CHAPTER 11 Practicing the Principles of Research DRAFT FOR 4TH EDITION

LEARNING OUTCOMES

Students can identify library databases used to find books, general periodicals, subject specific periodicals, newspapers and Internet sources.

Students can follow a systematic approach to a research topic including identifying and narrowing the topic, find books, periodical and Internet sources, evaluating the source and listing information that should be cited.

Students can access library resources from an off campus site.

Students can explain how to evaluate an internet site for accuracy, authority, objectivity, currency and coverage.

Students can indicate the appropriate use for Kane's Famous First Facts, World Almanac, Statesman's Yearbook, Congressional Directory, Statistical Abstract of the United States, Bartlett's Familiar Quotations, and Benet's Readers Encyclopedia.

Students can locate reliable biographical sources by using various library biographical databases.

Note to MTSU Students: Begin here for Assignment 2

Using the Resources in the Library

As a college student in what is often called the information age, you find that you sometime have too much information to deal with. The very volume of information available makes it necessary to find ways sort through enormous amounts of information and find what is relevant. Databases in your college library provide valuable resources that the will help you with this task. Practice using some of these databases should build the confidence and skill you will need for assignments that require research. Each college library is unique. But there are basic resources in all libraries that you will need to use with proficiency, no matter how large or small or technologically up to date your library is. If you have not already done so, take time to learn both what resources are available in your library and how to access them, so that when you need them, you won’t have to stop and learn them. On some campuses, there is a library orientation. In addition, there will probably be handouts and printed instructions, or you can ask the librarians to help you. Do not hesitate to ask. You are certainly not the first or only student who ever needed help.
Making it Concrete: **Using Databases**

When using the library, you will use many different databases. It is important that you have a concept of what a database is. A database is a collection of information usually gathered for the purpose of organizing like information into one place. The telephone book for your city is a database of the telephone users in that area with telephone numbers and addresses. The database that tells you what books and periodicals your library has is the library catalog, which is electronic in most libraries today. In the library you will also use databases for finding articles in journals and magazines and newspapers or databases for finding information about certain subjects such as education, medicine, or psychology.

Before we begin working with library databases, think of as many other databases you regularly use in you everyday life. (A database doesn’t have to be electronic.)

List some databases you use.

___________________________________  
___________________________________  
___________________________________  
___________________________________  
___________________________________  
___________________________________  

Let’s do some reflecting. A database is like ____________________ because  
it______________________________.

**A Systematic Approach To The Research Process**

The critical thinking skills you have developed are crucial when searching for specific information that you need amidst all the information that is available. It is important that you have a systematic, well thought out way of finding relevant sources. When you have an assignment that requires research you want to cover all your bases and get results as quickly but as efficiently as possible. There are several steps you can follow to ensure a minimum amount of frustration and results you can be proud of.
Step 1: **Identifying and finding background information on your topic.** The first step in research is to **identify and develop your topic.** The instructor who gave the assignment is the best source of information for determining your topic. Take time to discuss the assignment before you begin. Make sure you understand exactly what the assignment asks you to do and the scope of the research necessary. You have learned that the more you know about a subject the easier it will be to gather new information about it. An important step then is to make sure you have enough information about the topic before leap right in. This usually involves finding background information in one or more sources. The most common background sources are **encyclopedias and dictionaries** from the print and online reference collection. **Class textbooks** also provide background information. To make sure that you understand your topic and that you know specifically what you are looking for, it is a good idea to put it in the form of a question. For example, if your topic is global warming, you need to determine what it is you need to know about global warming. What causes global warming? What are the impacts of global warming? What solutions are there for global warming? What are some issues involving global warming?

