

# LIBRARY ASSIGNMENT

**AUSTIN COMMUNITY COLLEGE**  
Library Services

ACC Home Page ACCmail ACCeID Blackboard Online Services Course Schedule

Search the Library Web Site

About Us Locations & Hours Services & Programs Books, Articles, Videos Get Help / Chat Your Library Record Quick Links

**FOR STUDENTS**

- Chat with a Librarian
- Check out Library Material
- Your Library Record
- How do I...? Library FAQs
- Get Assignment & Research Help
- A-Z List of Databases
- Research/Subject Guides
- Citing Sources
- Student Services
- Student Learning Success Toolbox

**FIND BOOKS, ARTICLES, VIDEOS**

Search the **Library Catalog** and **Library Databases** for books, e-books, movies, music, articles, and more.

Books, articles, videos ...

Search

Library Catalog Only Research Guides A-Z List of All Databases Journal Finder

**WHAT'S NEW**

- Word of the Day
- Tour the Library Web Site

**Spotlight on ...**

- The Centennial of World War I
- Heritage Quest Census Images

See us on:

The Library supports ACC. See our READ posters gallery.

**FOR FACULTY & STAFF**

- Find your Subject Librarian
- Library Instruction Request
- Suggest Library Material
- Help with Library Assignments
- Putting Material on Reserve
- Faculty Services
- Faculty & the Library Toolbox
- Faculty Teaching Toolbox

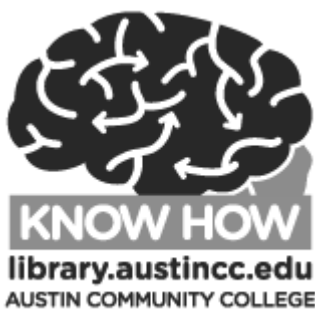
**GET VIRTUAL HELP 24/7**

- All Online Tutorials
- Choosing a Topic
- Identifying Keywords
- Academic Honesty/Plagiarism
- Evaluating Information
- Finding Background Information
- Finding Books and E-Books
- Chat with a Librarian
- Research/Subject Guides
- Tech Toolbox
- Citing Sources
- Online E-Books
- A-Z List of Databases

**READ**

## Level Three

Austin Community College  
Produced by Library Services  
and Developmental Reading



Name \_\_\_\_\_

Date due \_\_\_\_\_

Spring 2015, Teresa Ashley

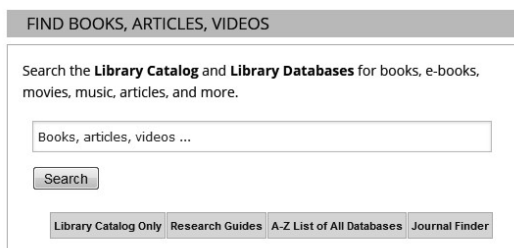
# 1. Keyword Searching

Begin on the library home page on the computer. If you are in the library, this page should come up automatically.

Complete the short **Identifying Keywords** tutorial to prepare for the next exercises.

To get to the tutorial:

Under **GET VIRTUAL HELP 24/7**, click on **Identifying Keywords** in the list of tutorials.



- GET VIRTUAL HELP 24/7
- All Online Tutorials
  - Finding Articles
  - Choosing a Topic
  - Identifying Keywords
  - Academic Honesty/Plagiarism
  - Evaluating Information
  - Finding Background Information
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  - Online E-Books
  - A-Z List of Databases

## 2. Find a Book on a Topic

**2a.** Write your topic here:

Write the word(s) you will use to search for information on this topic (your keywords):

Tips for **Keyword** searching:

If you type more than one word, those words will be treated as a phrase.

Use **AND** between words to combine two or more concepts:

"teenagers **AND** alcohol."

