<td>- What is the purpose of the document and why was it produced?</td>
<td>- Know the distinction between author and Webmaster.</td>
</tr>
<tr>
<td>- Is this person qualified to write this document?</td>
<td></td>
</tr>
<tr>
<td><strong>2. Authority of Web Documents</strong></td>
<td><strong>Authority</strong></td>
</tr>
<tr>
<td>- Who published the document and is it separate from the &quot;Webmaster&quot;?</td>
<td>- Find the credential of the author.</td>
</tr>
<tr>
<td>- What institution is this site affiliated with?</td>
<td>- Identify where the site is published.</td>
</tr>
<tr>
<td>- What is the domain name?</td>
<td>- Find the domain name</td>
</tr>
<tr>
<td>- Does the source of the site possibly affect the authority of the information provided?</td>
<td>- .edu is for all educational institutions</td>
</tr>
<tr>
<td></td>
<td>- .gov is for all U.S. government sites</td>
</tr>
<tr>
<td></td>
<td>- .mil is for all U.S. military sites</td>
</tr>
<tr>
<td></td>
<td>- .com, .net, &amp; .biz are for commercial sites</td>
</tr>
<tr>
<td></td>
<td>- .org &amp; .info are for organizations &amp; informational sites</td>
</tr>
<tr>
<td></td>
<td>- .name is for personal sites</td>
</tr>
<tr>
<td></td>
<td>- .kids is for evaluated sites that are kid-friendly</td>
</tr>
<tr>
<td><strong>3. Objectivity of Web Documents</strong></td>
<td><strong>Objectivity</strong></td>
</tr>
<tr>
<td>- What goals/objectives does this page meet?</td>
<td>- Determine if page is a mask for advertising; if so information might be biased.</td>
</tr>
<tr>
<td>- How detailed is the information?</td>
<td>- View the Web page as you would an infomercial on television and search for clues about their standpoint on the information provided.</td>
</tr>
<tr>
<td>- What opinions (if any) are expressed by the author?</td>
<td>- Identifying the domain name may also be useful here.</td>
</tr>
</tbody>
</table>
4. **Currency of Web Documents**

- When was it produced?
- When was it updated?
- Do the links on the site still work or do they not retrieve a current site?

**Currency**

- Note how many links are dead or alive.
- Identify if the links are updated regularly or if there is information about updates.
- Double check the information to see if it is out of date.

5. **Coverage of the Web Documents**

- Are the links (if any) evaluated and do they complement the documents theme?
- Is it all images or a balance of text and images?
- Is the information presented cited correctly?
- Is it free, or is there a fee, to obtain the information?

**Coverage**

- Identify if you need a password or special software to access more of the site.
- If the site requires special software to view the site, find out how much memory you need, the type of connection and any costs required.
- Evaluate the ‘look’ of the site. Some sites aim to entertain, others aim to inform.

**Putting it all together**

- **Accuracy.** If the page lists the author and institution that published the page and provides a way of contacting him/her, and . . .
- **Authority.** If the page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net), and . . .
- **Objectivity.** If the page provides accurate information with limited advertising and it is objective in presenting the information, and . . .
- **Currency.** If the page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date, and . . .
- **Coverage.** If information can be viewed properly--not limited to fees, browser technology, or software requirement, then . . .

**YOU CAN MAKE A FAIR EVALUATION OF A SITE FOR YOUR PARTICULAR RESEARCH PURPOSE**

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*Created by Jim Kapoun, reference and instruction librarian at Southwest State University, and published in College and Research Libraries News, (July/August, 1998):522-523. Tweaked and added to by Yvonne Nalani Meulemans, UH LIS Program, LIS 665, Fall 2001*
Use the Web search engines google.com and bing.com to look for information. Use both search engines for each question and compare the results. Search for sites you do not already know.

Illustrate your search process with annotated screen captures.

Name your Document exactly like this: YourSurname-SW4-F13

Do questions 1, 2, or 3; 4, 5, or 6; and 7, 8, or 9. (= three questions and six searches.) For each question use the Web site evaluation criteria on the previous pages (pp. 16-17) to give an analysis of the chosen sites.

