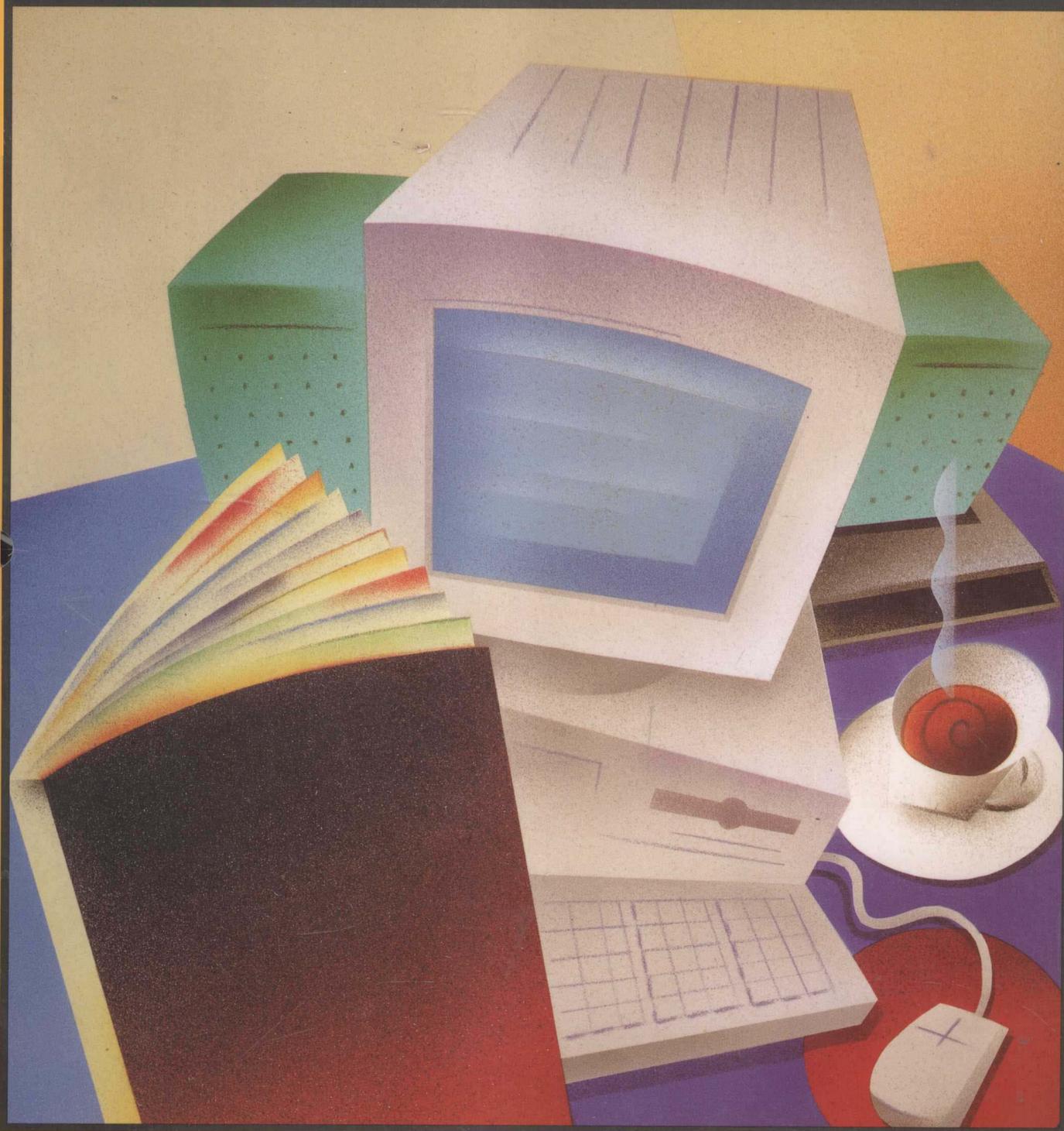


The **ESSENTIAL** Workbook  
For Library and Internet Research



Brock Klein   Matthew Hunt   Robert Lee

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# The **ESSENTIAL** Workbook For Library and Internet Research

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Brock Klein   Matthew Hunt   Robert Lee



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THE ESSENTIAL WORKBOOK FOR LIBRARY AND INTERNET RESEARCH

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# PREFACE

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The thought of writing a research paper causes nightmares for many students. It's not an easy job, even for experienced writers. Feeling confident in the library and developing strong, persuasive writing skills comes with experience and hard work. But the process does not have to be painful. *The Essential Workbook for Library and Internet Research* will help you realize that libraries are wonderful places, and research papers don't have to be causes of pain and frustration. With this book, you will develop the research skills you need to do well in all of the courses you take.

