



**Selkirk  
College  
Library**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### **Important: Read This**

This PDF document contains fillable form fields.

- Complete this document using a PDF reader. We recommend Adobe Reader or Adobe Acrobat. *Do not complete this document in your browser!*
- Save this document as a .pdf file before proceeding. Be sure to include your name in the filename.
- **Open the saved file in a PDF reader to continue.**

## **Library Research: A Workbook**

Library research is an important skill for student success. This assignment will take you step-by-step through the research process.

In completing this workbook you will learn how to find books and articles that you can use in writing a research paper for English 110 or for another course.

FYI: Sections marked FYI are “for your information.”

A Librarian from Selkirk College will be evaluating your completed assignment. Contact us for assistance.

### **Contact Us**

Selkirk College Librarians are available to help you with your research. We can assist you by email, by phone, or in person at the Castlegar campus.

- Email: [reference@selkirk.ca](mailto:reference@selkirk.ca)
- Phone: 1-888-953-1133 ext. 21229 (or ask for the Library)
- Phone: (250) 365-1229 (local call)
- Online: <http://library.selkirk.ca/>

## Step 1: The Search Plan

Have a plan before beginning your research. There are 3 parts to a search plan:

### 1. Topic

Pick a topic that interests you.

- Example: CRISPR (genome editing technology)

### 2. Research Question

What do you want to know about your topic? What question do you want to answer?

**Tip:** A research question should not be too simple. It shouldn't be answered by yes or no.

Example: What is CRISPR?

- The answer is a fact, and can be found in a single source.

**Tip:** A research question should not be too broad, or too big.

Example: What are the potential uses of CRISPR?

- There are many potential uses for CRISPR. A book could be written on this.

#### Sample research question:

“How could CRISPR genome editing technology affect treatment for genetic diseases?”

### 3. Search Terms

Identify the main concepts of your research question. These will be your **search terms**.

**Tip:** Use nouns. Search terms should be single words or short phrases.

Search Terms					
<i>Line 1: Identify the main concepts from your research question.</i>					
1	CRISPR	AND	treatment	AND	genetic diseases
<i>Line 2: Think of alternate terms (or synonyms) for these concepts.</i>					
2	genome editing	AND	cure	AND	genetic disorders

- We have identified 6 search terms that can be used to find information in library databases.

## Step 1: My Search Plan

Make a plan before beginning your research. Write your search plan out here:

a) **Topic**

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b) **Research Question**

*What do you want to know about your topic?*

**Tip:** See page 2 for important tips & examples

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c) **Search Terms**

Identify the main concepts of your research question. *Tip: circle or highlight them.*

- Use nouns
- Search terms should be single words or short phrases

*See page 2 for tips & examples*

Search Terms				
<i>Use the main concepts from your research question to plan your first search. Write down two or three search terms.</i>				
1		AND		AND
<i>Write down alternate search terms. These will be synonyms or related concepts.</i>				
2		AND		AND

► Use your Search Plan to find information on your topic in library databases.

## Step 2: Finding Books & Articles

### Using Discovery

The Library subscribes to many databases that you can search to find journal and magazine articles, as well as books. These databases can be accessed on campus or remotely.

### Remote Access

You can access Library databases remotely using:

- Your home computer
- A wireless device on campus

### Login

You will be prompted to login when you try to access Library databases from a personal computer. Login using your campus wide login (CWL).

### Discovery

Discovery is a tool that allows you to search all library collections in one search. This includes our article and our book databases.

### Books

Search Discovery to find a **book** or **ebook** (electronic book) on your topic. Find books that will help you answer your research question.

Step 1: Go to the Library homepage > <http://library.selkirk.ca>

To access Discovery: Under FIND choose > **Discovery: Search All**

Step 2: Choose your search terms

**Tip:** See your *Search Plan* (page 3)

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2<sup>nd</sup> search term (optional): \_\_\_\_\_

Step 3: Type 1 or 2 search terms in the search boxes.