Step 2: **Using the library catalog to find books.**

There are several types of sources of information in any library. The one we usually think of first is **books.** Depending on its size, your library has from several hundred thousand to several million books. The system used to organize and classify books may also vary. Your library will use either the Library of Congress Classification System or the Dewey Decimal System. They are usually shelved in stacks in the main collection, the reference section, or special collections. To find the location and call number for a book you will use your library catalog. You may find that you actually find too many books about your topic to use them all. Frequently review the question you developed about your topic to help you analyze the relevance of each source. When you use a book for research, you want to check the date it was written and the credentials of the author. For example: Is it important that the information in the book be up to date? What is the author’s background? What makes him or her an expert on the subject? Also remember that when you use a book in your research, you will need to document it. Be sure to write down the entire title, the author’s name, and the date and place of publication as well as the publisher’s name. Also note what pages you use. Doing so will save you valuable time when you document your research.
Step 3: Use Indexes and databases to find periodical articles.

Periodicals are continuous publications such as journals, newspapers or magazines so called because they come out periodically (weekly, monthly, annually). **Scholarly journals** generally have somewhat academic appearance. Cornell reference librarian Michael Engle says that someone who has done research in the field or an authority on the subject writes the articles for these journals. The writers in scholarly journal use discipline specific language and assume that the reader has the background to understand it. “The main purpose of a scholarly journal, Engle says,” is to report on original research or experimentation in order to make such information available to the rest of the scholarly world.” Writers in scholarly journals authenticate their work by *always* citing their sources in the form of footnotes or bibliographies

**Substantive news or general interest periodicals** may have a magazine or newspaper format. Engle describes the content of these as having articles that are “often heavily illustrated, generally with photographs. News and general interest periodicals sometimes cite sources, though more often do not. A member of the editorial staff, a scholar or a freelance writer, may write articles. The language of these publications is geared to any educated audience. There is no specialty assumed, only interest and a certain level of intelligence. Commercial enterprises or individuals generally publish them, although some may be published specific professional organizations. The main purpose of periodicals in this category is to provide information, in a general manner, to a broad audience of concerned citizens”

**Popular periodicals** come in many formats, although often somewhat slick and attractive in appearance and contain lots of graphics (photographs, drawings, etc.). Engle says,” these publications rarely, if ever, cite sources. Information published in such journals is often second or third hand and the original source is sometimes obscure. Articles are usually very short, written in simple language and are designed to meet a minimal education level. There is generally little depth to the content of these articles. The main purpose of popular periodicals is to entertain the reader, to sell products (their own or their advertisers), and/or to promote a viewpoint.” The index or database you choose may vary depending on the type of periodical article you are looking for. Your library probably subscribes to thousands of periodicals. One reason for using periodicals in your research is that they are often more up to date than books; another is that the articles take less time to read than a book. Most libraries have copies going back to the early publication of the periodicals, either physically bound or on microfilm. If you
want a historical view of an event, don’t forget to research periodicals from the era in question. **Step 4: Finding Internet Resources**

The Internet is, of course, a virtual reference desk. By using a web browser, such as Netscape’s Navigator or Microsoft’s Internet Explorer, or a commercial information service, such as CompuServe, America Online, Prodigy, Genie, or Delphi, you should be able to find up-to-date information on almost any subject. Once you log on to your Internet provider, unless you know the URL of a specific site, you will use a search engine to locate sites that are related to your subjects. You may already be familiar with some search engines such as Google, AltaVista, Excite, Yahoo, AOLFind, HotBot, and Lycos. New search engines appear almost daily. In a recent random check, I located more than 15,000 search engines. A search engine is a type of software that creates indexes of databases or Internet sites on the basis of the titles of files, keywords, or the full text of files. The search engine has an interface that allows you to type what you’re looking for into a blank field. It then gives you a list of the results of the search. When you use a search engine on the Web, the results are presented to you in hypertext; this means you can click on any item in the list to get the file. Some sites allow you to use more than one search engine at a time. After using various search engines, you will find one or two that you prefer. Although the results will be similar, each search engine will probably identify some hits that are different.