We believe that the exercises and activities in this workbook are informative, useful, and fun. Unfortunately, we cannot teach you everything you need to know about libraries and the Internet, but we hope to give you a solid foundation on which to build. After completing this book, you will collect more information and experience later in other courses with other teachers, students, librarians, and books.

All libraries are similar in many ways, but they are also different. Computer screen images in your library may look nothing like those in this book. When doing some of these assignments, you and a classmate may get different answers, and both of you may be right! There is always more than one way to find what you are looking for. It is important to be patient, flexible and creative. With practice, you will learn a variety of ways to solve your research problems.

No doubt you and your classmates will also have a wide range of knowledge and experience with libraries and the Internet. It is not uncommon these days for students to be more comfortable with computers than their teachers! This shouldn't be a problem. Working with your teachers and classmates and sharing your various approaches will help you gain the confidence and skills that you need to do academic research and become successful research writers.

## **Acknowledgments**

We would like to thank our colleagues, who tried out the exercises and activities in this workbook, the librarians who checked the text, and, of course, our students, who inspired us to write the book. Janet Battiste, our editor, provided great insight and direction.

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# Chapter 1

## Getting Started at the Library

1



### *In This Chapter . . .*

- You'll learn how to use the resources available at the library.
- You'll also do different searches for books.

# INTRODUCTION

## Discussion

Think about these questions concerning libraries. Write your answers, and be prepared to discuss them.

1. You can find books and magazines at a library. What are five other things that you can find?

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2. What are three things that you cannot check out of a library?

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3. You can read and study at a library. What are three other things that you can do there?

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4. If you have used libraries in different countries, how are they different from libraries in the United States?

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5. How can you get and use information from a library—and not ever actually go there?

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## Library, Research, and Computer Vocabulary

This list contains important library, research, and computer vocabulary. The words are important because you will use them in your library research. You will come across many of them in this book.

Fill in the definitions you already know. Use a dictionary to find the meanings of the ones you don't know.

Be sure that your definitions are appropriate for the context. For example, one meaning of *menu* is “a list of food items at a restaurant”. That is not an appropriate definition here.

Compare your definitions in small groups. Revise your definitions after you complete this chapter.

## ACTIVITY

### 1. Library and library service terms

librarian: \_\_\_\_\_

collection: \_\_\_\_\_

stacks: \_\_\_\_\_

circulation desk: \_\_\_\_\_

reference section: \_\_\_\_\_

index (plural = indexes or indices): \_\_\_\_\_

catalog: \_\_\_\_\_

call number: \_\_\_\_\_

edition: \_\_\_\_\_

abridged edition: \_\_\_\_\_

copyright date: \_\_\_\_\_

date of publication: \_\_\_\_\_

volume: \_\_\_\_\_

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

subscription: \_\_\_\_\_

status: \_\_\_\_\_

loan: \_\_\_\_\_

reserve/hold: \_\_\_\_\_

overdue: \_\_\_\_\_

fine: \_\_\_\_\_

interlibrary loan: \_\_\_\_\_

### 2. Types of materials

paperback: \_\_\_\_\_

pamphlet: \_\_\_\_\_

periodical: \_\_\_\_\_

bound periodical: \_\_\_\_\_

journal: \_\_\_\_\_

abstract: \_\_\_\_\_  
anthology: \_\_\_\_\_  
encyclopedia: \_\_\_\_\_  
almanac: \_\_\_\_\_  
government document: \_\_\_\_\_  
microfiche: \_\_\_\_\_  
microfilm: \_\_\_\_\_

### 3. Research terms

bibliography: \_\_\_\_\_  
citation: \_\_\_\_\_  
publisher: \_\_\_\_\_  
source: \_\_\_\_\_

### 4. Computer terms

terminal: \_\_\_\_\_  
screen: \_\_\_\_\_  
keyboard: \_\_\_\_\_  
enter key/return key: \_\_\_\_\_  
escape key: \_\_\_\_\_  
F-keys: \_\_\_\_\_  
cursor: \_\_\_\_\_  
highlight: \_\_\_\_\_  
scroll: \_\_\_\_\_  
menu: \_\_\_\_\_  
database: \_\_\_\_\_  
CD-ROM: \_\_\_\_\_

## OVERVIEW

Along with cafeteria lines and football games, the library on a campus is probably the most likely place to find a crowd of students. Have you ever noticed how many students are there doing more than just checking out books? Some are in groups, cramming for a test; a few are watching videos; and others may even be napping. A large portion of a student's life can be spent at a library. For many, it's a home away from home.