I. Answer these questions about each search and include a-f in your process notes:

   a. In Web search engines do concept analysis; use Boolean operators to combine search terms; use stemming with NL; use quotes to “enclose NL phrases” making sure phrases are grammatical.

   b. Present the strategy that worked best to focus the results.

   c. Did you get the same sites with each search engine?

   d. Did you revise your search at any time? How many times? In what way?

   e. How easy was the information to locate?

   f. What problems or obstacles did you encounter?

II. Assign evaluation ratings to one Web site for each of the three questions (use the Web site evaluation criteria on pp. 16-17): Accuracy, Authority, Objectivity, Currency, & Coverage. Use these criteria headings on your answer and provide one numerical score and a justification for the rating on each criterion for three (3) Web sites.

1. Find the official site for the Olympics. What questions could be answered using the information from this site?

2. Find the official site for NASA. What questions could be answered using the information from this site?

3. Find the site for the Discovery channel. What questions could be answered using the information from this site?
4. Search the Web and report on a site that you think would be useful to librarians in providing reference service to students and/or teachers in a **school** library. Identify the grade level (K-12). What would students and faculty use it for? Describe what you find useful about the site and use the Web site evaluation criteria to give an assessment of the site and assign qualitative numerical values for each of the evaluation criteria.

5. Search the Web and report on a site that you think would be useful to librarians in providing reference service to adults or children in a **public** library. Describe what you find useful about the site and use the Web site evaluation criteria to give an assessment of the site and assign qualitative numerical values for each of the evaluation criteria.

6. Search the Web and report on a site that you think would be useful to librarians in providing reference service to students and/or faculty in an **academic** library. What would students and faculty use it for? Describe what you find useful about the site and use the Web site evaluation criteria to give an assessment of the site and assign qualitative numerical values for each of the evaluation criteria.

7. Search and find the official **Hawaii state government** site. Describe what you find useful about the site and use the Web site evaluation criteria to give an assessment of the site and assign qualitative numerical values for each of the evaluation criteria.

**Answer one:**

- How many public libraries are there in the State?
- How many Farmer’s Markets are held regularly?
- Which company is the top employer or has the most employees?

8. Find some useful web sites that give objective information about **cults**.

9. Find some useful web sites that help you contact a **particular person**. Search your own name and examine the results of your online identity. Were you surprised by any of the information? Were there errors or outdated information?
SEARCH WORK 5: DICTIONARIES

Answer the following questions. Consult the 601 Bibliography, Dr. Jacso’s Dictionaries Polysearch (free sources) and UH Libraries Online Dictionaries (free and subscription sources). Illustrate your search process with annotated screen captures and photos.

** Do question 9. + 2 others (3 questions minimum). Cite title, date, and page number (print) of source for each answer. Compare two or more sources and use both print and online dictionaries to compare entries for each question.

To search online dictionary sources use Boolean operators to combine search terms; use stemming for NL; use quotes to “enclose grammatical NL phrases”.

Name your Document exactly like this: YourSurname-SW5-F13

1. What is "greenmail" in American slang? Compare two or more sources and use both print and online dictionaries to compare entries.

2. Give an example of the definition "tackle successfully" for the word negotiate. Identify the source of the defining example. Compare two or more sources and use both print and online dictionaries to compare entries.

3. What is the term for mutilating a book by cutting out illustrations? Compare two or more sources and use both print and online dictionaries to compare entries.

4. How did the word maverick originate? What is the first meaning of the word? What is the first recorded use of the word? What is a second meaning of the word? Compare two or more sources and use both print and online dictionaries to compare entries.

5. The word bard came into use in the English language from what other language? What is the earliest recorded use of the word in English? What is the meaning of the word in this reference? What is the second, less poetic meaning of the word? Compare two or more sources and use both print and online dictionaries to compare entries.

6. What is the first recorded use of the word xerox in the English language? Compare two or more sources and use both print and online dictionaries to compare entries.

7. Name two other associations, besides the American Library Association, that use the acronym ALA. Compare two or more sources and use both print and online dictionaries to compare entries.