A very important fact to remember is that a search engine cannot read your mind or weed out information you need. The search engine simply tries to locate sites that contain your search word, and these sites may or may not be relevant. The search engine Excite came up with 1,900,922 hits to my search for *time management*. The engine located anything with the word *time* or *management*. Critical thinking is extremely important in both performing and limiting a search and when evaluating the usefulness of a site on the Internet. It’s tempting to just get on the Web and surf. But you can waste a great deal of time if you don’t know what you are doing. Before you use any search engine, click on the *search tips* or *help* link for the engine you have chosen. Even if you have frequently used the Internet for research, you will find time savers and ways to minimize the number of hits you get that are not relevant to your search.

**Step 5: Evaluating Your Sources**

Evaluating the reliability and appropriateness of information and sources is crucial. The questions you ask about books, periodical and web pages will be similar. Later in the chapter you will be asked to take a virtual field trip to discover more about evaluating sources.
Step 6: Citing Your Sources

It is important that give proper credit to the source of information. Instructors will usually indicate whether to format the citations in your bibliography using examples from Modern Language Association (MLA) or American Psychological Association (APA). Follow the format chosen exactly as shown. It is extremely important to record the information you need as you are researching. If you don’t write down your source then, you may never find it again when you need it.
Finding Books

In order to find books for an assignment that requires research you will need to use your library’s catalog which is the database books and other materials found in the library. Because so many people use them, library catalog databases are generally user friendly. You will need to determine how to use your library’s system and then practice a bit to make sure you understand how to make it work for you.

Answer the following basic questions about finding books in your library.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>What system is used to catalog the books (Dewey decimal or Library of Congress)?</td>
</tr>
<tr>
<td>2.</td>
<td>Locate the explanation for classification system use by your library (LC System or Dewey). Then briefly explain how the call numbers are used to organize books.</td>
</tr>
<tr>
<td>3.</td>
<td>What is the name of your library’s electronic catalog?</td>
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<tr>
<td>4.</td>
<td>List the ways you can search when you do a basic search.</td>
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<tr>
<td>5.</td>
<td>What search tips or examples are given for a title search?</td>
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<tr>
<td>6.</td>
<td>What search tips or examples are given for a journal title search?</td>
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<tr>
<td>7.</td>
<td>What search tips or examples are given for an author search?</td>
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<tr>
<td>8.</td>
<td>Explain the difference between a keyword search and a subject search.</td>
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<tr>
<td>9.</td>
<td>List some ways to limit your search.</td>
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<tr>
<td>10.</td>
<td>How do you check the availability of a book?</td>
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<tr>
<td>11.</td>
<td>Can the computerized on-line catalog be accessed from outside the library? (If so, how?)</td>
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</tbody>
</table>
Using the Library Catalog

Use the library catalog in your library to find the following

Find a book about careers.

__________Title
__________Author
__________Call number
__________Number of pages
__________When published
__________Where published
__________Publisher
__________Is it illustrated?
__________Does it have a bibliography?
__________Is it currently available for checkout?
__________How do you check it out?

How many books does your library have by Toni Morrison? __________________________

Choose one and answer the following:

__________Title
__________Call number
__________Number of pages
__________When published
__________Where published
__________Publisher
__________Is it currently available for checkout?
Does your library have *The Floating Opera*? ________________________________

If yes, answer the following:

_________Author

_________Call number

_________Number of pages

_________When published

_________Where published

_________Publisher

_________Is it currently available for checkout?

_________How do you check it out?

We have said that encyclopedias and reference materials are good sources for background information. Don’t stop with the general encyclopedias; check the library catalog or ask your librarian for reference materials that might be useful.

Enter *encyclopedia* as a keyword search into the on-line computer. How many books are on the list?

____________________________

List several that are interesting to you.

*Remember: Encyclopedias are useful sources to provide background information on a topic.*
Below are five general topics for research. **Choose one. You will use this topic in several exercises so choose one you are interested in, or ask your instructor if you want to use another topic that interests you.**

First look up the topic in an encyclopedia to get some background information. Although you will not be required to do so in the practice exercises, can you think of ways to narrow your topic? What question might you research try to find the answer to? Next find two books that contain information about that topic.