As your academic career progresses, the library will become an increasingly valuable resource tool for you. It will be critical to your success as a student. This workbook is intended to assist you in your library work. With it, you will become a more efficient user of the library, and you will enjoy the library more.

You may be surprised to discover that libraries have resources such as CDs with music, videos of movies, and even original and printed art. However, as a student, you will probably be using your library most often to get books, magazines, newspapers, and journals.

Years ago, when people went to a library to find information, they had to use a **card catalog** or a **bound index** to locate the materials they wanted. A card catalog was a series of large cabinets that contained a separate card for each book in the library. A bound index was a large book that listed articles in magazines and newspapers. Now, you can use a computer to locate the materials you need.

The next section discusses information you will need to know when you look for books on a library computer system. After you become familiar with the library at your current school, you should be able to adjust quickly to any other library system.

## Book Catalog

The list of books at a library is called a **book catalog**. (Lists of articles in magazines, newspapers, and periodicals are found in **periodical indexes**. These indexes will be discussed at the end of this chapter.) Some libraries have the book catalog and periodical indexes together on one computer system. However, most of the time, books and magazines are on separate systems. Suppose you want to **search** for (look for) a book. You will probably have to first select the book catalog.

When you begin a search on a library computer, you start at the **main menu**. A menu is a place in a computer program where you have to make choices. The main menu is the very first menu you see. If your library program has a main menu, you will need to get to the book catalog from it in order to find books. You can usually do this in one of two ways:

- 1** Type a specific command (usually a word). The command is usually given on the computer screen.
- 2** Make a selection by moving the arrow keys and then pressing the enter key.

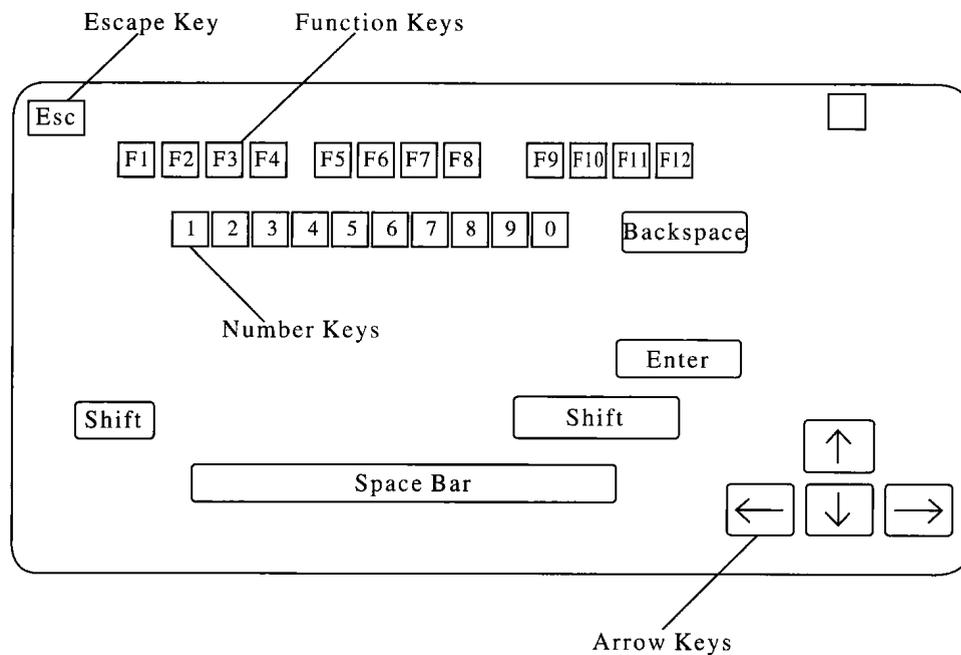
Sometimes a school's computer system has many options at the main menu, and you have to select the library program first before you can select the book catalog.