Use **OR** between words to expand your search, with words that are similar in meaning (synonyms):

"teenagers **OR** adolescents"

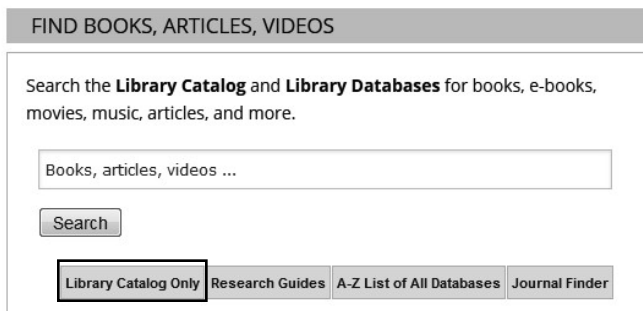
Or use **OR** between related concepts where you want to find information on either or all of them:

"drugs **OR** alcohol **OR** addiction"

**AND** and **OR** usually do not have to be capitalized.

**2b.**

Begin at the **Find Books, Articles, Videos** search box in the middle of the library home page. Select the **Library Catalog Only** option.



Use **Keyword** search to locate a book on your topic. Keyword search is the first option you will see on the search page.



Type your keywords in the search box and click **Search** or press **Enter** to get results. Ask a librarian for help, if necessary.

Select one of the underlined titles in your Result List. You may need to scroll down or go to additional pages to see all the items found. **Fill in the following:**

Author's Name: \_\_\_\_\_

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

Where was the book published? \_\_\_\_\_ Publisher? \_\_\_\_\_

When? \_\_\_\_\_ How many pages does it have? \_\_\_\_\_

Which campus libraries have copies of this title? \_\_\_\_\_

Call Number: \_\_\_\_\_

Is there a copy available for checkout at your campus? Yes \_\_\_\_\_ No \_\_\_\_\_

Can a copy be checked out immediately? Yes \_\_\_\_\_ No \_\_\_\_\_

Ask the librarian to show you how to have a copy of a book you need sent from another campus if one is not available at your campus library.

### 3. Find Opinions in the Newspaper

Use the index in the left column on the front page to find the section and page number for "Editorials." It looks something like this (pages will be different on different days):

<b>Business</b>	<b>B5-7</b>
<b>Deaths</b>	<b>B3-4</b>
<b>Austin360</b>	<b>D1</b>
<b>Sports</b>	<b>C1</b>
<b>Classifieds</b>	<b>D7-10</b>

The newspaper has 4 or more sections, labeled by letters of the alphabet:  
World & Nation – **A**  
Metro & State – **B**, etc.

Look in the **A** section of the paper for **Viewpoints** or **Balanced Views**, the names the *Austin American-Statesman* is using for opinion pieces, such as essays and Letters to the Editor. Fill in the following:

Date of the paper you read: \_\_\_\_\_ Page number for Viewpoints: \_\_\_\_\_

List one headline from a **Viewpoint** essay:

\_\_\_\_\_

List one heading from a **Letter to the Editor**:

\_\_\_\_\_

## 4. Use the CQ Researcher Database

*CQ Researcher* provides in-depth coverage of important issues of the day in articles about 20 pages in length. The professionally fact-checked articles may include an overview, historical background, chronology, pro/con feature (opinions), plus resources for additional research.

Go to the **Find Books, Articles, Videos** search box in the middle of the page. Select the **A-Z List of All Databases** option.

Click **C** in the **Alphabetical list of e-resources**, then select *CQ Researcher*.

Use one of these phrase searches, or a topic of your choice:

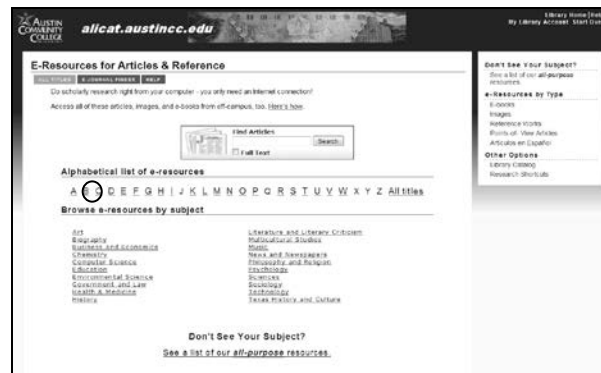
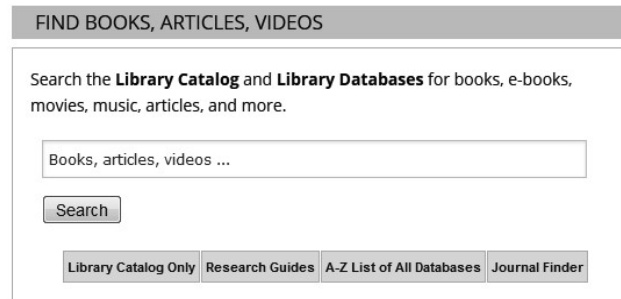
*“campus sexual assault”*    *“unhealthy foods”*  
*“protecting the oceans”*    *“global hunger”*  
*“housing the homeless”*  
*“electronic cigarettes”*  
*“paying college athletes”*