**Tip:** Combine your search terms using **AND**. Click **search**.

Step 4: Limit your results to the **Book Catalogue**.

**Tip:** *The book catalogue is a database of all of the books available in the Library.*

**Limit To** ▼

Available in Library Collection

Academic (Peer Reviewed) Articles

Book Catalogue

Find the Book Catalogue limiter in the left column.

- **How many titles did you find?** \_\_\_\_\_

**Tip:** *If your search did not get any results you may need to use fewer search terms, or less specific search terms.*

## Choosing a Title

Choose a title from your search results that you think will be useful for your topic. Choose a book or an ebook.

- **Call number**  
\_\_\_\_\_

Write down the citation elements for the book that you chose.

**Tip:** *Click on the **Title** to see the full record*

- **Author(s) / Editor(s)**  
Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title**  
Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

Place of publication: \_\_\_\_\_

Name of publisher: \_\_\_\_\_

Year when the item was published: \_\_\_\_\_

**Tip:** *If you need current information a recent publication date is important*

## **FYI: Book Citations**

Common elements for a book citation include:

Author(s). (Date of publication). *Title of book: Subtitle of book*. City of publication: Publisher.

### **Sample Book Citation: APA Style**

Doudna, J. A., & Sternberg, S. H. (2017). *A crack in creation: Gene editing and the unthinkable power to control evolution*. Boston, MA: Houghton Mifflin Harcourt.

## **FYI: Book Catalogue**

It is also possible to search the Book Catalogue from the [Library homepage](#).

- Select the **Books** link under FIND

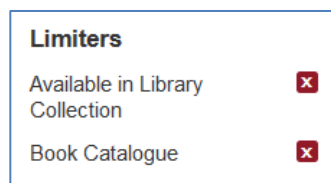
## **Articles**

Search Discovery to find a **journal** or **magazine article** on your topic. Find articles that will help you answer your research question.

Step 1: Go back to your search results. **Tip:** *Click on **Result List**.*

Step 2: Remove the Book Catalogue limiter.

Do not remove the *Available in Library Collection* limiter.



### **Tip**

*Go to the top of the page.*

*Click on the **X** to remove.*

Step 3: Review your **search terms**.

**Tip:** *There are thousands of articles available in Discovery. Use more search terms to find useful articles. See your Search Plan (page 3) for ideas.*

1<sup>st</sup> search term: \_\_\_\_\_  
**AND**  
 2<sup>nd</sup> search term: \_\_\_\_\_  
**AND**  
 3<sup>rd</sup> search term (optional): \_\_\_\_\_

Step 4: Type 2 or 3 search terms in the search boxes. Click **search**.

- **How many articles (results) were found?** \_\_\_\_\_

Tips for Improving Your Results	
Modify Your Search	Use Limiters
<ul style="list-style-type: none"> <li>▪ check your spelling</li> </ul>	<ul style="list-style-type: none"> <li>▪ limit by publication date</li> </ul>
<ul style="list-style-type: none"> <li>▪ try different search terms</li> </ul>	<ul style="list-style-type: none"> <li>▪ limit by source type (magazines or journals)</li> </ul>
<ul style="list-style-type: none"> <li>▪ use single words or short phrases as search terms</li> </ul>	<ul style="list-style-type: none"> <li>▪ see what other options the database has for limiting results</li> </ul>
<ul style="list-style-type: none"> <li>▪ use AND to combine search terms</li> </ul>	

## Limit Your Results: Academic Articles

Find the Academic (Peer Reviewed) Articles limiter in the left column.

Peer reviewed articles are academic or scientific works evaluated by other professionals in the same field.

- **How many articles?** \_\_\_\_\_

## Choosing an Article

Choose an article from your result list that you judge to be useful for your topic.

**Tip:** *Click on the title to see the full record*

- Look at the subject terms. Is the article on your topic?
- Read the abstract (summary). Will the article answer your research question?
- Look at the publication date. Is the information current enough?