<table>
<thead>
<tr>
<th>Topic Chosen</th>
<th>Question I want to find the answer to</th>
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<tbody>
<tr>
<td>Dyslexia</td>
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<tr>
<td>Eating Disorders</td>
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<tr>
<td>Subways</td>
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<tr>
<td>College Students</td>
<td></td>
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<tr>
<td>Memory and Learning</td>
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<thead>
<tr>
<th>Book 1</th>
<th>Author (or Editor)</th>
<th>Title</th>
<th>Place of Publication</th>
<th>Publisher</th>
<th>Date of Publication</th>
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<th>Book 2</th>
<th>Author (or Editor)</th>
<th>Title</th>
<th>Place of Publication</th>
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**Finding Periodicals**

Deciding which index or database to use may depend on the type and date of the periodical you need. Before databases were computerized, researchers used indexes such as the *Readers’ Guide to Periodical Literature* to find periodical articles on their subject. The *Readers’ Guide* indexes 300 popular magazines in yearly volumes. Other print version indexes such as the *Education Index, Humanities Index*, and *Social Sciences Index* are more subject-specific. With print versions of periodical databases you must physically find the periodical in the bound periodical section of the library or on microtext. However, most libraries will have an electronic database such as InfoTrac, EdscoHost, and ProQuest Direct (all of which are expanded academic indexes such as InfoTrac® OneFile or EBSCO ‘s Academic Search™ Premier), many of these databases will have the full text of the article on line. Because most electronic databases begin around 1980, you may need to use *Reader’s Guide* or other print version indexes if you are searching for articles before 1980. Or your library may have *Readers Guide Retrospective*, an electronic version which covers the years **1890-1982**.
**Practice with the Readers’ Guide**

Locate the *Readers’ Guide* in your library. Describe where it is and what it looks like.

Using the same used in the previous topic find *two* articles about it in the *Readers’ Guide*. As with books, you will need to write all your documentation the first time. It may be difficult and time consuming to try to locate the information you need at a later time. Be sure to note that you will locate the article *by the title of the periodical, not the title of the article*.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Dyslexia</th>
<th>Eating Disorders</th>
<th>Subways</th>
<th>College Students</th>
<th>Memory and Learning</th>
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<td>Article 1</td>
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<td>Title of article</td>
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<td>Article 2</td>
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<td>Author of article (if any)</td>
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**Example of how to fill in the table**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Article 1</th>
<th>Article 2</th>
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</thead>
<tbody>
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<td>Dyslexia</td>
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<tr>
<td>Memory and Learning</td>
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</table>

*Subject chosen*

Subheading (if any)

Title of article

Author of article (if any)

Title of periodical

Volume of periodical (appears before the colon)

Page number

Date of periodical

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11-11

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Draft for MTSU Students
You will find that the periodical resources available to you in computerized databases is expansive. For example, the *Readers’ Guide* indexes 300 popular periodicals; *InfoTrac OneFile*, Thomson Gale's electronic resource for access to periodical and news content, includes over 5,000 full-text titles (more than 9,200 titles in all). It contains full indexing of some of the world's greatest newspapers and 89 wire services covering worldwide current events. When you use the *Readers’ Guide* you must look separately at each yearly volume and then locate a hard copy of the periodical. When you use an electronic database, you direct the search to cover the years you want to research. *InfoTrac OneFile*’s integrated backfile coverage is from 1980 to the present. It is important to remember, then, if you need periodical resources before 1980 you will need to use Reader’s Guide or Reader’s Guide Retrospective. Remember that when you read the full text of an article online, you still need to cite the source of the original article. I cannot emphasize enough that writing down that information when you first access it will save you time and grief later.

What is a periodical?