Type words describing your topic into the search box and click the **Search** icon or press **Enter**.

You may need to try different words for your search if the ones you first use do not get you the results you want.

You’ll find two types of full text articles: [HTML Full Text](#) and [PDF Full Text](#). PDF Full Text is a graphic and looks just like a photocopy. These articles are opened with free Adobe Reader software, which is on all the library computers.

Print the **Pro/Con** (opinion) feature for your topic and attach it to this worksheet.



## 5. Use a Magazine and Journal Article Database

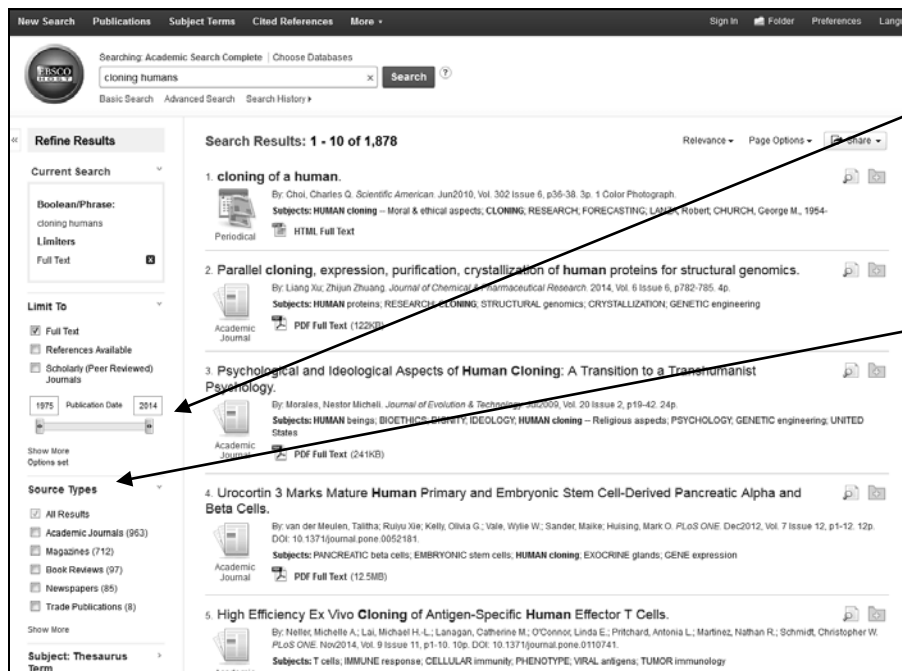
*Academic Search Complete* is a database mainly for magazine and journal articles. It is often recommended by librarians because it provides articles, news, and research on topics in most subject areas and may have more full text articles than other article databases.

Go to the Find **Books, Articles, Videos** search box in the middle of the page, just as you did for the *CQ Researcher* search, and select the **A-Z List of All Databases** button.

Click **A** in the **Alphabetical list of e-resources**, then select *Academic Search Complete*.

Use one of the topics suggested for the *CQ Researcher* search or search a topic that interests you.

Type words describing your topic into the search box and click **Search** or press **Enter**. You may need to try different words for your search if the ones you first use do not get you the results you want.



You can limit the time covered by moving the date slider.

You can limit your results by choosing only magazines under **Source Types**.

- Tools
- Add to folder
- Print
- E-mail
- Save
- Cite

Look at your Results. Select one short article to print. Use the **Print** link (column on the right) to print HTML Full Text articles. Use the PDF print tools for PDF Full Text articles. Attach the printout to this packet.

Ask the librarians for help whenever you need it!