

# Library Orientation Worksheet

Adapted with permission from University of Nevada, Reno Libraries-[www.library.unr.edu/instruction/help/worksheet.html](http://www.library.unr.edu/instruction/help/worksheet.html)

Name \_\_\_\_\_

Course. \_\_\_\_\_

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## STEP 1: Identify and Develop Your Research Topic

- a. State your topic:
  
  
  
  
  
  
  
  
  
  
- b. Identify the main concepts or keywords for your topic:
  
  
  
  
  
  
  
  
  
  
- c. Identify synonyms and other related words:

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## STEP 2: Find General Information

With the keywords, synonyms and related words that you identified in Step 1, begin your search with printed or online encyclopedias, and other reference sources, such as subject-specific handbooks and directories.

As you read, identify additional keywords that are relevant to your interest. Search for further information using newly identified keywords, synonyms and related words. If you need help, check with a reference librarian or your instructor.

**Below, list the titles, authors, publishers, copyright dates and call numbers of at least two encyclopedias, handbooks, or other general information sources you consulted for your topic. Summarize the pertinent information you found.**

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### **STEP 3: Use Utmost and OhioLINK to Find Books and More**

Using words relevant to your topic (identified in Steps 1 & 2 above), perform a Subject Search in Utmost and OhioLINK. Print or write down the citation (author, title, publisher, copyright date, etc.), call number and location you wish to find in the library. Note the circulation status. When you pull the book from the shelf, review its bibliography for further potential sources.

**In the space below, write, attach or paste in information describing at least two books or other sources:**

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### **STEP 4: Use Indexes to Find Periodical Articles**

To find periodical articles, visit Utmost and OhioLINK Articles, Indexes and Databases by Subject page or use the Reference area's printed indexes. Using online or printed periodical indexes and abstracts enables you to identify citations to articles on a topic of interest. For help in choosing an index appropriate to your topic, ask at the Main Library's Reference Desk.

Copy or print the citation (title, author, journal name, date of publication, database) from the index and search for the magazine or journal title using Utmost or OhioLINK. If you do not find the magazine or journal title in the databases, check the online index of Electronic Journals. You may wish to use Interlibrary Loan Services to borrow books or obtain copies of articles not available at UT.

**Is full text available online for any of the articles you found?**

**In the space below, write, attach or paste in information describing at least three pertinent magazine or journal articles.**

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## **STEP 5: Find Web Resources and Evaluate What You Find**

- a. **Name of the Internet Web site you selected. Write, attach or paste the URL below.**
  
- b. **Briefly summarize any information you found related to your topic on this web site:**

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## **STEP 6: Cite the Information You Find**

Unless otherwise instructed, use the Modern Language Association's MLA Style Manual and Guide to Scholarly Publishing (located at the Main Library's Reference Desk) to write bibliographic citations to the books, articles, and other information sources you used.

**Below, write bibliographic citations for the seven sources you were asked to find in Steps 2 through 5 above (i.e., general information sources, books or other sources found in Utmost or OhioLINK, and the one commercial Internet source you have chosen from the World Wide Web.**