1. Name 3 types of periodicals
2. 
3. Locate the electronic database for periodicals in your library and answer the following questions
   Name of the database.
   *(If your library has *InfoTrac One File*, put it in the blank.)*
   What specifically is indexed in the database—how many periodicals?
   What does it mean by full-text titles?
   What year does the database go back to?
   How do you access the database?
**Practice Using** Electronic Databases for Periodicals

Use the **electronic database** (*Infotrac OneFile* or the electronic database in your library) to find two articles on the **same subject** you chose in the Books and *Readers’ Guide* exercises.

*Choose the same topic used in the previous exercise.*

<table>
<thead>
<tr>
<th>Dyslexia</th>
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<tbody>
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<td>Subject chosen</td>
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<td>Article 1</td>
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<td>Title of article</td>
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<td>Author of article (if any)</td>
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<td>Title of periodical</td>
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<td>Page number</td>
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<td>Date of periodical</td>
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<tr>
<td>Is an abstract or the text available on-line?</td>
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| Article 2 |
| Subheading (if any) |
| Author of article (if any) |
| Title of periodical |
| Volume of periodical |
| Page number |
| Date of periodical |
| Is an abstract or the text available on-line? |
When you choose a major, you will find that there are discipline or subject-specific databases that narrow the scope of your search and are likely to be authoritative and reliable.

Some of the databases may be electronic, some on CDROM, and some print version. On your library’s website you will find a list similar to the one below (sometimes called a research gateway or gateway to databases).

Choose one of the following majors and list as many subject-specific databases and resources you can find on your campus.

Accounting  Engineering tech.  Nursing
Aerospace  Fashion/design  Nutrition/food science
Agriculture  Foreign languages  Philosophy
Anthropology  Geography  Physics
Art  Geology  Political science
Biology  History  Psychology
Business  HPERS  Radio/TV/photography
Chemistry  Journalism  Recording industry
Computer science  Law  Social work
Criminal justice  Literature  Sociology
Current issues  Mathematics  Theater
Education  Music  Women’s studies

Major or Subject  
Databases specific to that subject

What topic did you choose for the previous exercises?
What subject category from the list above could you search to find other databases for your topic?
Finding Newspapers

An additional source of information you may need to use in your research is newspapers or news periodicals. Most libraries subscribe to several major newspapers and have back copies on microfilm. Your library will probably have several electronic newspaper databases on-line. National Newspaper Index, Poole’s Plus and LexisNexis are a few. LexisNexis covers general news and information, and legal, business, and medical resources. It gives mostly full-text access to newspapers and magazine articles, state and federal law, company financial information, industry news and more and is a good place to start you search for news articles. If you don’t find full text on-line, you will have to read the article on microtext.

Practice Using Newspaper Sources

As practice using newspaper sources, use the same subject you used for periodicals from the following and find two news articles about that subject from different newspaper databases. Use LexisNexis or another newspaper database of your choice.

Choose the same topic used in the previous exercises.

<table>
<thead>
<tr>
<th>Dyslexia</th>
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<th>Subways</th>
<th>College Students</th>
<th>Memory and Learning</th>
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<td>Article 1</td>
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Newspaper Database
Newspaper

Headline of article

Date of Article

Page numbers of article

Short summary of article
For most of your research projects, you will use primary resources in the form of books, periodicals, and newspapers. You may also use the Internet. It is always a good idea to consult with the professor who assigned the topic or project for suggestions about types of sources he/she wants included and for what bibliographical format to use. Again, be sure to write down all information you will need to document your sources.

**Virtual Field Trip:** Internet Searches

Practice Using the Internet for Research

As practice using the Internet as a resource, use the same subject you used to practice finding books, periodicals and news articles. Find four web sites that will give you information about the subject from the following

Dyslexia  Eating Disorders  Subways  College Students  Memory and Learning

Subject chosen

Search engine used

URL of Website #1

Describe what information you found and how it was presented.

List who is responsible for the material on the site.

List date information was posted if you can determine it.

URL of Website #2

Describe what information you found and how it was presented.

List who is responsible for the material on the site.