Write down the citation elements for the article you chose.

- **Author / Authors**

Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title of Article**

Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

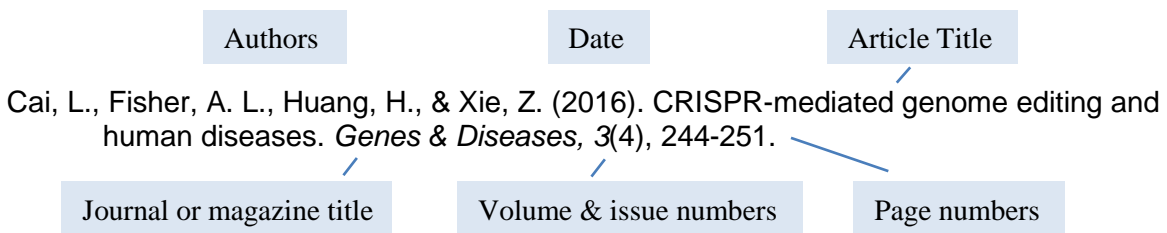
Title of journal or magazine (source): \_\_\_\_\_  
\_\_\_\_\_

Volume / issue number: \_\_\_\_\_

Date: \_\_\_\_\_ Pages: \_\_\_\_\_


## **FYI: Article Citation (APA Style)**

A citation is all of the information needed to identify an information source.



## **FYI: Emailing an Article**

Email is a useful way to keep track of the articles you find.

1. Click on the title of an article that has full text (html or pdf)
2. Click on E-mail  Tip: *Look in the right side column under Tools*
3. Enter your email address
4. Enter a subject
5. Choose a citation format (APA, MLA etc.)
6. Click SEND



## Step 3: Finding More Information Using Individual Databases

The Selkirk College Library subscribes to many databases. Most are searchable through Discovery. Some databases are better searched individually.

### Research Databases

Step 1: Go to the Library homepage > <http://library.selkirk.ca>

To access databases choose > FIND > [Databases](#)

Step 2: Choose one of the following databases, depending on your information need.

Database	Strength
Canadian Business & Current Affairs (CBCA)	<i>Canadian content ; covers all subject areas</i>
Canadian Electronic Library	<i>Reports (Government &amp; NGO)</i>
JSTOR	<i>History, literature &amp; anthropology</i>
Statista	<i>Statistics</i>

Name of database: \_\_\_\_\_

Step 3: Search for information on your topic. See your Search Plan (page 3).

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2nd search term (optional): \_\_\_\_\_

Step 4: Identify a document that you think will be useful.

Title : \_\_\_\_\_  
\_\_\_\_\_

Author(s): \_\_\_\_\_

## Step 4: Citations & Plagiarism

### Citations

Provide complete citations for all of the sources that you cite in your research paper. A citation includes all of the information needed to identify a source. A list of all the sources may be called “References” or “Works Cited” or “Bibliography” depending on the style guide you are using.

A style guide provides instructions for how to cite sources such as books or articles. The most commonly used style guides at Selkirk College are APA, MLA and Chicago.

Help is available on the Library website: Help > [Citation & Style Guides](#)

### Plagiarism

Plagiarism is using work or ideas from another source without acknowledgment.

You can avoid plagiarism by correctly citing all of your sources.

### Quiz: Is it Plagiarism?

Test your knowledge of plagiarism by answering the following questions:

1. You find a great idea in an article, so you use it in your paper. You don't bother to cite the source of the idea because you've expressed it in your own words. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

2. You copy a sentence directly from an article you found. You cite the source, but you forget to put quotation marks. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

3. You need an image for your essay. You go online and find one. You don't cite the source of your image because you got it off of the internet. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

Source: Simon Fraser University Library. (2015). *Plagiarism tutorial*. Retrieved from <https://canvas.sfu.ca/courses/15986>

- Complete the [Plagiarism Tutorial](#) to learn more about plagiarism.