### ..... *Trivial Tidbits*

- *Libraries have existed in China since the twelfth century B.C.*
  - *The first public library opened in Greece in the fifth century B.C.*
  - *The first American public library was opened by Benjamin Franklin in Philadelphia in 1731.*
- .....

## The Keyboard

Before you run a search on a library computer, it is important for you to feel comfortable with the computer's keyboard. When you are using the library computers, only a few keys will be important for you to use. One of the important keys is the Esc or escape key, located at the top left of the keyboard. This key is often used in library computer systems to go back a step in your search or to quit the program you are in. (It is possible that when you arrive at a library computer, you will need to press the escape key—perhaps many times—in order to get back to the main menu.)



The F-keys are known as the **function keys**. Function keys have the letter *F* followed by a number from 1 to 12 (that is, F1 to F12). These keys cause the computer to perform specific commands. For example, one F-key may cause the computer to print, and another may cause it to quit a screen or program. Some library computer systems may require you to use some of the F-keys when you search for a book.

The **number keys** are also used a great deal. The number keys are different from the function keys. When you press a number key, that number appears on the computer screen; when you press an F-key, the computer performs a task, such as printing.

The **enter** or **return** key makes the computer do whatever you type on the screen. Suppose you are looking for a specific book by its title. First, you type the name of that book into the computer. Then you press **enter** for the computer to start a search.

The **cursor** is the blinking light on the computer screen. The **arrow keys** move the cursor in the direction of the arrow you press—up, down, left, or right.

What's important for you is to follow the directions on the screen. And perhaps on your first few trips to the library, you can ask for help from librarians or other students. The computer programs for different library systems are different, so you will need to learn what you need to do specifically for your school's library system.

---

### Go to Library Activity 1.1.

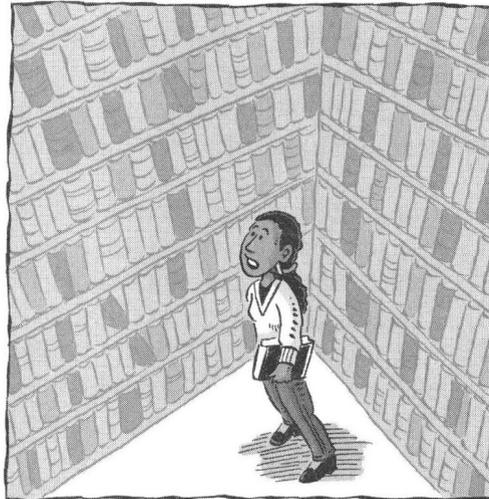
---



## Searching for Books

Suppose you are looking for a book. Your library has the book catalog and periodical indexes separate on its computer system. You have selected the book catalog. Now you need to choose the method that you will use to find your book. Books are found in a catalog in *three* common ways:

- 1** The author's name
- 2** The title of the book
- 3** The subject of the book



## AUTHOR SEARCH

Sometimes when you are looking for a book, you may only know the author's name. You have forgotten the book's exact title or may never have known it. In such a case, your best bet is to do a search with the author's name. In some computer systems, you must type some special keys first to do an author search (such as type A/ or press F1); then you type the author's name. In other systems, all you need to do is type the author's name.



## Go to Library Activity 1.2.



### BEFORE CONTINUING . . .

You are searching for the book *The Joy Luck Club* by Amy Tan. What is the best way to type the author's name?

When you type the author's name, it is important that you type the author's **last name** (the family name or surname) first. In the English-speaking world, most people go by three names (the full name). The full name of one ex-president of the United States, for example, is James Earl Carter, Jr.

- 1 The **first name** (or given name) is the name generally used in informal conversations or situations. It is often shortened or changed to a nickname. For example, nicknames for the name "James" include "Jim" or "Jimmy."
- 2 The **middle name** is often not used in catalogs unless it distinguishes the person from others. Most of the time, only the initial letter of the middle name is used to distinguish the author from other authors with the same first and last names, such as *James M. Carter* and *James J. Carter*.
- 3 The **last name** (or family name) is the most important name. It is used formally to distinguish one person from another. Newspapers, for example, usually provide a person's full name the first time it appears in an article. Afterwards, they use only the person's last name.