8. Look up reference in the index of Roget’s Thesaurus. Look up its entry numbers in the Thesaurus. Approximately how many other words have a meaning similar to reference? Don’t write more than five examples.

9. Look up and summarize the definition(s) for the Hawaiian word manoa in the Hawaiian dictionaries site. Compare the definitions in three of the dictionaries. http://ulukau.org/english.php
SEARCH WORK 6: GEOGRAPHIC SOURCES

Use a combination of print and online maps, consult 601 Bibliography, UH Libraries Online Map Sources. ** Do 1; 3 or 4; + one other of your choice. (= three questions.) Cite title and date of source for each answer.

To search in online geography sources look for place name index or subject guide for the CV; use stemming for place name ending variations.

Illustrate your search process with annotated screen captures and photos.

Name your Document exactly like this: YourSurname-SW6-F13

1. Which geographic sources on the 601 or online list give the population of Honolulu? Check at least 5 sources, cite the source and population given in each. How do you account for the differences? What sources that you studied earlier might be more useful in looking for recent population figures?

2. Is shoe production still listed as a major industry in the Boston area (Columbia Gazetteer of the World 2008)? Does Merriam-Webster's Geographical Dictionary give any information about the shoe industry in the Boston area?

3. Compare The Times Atlas of the World with any of the Rand-McNally world atlases and an online map. Comment on the quality of the maps, special features, and your preference for one or the other. What types of libraries might purchase them or link to them?

4. Do you think Goode's World Atlas is a worthwhile addition to a classroom library? At home? Why or why not? Compare to a similar online map.

5. Use the GeoRef database to find an article describing the historic eruption of mount Anatahan in 2003.

6. Explore the U.S. Census Geography site. Describe an interesting resource you found there. What would you use it for in reference?

7. Explore Google Maps by looking up a place in Hawaii. Compare the street, terrain and satellite views for the location. Find TheBus routes for the area. Describe how this site could be useful in reference service.
Use only ready reference sources for these questions. Do not use encyclopedias. Use a variety of sources and do not answer several from the same source. Consult the list in the 601 Bibliography and UH Libraries Quotation Sources. Sure, many of these can be answered in other kinds of sources, but practice using the ready reference tools because they are designed to be efficient. You may use earlier editions. Cite the title, publisher, and date of each source, and the page number of the answer. ** Do 3 questions minimum. Compare two or more sources per query.

To search online ready reference sources use Boolean operators to combine search terms; look for browse indexes; use stemming for NL; use quotes to "enclose NL phrases" making sure phrases are grammatical.

Illustrate your search process with annotated screen captures and photos.

Name your Document exactly like this: YourSurname-SW7-F13

1. Who originated the idea of Mother’s Day? What is the date and location of the first Mother’s Day? What is the symbolism of pink or white carnations worn on that day? Consult at least two different sources, one print and one online.

2. What is the address of an association called the Beer Can Collectors of America? When was it founded? How many members does it have?

3. What are the zip codes for Hollywood, Florida? (Use the Zip Code Directory because almanacs do not give complete information).

4. What has Ralph Nader been in the news for lately? (Facts on File in Ref Stacks or online LexisNexis Academic)

5. Who won the Nobel Prize for Peace in 1989?

6. When did Fiji become an independent nation within the British Commonwealth? (print or online sources.

7. Who holds the world record for the longest time spent baton twirling? Each edition of GBWR contains different record holders for different activities, so you may have to search prior editions.

8. Who said, "We have found the enemy and it is us.”? How do you know if the quote correctly stated here?

9. Who said, "The unexamined life is not worth living.”? How do you know if the quote correctly stated here?

10. What results announced in 2012 of Bowker's Global eBook Research study would be useful for librarians?
SEARCH WORK 8: BIOGRAPHY SOURCES

Consult the 601 Bibliography to answer these queries. **Do 1 or 2 (Use BGMI, Dr. Jacso’s Biography Polysearch, and UH Libraries Online Biography Resources); 3 or 4; and 5, 6 or 7 (=three questions). Cite title and date only for sources.

