

Name _____ Instructor _____

Date _____ Course/Section _____

Hartnell College Library

www.hartnell.edu/library/

Library Skills Exercise: Using Electronic Resources

Hartnell Online Catalog

Access from the library's web page under "Online Catalogs & Digital Library Resources"

Read the search and help screens. If you need help, ask a Reference Librarian.

Basic Search Use to find books by title, author, keyword and Library of Congress subject headings

1. Select "**Basic Search**" and look for books by **Arnold Schwarzenegger**. List the title of one book, not video, by this author that the library owns.

2. What is the call number for this book?

3. Where in the library is this book located?

4. What is the "status" of this book?

- 5-7. List the publication information--publisher, city of publication, and publication date for this book:

Still using "basic search," look for books by **subject heading**. Search for the subject heading—**local government California**. For one of the books listed, provide the following information below:

8. Complete book title: _____

9. Author: _____

10-12. Publication information—city of publication, publisher & date:

13. Call number:

14-15. Location:_____ Status:_____

Search by **keyword** for the keyword phrase—“**California government**”
Put quotation marks around these words to indicate a phrase search. Fill in the blanks below for one book title that you find.

16. Complete book title:_____

17. Author:_____

18. Call number:_____

19-20. Location:_____ Status:_____

Combination Search: Find books by a using a “fill-in” form

Do a **Combination Search** and look for books about **elections** and **California**. Fill in the blanks below for one book title that you find.

21. Complete book title:_____

22. Author:_____

23-25. Publication information—city of publication, publisher & date:

26. Call number:_____

27-28. Location:_____ Status:_____

 **EBSCOhost MasterFILE Premier and Academic Search Premier** 

Access from the library’s web page under “Article Databases”

Do a keyword search for **California** and **community colleges**. Be sure to type the different search terms in separate boxes (EBSCO supplies the “and” for you). Locate a recent article and fill in the blanks below.

29. Title: _____

30. Author: _____

31. Source/title of the periodical: _____

32. Source/date of periodical: _____

33-34. On which page does the article begin, and how many pages long is the article? _____

35. Does Hartnell subscribe to this periodical? Look under "Notes" --Is it "held" locally?

Ethnic NewsWatch

Access from the library's web page under "Article Databases"

Select English or Spanish interface. Do the same keyword search that you did in EBSCOhost for **California** and **community colleges**. Results are not displayed by date. To sort your articles by the most recent date, click on the pull-down menu "Sort results by:" button and select "Most recent first." Now locate a recent article and fill in the blanks below.

36. Article title: _____

37. Author: _____

38. Publication title (periodical): _____

39. Publication date: _____

40. Page number (look under "Publication title"): _____

ProQuest Newspapers

Access from the library's web page under "Article Databases"

Do a "Basic Search" for current newspaper articles about **California** and **education** and **quality**. Choose one article that discusses this topic. Fill in the blanks below.

41. Article title: _____

42. Edition (look at the end of the article headline/title): _____

43. Author: _____

44. Publication title (name of newspaper): _____

45. Date of the article (look under "Publication title"): _____

46. Page number (look under "Publication title"): _____

 **CQ Researcher** 

Access from the library's web page under "Article Databases"

Search for articles about the **No Child Left Behind Act**. Select an article that provides in depth coverage of this topic. List the information below for the article you selected.

47-48. Title and subtitle of the article: _____

49. Author: _____

50. Date: _____

 **Citing Your Sources Using MLA Style** 

Documenting your sources is an important part of the research process. Crediting sources and providing evidence of research are some of the purposes of bibliographic citation. There are a variety of citation styles, but currently humanities disciplines favor the MLA style.

The library's instructional handout, *Information Literacy 3: How to Cite Information Using MLA Format*, and the link on the library's web site, *How to Cite Information*, offer MLA citation examples. The 6th edition of the *MLA Handbook for Writers of Research Papers* has the most complete information. This volume is available for library use at the Reference Desk.

51-55. Using MLA format, correctly cite one of the books or articles you located in this assignment. Be attentive to spelling, punctuation, capitalization, spacing, and indentation.