Because the last name is the most important name, it is often written first. When the last name is written before the other names, it is followed by a comma. If, for example, you wanted to find a book written by President Carter, you might type his name as *Carter, Jimmy*. A library might have books by President Carter also under the entry *Carter, J. E.* or *Carter, James E.*

Different computer systems have different requirements for typing author's names, but most require that you type the last name of the author first. Suppose you type the author's first name first. The computer will look for last names close to the name you typed.

*Note:* The computer screens in the examples in this chapter are the result of searches done at Skatethru Community College Library using the VTLS computer system. Please note that your library computer screens might look quite different.

Below is a computer screen showing the results of a search for Amy Tan's books. Because the author's first name (*Amy*) was typed first, the search failed. (Notice the second line on the screen. It shows what was typed.)

```

Skatethru Community College . . . . VTLs . . . . .AUTHORS
YOU SEARCHED: A/AMY TAN

1.      1  Amundsen, Kirsten.
2.      An-Ski, 1863-1920.
3.      2  An-Ski, S., 1863-1920.
4.      2  An-Ski, S., 1863-1920. Dybbuk.
5.      An-Ski, Sh. (Shelomoh), 1863-1920.
6.      1  Anacker, Robert, 1900-
7.      1  Anacostia Neighborhood Museum.
8.      Anagarika Brahmachari Govinda.
9.      Anagarika Govinda.
10.     Anagnostakos, N. P. (Nicholas Peter), 1924-
11.     2  Anagnostakos, Nicholas Peter, 1924-
12.     Analytical Chemistry by Open Learning (Project)
13.     1  Anand, Sushila.
14.     Anangavajra Khamsum-Wangchuk.
15.     1  Anastaplo, George, 1925-

Enter the line number of the item you want to see, or
PS.....Previous screen      NS.....Next screen
?..... Menu-driven search    HELP.....About this screen      .....Any command or /?
A/TAN
    
```

Author Search (F1)	Title Search (F2)	Subject Search (F3)	Main Menu (F4)	Previous Screen (F5)	Next Screen (F6)	Specific Help (F7)	Exit Catalog (F8)
-----------------------	----------------------	------------------------	-------------------	-------------------------	---------------------	-----------------------	----------------------



**BEFORE CONTINUING . . .**

Study the screen above. What did the computer do when searching for the author *Amy Tan*?

The above computer search failed because the computer searched for authors with last names that begin with A. (There is no author in its database with the last name of *Amy*.)

To find Amy Tan's books, you must type *Tan*, *Amy* before you press the enter key. Note that most computer systems do not distinguish between uppercase (capital) letters (for example, *T*) and lowercase (small) letters (for example, *t*). Thus, typing *Tan* is the same thing to the computer as *TAN* or *tan*.

**Skatethru Community College** . . . . VTLs . . . . . AUTHORS  
 YOU SEARCHED: A/ TAN

1 > 3 Tan, Amy.  
 2. Tan, Chang-lin  
 3. 2 Tan, Chester C.  
 4. Tan, Chesutan  
 5. 1 Tan, Lin-tung.  
 6. 1 Tan, Mely G.  
 7. 1 Tanabe, Hisao, 1883-  
 8. 2 Tanaka, Ichimatsu, 1895-  
 9. 1 Tanaka, Kakuei, 1918-  
 10. 1 Tanaka, Michiko, 1904-  
 11. 1 Tanaka, Ryohei, 1933-  
 12. 1 Tanaka, Yukiko.  
 13. Tancock, L. W.  
 14. Tancock, L. W. (Leonard W.)  
 15. 1 Tancock, Leonard.

Enter the line number of the item you want to see, or  
 PS.....Previous screen    NS.....Next screen  
 ?..... Menu-driven search    HELP.....About this screen    .....Any command or /?  
 1

Author Search (F1)	Title Search (F2)	Subject Search (F3)	Main Menu (F4)	Previous Screen (F5)	Next Screen (F6)	Specific Help (F7)	Exit Catalog (F8)
--------------------	-------------------	---------------------	----------------	----------------------	------------------	--------------------	-------------------

In the screen above, the search was successful. Only the name *TAN* was typed in the search. Note that in searching for the name *TAN*, the computer lists the author Amy Tan as well as five *other* authors with the last name of *Tan*. *Amy Tan* is listed before the others because the computer lists names alphabetically, and *Amy* occurs before any of the other first names in alphabetical order.