Note: The Biography and Genealogy Master Index (BGMI) is available in print and online. BGMI indexes thousands of biography sources and biographies published in well-respected journals. BGMI gives only citations to the sources of the biographies so one must go to the cited sources to read the biography entries, either in the library stacks or in the cited online biography source.

Search in online biography sources using surname in an alphabetical browse strategy; use stemming for name ending variations.

Illustrate your search process with annotated screen captures and photos.

Name your Document exactly like this: YourSurname-SW8-F13

1. Use BGMI and one other online biography index source. Cite three sources of biographical information from each index on Abraham Lincoln. Look-up and read the biographical entries in two of the listed sources, one found in BGMI and one from another online biography source. Compare their scope and coverage. List some different uses for each.

2. Use BGMI and one other online biography index source. Cite three sources of biographical information from each index on Barak H. Obama. Look-up and read the biographical entries in two sources, one found in BGMI and one from another online biography source. Compare their scope and coverage.

3. Cite a recent scholarly source of information about Johann Chrysostom Wolfgang Amadeus Mozart. How do you know it is scholarly? (Use the criteria on pp. 5-6.) Print Biography Index lists book-length biographies, chapters on people, and scholarly journal articles on some aspect of a person’s life. [In print through 1991: Z5301 .B52]

4. Cite a scholarly article with a bibliography on Sir Winston Churchill. How can you tell whether it is scholarly? (Use the criteria given previously pp. 5-6.) Print Biography Index lists book-length biographies, chapters on people, and scholarly journal articles on some aspect of a person’s life. [In print through 1991: Z5301 .B52]

5. Where was the actress Ruth Gordon born?

6. Use a biographical reference tool to cite a source of literary criticism of Maya Angelou’s I Know Why the Caged Bird Sings.

7. Cite a biography of Princess Victoria Ka’iulani. Who were her mother and father?
SEARCH WORK 9: GOVERNMENT DOCUMENTS

** Do question [1 or 2]; [3, 4, 5, or 6]; [7, 8, or 9]; 10; and one of the rest (= five questions).
Cite the source of the answer unless given in the question. Consult UH Libraries Online Government Documents Sources.

To search in online government sources use Boolean operators to combine terms; look for subject guides and browse lists of CV; use stemming for word variations.
Illustrate your search process with annotated screen captures and photos.

Name your Document exactly like this: YourSurname-SW9-F13

1. Go to the U.S. Government Catalog Web and search for materials on peace or the Peace Corps. Is it easy to use? Are there any problems seeing or understanding on-screen instructions? Do you think any library user could use it without difficulty? How much material is retrieved in this search? (If catalog is down, use usa.gov instead.)

2. Use Statistical Abstract of the United States (online or print format) to locate statistical information on libraries. What types of library statistics are available?

3. Use ProQuest Congressional and cite a recent document on the Keeping the Internet Devoid of Sexual Predators (KIDS) Act of 2007.

4. How are the statistics for campus crime in California organized in Crime in the United States? How does one locate campus crime statistics in that source?

5. According to the CIA World Factbook, (print or online format) what disputes is Somalia engaged in? What is the literacy rate there? What is the religion?

6. What is the address for the EPA (print or online format)? (If link does not work, use usa.gov instead.)

7. Browse systematically through an edition of the Public Papers of the President. Give examples of reference questions that might be satisfied by using this source. (If link does not work, search for this topic on usa.gov instead.)

8. Browse systematically through recent editions of both the Monthly Labor Review and the FDA Consumer. Give examples of reference questions that might be satisfied by using these sources.

9. Browse systematically through recent editions of the FBI Law Enforcement Bulletin. Give examples of reference questions that might be satisfied by using this source.

10. Explore the Census Bureau’s web site. What kinds of data are available? Find the current population of Hawaii and examine its Area Profile under QuickFacts. What sort of information is provided that could be useful in reference service?


12. Do a search on drunk driving in the following search engines: USA.gov, Fedstats, and Catalog of Government Publications. Compare your results. (If catalog is down, compare your results for the first two search engines only.)

13. Look at the research guide to U.N. documentation, then explore the U.N. Web site. How easy is it to use? Can you find the full text of resolutions on this site?