List date information was posted if you can determine it.
As you search for resources to use, you should keep in mind the value and appropriateness a source adds to your search. The databases you use in the library for books, journals, and other resources have been reviewed, evaluated, and selected by scholars, but what about the sites on the Internet? The fact is that anyone can put virtually anything on the Internet. It doesn’t have to be truthful, reliable, or accurate.

Making Connections

Use your critical think skills to make a list of thing your should consider in deciding if a source is an appropriate source to use.
Then take the Virtual Field Trip below for other ideas.

Virtual Field Trip

**Evaluating Sites**

Go to http://www.mtsu.edu/~studskl/3evirtual-fieldtrips.html.

**Which Database?**

*Before you begin this exercise, make a list of the following:*

- Database you use to locate books
- Database you use to locate periodical articles
- Database you use to locate newspaper articles
- Database you use to locate subject-specific indexes
- Internet Search Engine

Knowing which database to use is the most efficient way for you to use resources; it will save you many hours in the library or on-line. Analyze the following and tell what the best database to use in your library is:

1. You need to know if your library has a book or books about astronomy.
2. You are looking for some general periodical articles about global warming.
4. Your education professor has asked you to research technology in the classroom.
5. For your nursing classes you need technical information about juvenile diabetes.
6. You want information about Alicia Keys.
7. You need the call number for *Benet’s Reader’s Encyclopedia*.
8. You want information about a recent accident in London.
9. You want weather information about your favorite ski resort.
10. You need general periodical articles about the candidates for the senate in your state.
Assignment 3 for MTSU students begins here

Quick References

Several terms ago, I conducted a survey of colleagues who teach general studies courses on my campus. I asked them which library reference books their students use most often. In the list that follows are the eight reference books cited most often by my colleagues. These reference books should be in any library. For each of them I have provided a brief explanation of the purpose of the book and one or more examples of information that can be found in the book.

Your assignment is to locate each book in your library and after investigating the index and contents, pretend that you are an instructor. Write a question that you want your students to answer by using the book and include the answer. Use the most recent copy you can find.

1. Joseph Nathan Kane’s *Famous First Facts* records first happenings, discoveries, and inventions in the United States. You could use this book to find out who was the first African American woman to be awarded a medical degree.
   
   Call number ____________________________
   
   Your question and answer:

2. The *World Almanac and Book of Facts* is probably the most comprehensive and most frequently used U.S. almanac of miscellaneous information. It is published yearly. You might use it to discover the world’s tallest building, the zip code of a certain city, or the parent company for Jim Beam whiskey.
   
   Call number ____________________________
   
   Your question and answer:
3. *The Statesman’s Yearbook* contains information on the countries of the world (large and small) including history, area and population, constitutional government, defense, international relations, economy, energy and natural resources, industry and trade, communications, justice, religion, education, and welfare. It is published yearly, so it often contains the most up-to-date information on a country. You might use *The Statesman’s Yearbook* to determine the currency of Greece, the official language of Malta, or the area in square miles of Rwanda.

Call number ____________________________

**Your question and answer:**

4. *The Congressional Directory* contains biographical sketches of members of the U.S. Congress, the president’s cabinet, a section on the diplomatic and consular service, and small maps showing congressional districts. You might use the most current to find who is your U.S. representative.

Call number ____________________________

**Your question and answer:**

5. *The Statistical Abstract of the United States* as prepared by the chief of the Bureau of Statistics is a standard summary of statistics on the social, political, and economic organization of the United States. It is published annually. Use this reference to determine the median family income in the United States or the life expectancy for a white female born in 1960.

Call number ____________________________

**Your question and answer:**
6. The *United States Government Manual* is the official handbook of the federal government. It contains comprehensive information on the agencies of the legislative, judicial, and executive branches of government. In it you can find out who the secretary of the interior is or the chairperson of the Tennessee Valley Authority.