### BEFORE CONTINUING . . .

Notice the number 3 before *Tan, Amy* on the computer screen above. What does the number 3 stand for? How would you find Amy Tan's book *The Joy Luck Club* from this screen?

---



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*Amy Tan* is first on the computer list and has the number 3 right in front of it. On this library computer system, the 3 indicates that the library has three different items by the author Amy Tan. Furthermore, to look at any of the authors on this list, you must enter the number to the *far left* of the author's name. Therefore, to see the books by Amy Tan, you need to enter the number on the far left of the line in which *Tan, Amy* appears. So you need to type 1 and then hit the enter key.

Some systems require additional letters or function keys to be typed to access the book information. Therefore, before you do a book search, you should read the menus, information on the computer screen, or any printed information on book searches.

Suppose you follow the instructions and choose to look at the books listed under *Amy Tan*. You might get a screen like the one below.

**Skatethru Community College . . . . VTLIS . . . . . PUBLICATIONS BY SELECTED AUTHOR**  
 YOU CHOSE: Tan, Amy. (3)

1. The Joy Luck Club. Tan, Amy.		PB 4008
2. The Joy Luck Club / Amy Tan. Tan, Amy.	c1989.	813.5 T 26
3. The kitchen god's wife / Amy Tan. Tan, Amy.	c1991.	813.5 T 26-2

Enter the line number of the item you want to see, or  
 PS.....Previous screen  
 ?..... Menu-driven search    HELP.....About this screen    .....Any command or /?  
 1

Author Search (F1)	Title Search (F2)	Subject Search (F3)	Main Menu (F4)	Previous Screen (F5)	Next Screen (F6)	Specific Help (F7)	Exit Catalog (F8)
--------------------	-------------------	---------------------	----------------	----------------------	------------------	--------------------	-------------------

The three items by Amy Tan in the library are listed above. The library has *The Joy Luck Club* in two different locations, and it has another book by Amy Tan—a book called *The Kitchen God's Wife*. *The Joy Luck Club* can be found in the paperback section of the library (the letters *PB* in *PB 4008* indicate this); the book is also in the library's general collection. The locations of the books are listed in the column on the right side on the screen. This "location" marker is called the **call number**.



### BEFORE CONTINUING . . .

Before you go to find *The Joy Luck Club*, what other information should you know to save time?

Before you go and look for one of Amy Tan's books, it is important to see if the copy of the book is currently in the library or if someone has already checked it out. You can find this information by choosing one of the Amy Tan selections. (In this example, to see the selection held at *PB 4008*, type *1* and then press the enter key.) This information is listed under the term *status*, as seen on the screen below.



### BEFORE CONTINUING . . .

On the screen below, what is the status of the library's paperback copies of *The Joy Luck Club*?

**Skatethru Community College . . . . VTLIS . . . . . MENU OF COPIES AND VOLUMES**  
 YOU CHOSE: Tan, Amy. (1/3)

CALL NO: PB 4008  
 AUTHOR: Tan, Amy.  
 MAIN TITLE: The Joy Luck Club.

LOCATION	STATUS	ITEM-ID	COPY UNITS
1. PAPERBACK COLLECTION	Available	1000179923	1
2. PAPERBACK COLLECTION	Due 31 Jan	1000219163	2

Enter the line number of the item you want to see, or  
 PS.....Previous screen CA.....Longer description  
 ?..... Menu-driven search HELP.....About this screen .....Any command or /?  
 T/THE OLD MAN AND THE SEA

Author Search (F1)	Title Search (F2)	Subject Search (F3)	Main Menu (F4)	Previous Screen (F5)	Next Screen (F6)	Specific Help (F7)	Exit Catalog (F8)
--------------------	-------------------	---------------------	----------------	----------------------	------------------	--------------------	-------------------

This screen tells two things: (1) whether the book is available or not and (2) how many copies of the book the library has.

In the paperback section, the library owns *two* copies of *The Joy Luck Club*. The first copy ("Unit 1") is in the library; that is, it is available. The second copy was out at the time of this search and needs to be returned on January 31. (This information is shown after the word *Due*.) When books are returned late, libraries charge a *fine*. This is a small amount of money for each day after the due date.