   Call number ________________________________

   **Your question and answer:**

7. *Benet’s Reader’s Encyclopedia* contains short articles on writers, scientists, and philosophers of all countries and periods, as well as literary expressions and terms, and plots and characters of famous works. It is a reference that will be extremely useful in a literature course. In it you can determine the pen name of Charles Lamb or find an explanation of existentialism.

   Call number ________________________________

   **Your question and answer:**

8. *Bartlett’s Familiar Quotations* is arranged chronologically by authors with exact reference to the source of each quotation. The index contains an average of four to five entries for each quotation. You can use it to find a quote about mothers or to find out who said, “We live and learn, but not the wiser grow.”

   Call number ________________________________

   **Your question and answer:**

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**Biographical Resources**

Often you will need to find biographical information about someone but may not know where to start. There are probably several electronic databases in your library specifically for finding out information about people. The *Biographical Resource Center* is one of these sources. The
**Biography Resource Center** combines more than 415,000 biographies on more than 325,000 people from over 880 volumes of more than 135 respected Gale Group sources such as *Contemporary Authors, Encyclopedia of World Biography, Newsmakers, Contemporary Theatre, Film, and Television, Contemporary Musicians, Historic World Leaders, Notable Twentieth-Century Scientists, Contemporary Black Biography, Religious Leaders of America, International Dictionary of Art and Artists,* and *Writers Directory,* with full-text articles from more than 270 magazines including *American History, The Christian Century, Saturday Night,* and *U.S. News & World Report.*

**Directions:**

1. Choose one of the people listed below.
2. Locate that person in **Biography Resource Center** or other electronic biographical database.
3. List three sources referred to by **Biography Resource Center.** Be sure you list the entire name of the publication, not just the abbreviation.
4. Find the four specific facts about the person in at least one source listed.
5. List four facts about that person and the source of your information.

Dietrich Bonhoeffer  
Maya Angelou  
Jeff Bezos  
Johnny Carson  
John J. Ratey  
Jean Piaget  
Chet Baker  
Ralph Lauren  
Benedict XVI  
Cleveland Amory

Three sources listed in **Biography Resource Center**

Four Facts about _____________________________

(If source other than Resource Center used, list here.)

1. 1.
2. 2.
3. 3.
4. 4.
Exercise for Quick References

Matching: To test how well you remember what is in each of the reference books, match the question to the book that would be most useful in finding the answer.

a.  *Kane’s Famous First Facts*
b.  *World Almanac*
c.  *Statesman’s Yearbook*
d.  *Congressional Directory*
e.  *Statistical Abstract of the United States*
f.  *United States Government Manual*
g.  *Bartlett’s Familiar Quotations*
h.  *Benet’s Reader’s Encyclopedia*
i.  *Biography Resource Center*

Using the above list, where would be the most efficient place to find the answers to the following questions? Put the letter in the blank.

____  1. Who are the two main characters in Toni Morrison’s *Jazz*?
____  2. For what is Andy Warhol famous?
____  3. What is the source of this quote: “All animals are equal, but some animals are more equal.”
____  4. What are the trends in the cost of postsecondary education?
____  5. What U.S. government department issues passports?
____  6. Where was the first ice cream cone served?
____  7. What is the currency in Bhutan?
____  8. What are the names of the planets in our solar system?
____  9. How many representatives does California have in Congress?
SUMMARY

What is a database?

Name six steps used systematically approach a research project.
1. ___________________________________
2. ___________________________________
3. ___________________________________
4. ___________________________________
5. ___________________________________
6. ___________________________________

What is the primary database in your library for books?

In your library what is the primary database for general periodicals?

What are some databases for subject-specific periodicals?

What advantages may periodicals have over books?

Name two databases you can use to find articles from newspapers.
1. ___________________________________
2. ___________________________________

Choose one search engine and explain how to use it to perform a subject search on the Internet.

What are four things you should consider when evaluating a web site. (You will need to take the Virtual Field Trip for Evaluating Sources.)
1. ___________________________________
2. ___________________________________
3. ___________________________________
4. ___________________________________