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| *Gering High school library* |
| Research Project Guide |
| A Student and Teacher Handbook for Research |
|  |
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| **2014-2015 School Year** |

“What we find changes who we become.”
― [Peter Morville](http://www.goodreads.com/author/show/39503.Peter_Morville)

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**Gering High School Library Media Center General Information**

Gering Public Schools Mission Statement

The Mission of Gering Public Schools is to Develop the Academic, Personal, and Social Skills of All Students and Prepare Them to be Productive, Responsible Global Citizens of the 21st Century.

 Library Media Center Mission Statement

The Mission of the Gering High School Library Media Center is to create a warm, safe and collaborative learning atmosphere that supports the district mission statement and the high school improvement goals. As the largest classroom in the school, we seek to provide equitable access to resources while promoting the integration of information literacy skills. The Library Media Center strives to foster a lasting appreciation of reading and life-long desire to learn.

Visiting the Library Media Center

The Library Media Center is being maintained to service teachers, students, and community members. The hours of operation are Monday-Thursday from 7:30-4 and Friday from 7:30-3:30 or by appointment. The Library Media Center is open during lunch periods for patrons who want to study, research, use technology or just relax. The library does have a water only policy. No other food or drink is allowed unless provided as a pre-arranged group activity. All students visiting the library without a classroom teacher must sign in and out at the circulation desk, follow the acceptable use policy, stay on appropriate websites and respect the equipment.

The library has a large selection of Fiction books located on the south side of the circulation desk and a large selection of Non-Fiction books located on the north side of the circulation desk. The library also offers a computer lab, classroom area with a projector, conference room, three portable computer labs and several quiet areas for studying and testing. Library services include printing, copies, book clubs, Kindles, eBooks from OverDrive, newspapers, magazines, digital cameras, on-line databases, and free wireless internet. Materials cannot be checked out from the library if the patron has an overdue book or a fine. If library materials are lost a replacement cost will be changed. In order to check out materials from the library students must know their student number. They can check books out for a period of two weeks and can renew an item one time. The library appreciates book requests and welcomes questions. Patron questions can be emailed to ask-a-librarian at aboggs@geringschools.net or rschadwinkel@geringschools.net.

**Guidelines for the Research Process**

“The amount of information available to our learners necessitates that each individual acquire

the skills to **select, evaluate,** and **use information appropriately and effectively**.” (American Association of School Librarians, 2008)**Steps to Creating a Successful Research Project**

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| 1. **Generate a Topic**

Checkpoints* Topic is within guidelines of the assignment
* Topic is not too broad or too narrow
* Topic is relevant to reader, current time and situation
* Topic is interesting to you
 | 3 ways to find a topic:Teacher assignedTeacher provides a guidelineTeacher gives free rein in picking a topic |
| 1. **Key Words**
* The key words will help find relevant information faster. Key words can be searched using indexes in books or online search engines and databases.
 | Write a sentence or two about your topicUnderline the key words in your sentence(s)Create a list for these key wordsAdd more by writing down synonyms |
| 1. **Narrowing the Topic**
* If your topic can be summarized in one word it is too broad. A *thesis statement* should be written to help assert your view, structure your argument, and introduce evidence to back up your points.
 | Does your thesis statement answer some of the following questions?* Who?
* When?
* What?
* Which?
* Where?
* How?
 |
| 1. **Research**
* More variety in sources results in more diverse information for your project.
 | Where to find sources? Library, Database, Internet |
| 1. **Note Taking**
* Use an index card for each source. Include as much of the following information as possible of the source.
 | Title. Author. Publisher. Place of Publication. Volume. Page. Number. Date Published.* Do not write down everything from the source. Instead-quote, paraphrase, comment
* Notes from the source may span multiple note cards. Be sure to label each note card for easy reference. Also label each note as quote (Q), paraphrasing (P), comment (C)
* Write down the page number next to each note for proper citation when writing the research paper.
 |

**Locating and Evaluating Resources**

According to the American Association of School Librarians high school students should have the ability to find, evaluate, and select appropriate sources to answer questions. Prior to graduation Gering students will have the ability to:

1. Identify the value of and differences among potential resources in a variety of formats.
2. Use various search systems to retrieve information in a variety of formats.
3. Seek and use a variety of specialized resources available from libraries, the Web, and the community.
4. Describe criteria used to make resource decisions and choices.

Log into the online Destiny Library System (icon on the student desktop) to locate print resources for the research project. Use the chart below or the online “want to read” basket to record possible resources for the research project.

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| --- | --- |
| Call # | Title of book or other print material |
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The library is fortunate to have subscription databases that offer features such as text to speech, language translation and MP3 downloads. Subscription databases do not need to be evaluated for authority, functionality, accuracy or objectivity. However, if a professional database is not used for research an evaluation of the website must be conducted. Both a list of library resources and a Website Evaluation Guide are included in this packet. The library resources can also be found on the library home page and they are part of the Destiny OneSearch feature. Examples of credible and non-credible websites can be found at <http://goo.gl/jKxFh5>.

**Criteria for Evaluating Websites**

|  |  |  |
| --- | --- | --- |
| **Main Criteria** | **Descriptions/Details** | **Possible Answers** |
| **Author** | Who is providing the information? What do you know about them and their credentials, are they an expert?Can you find out more and contact them?Has the author written several publications on the topic? |  |
| **Publisher/Affiliation** | Is there a sponsor or affiliation?Who is linking to the page?Do they take responsibility for the content? |  |
| **Bias/Balance/Purpose** | Is the language free of emotion?Does the organization or author indicate there will be bias?Is the website to inform or spread an agenda?Are there ads? Are they trying to make money?Why did they write the article? |  |
| **Citations and Links** | Copy and paste a sentence into Google to see if the text can be found elsewhere. Are there links to related sites and organizations?Citations/Bibliography provided? |  |
| **Accuracy** | Is the data verifiable and accurate? |  |
| **Complete** | Is the source comprehensive? |  |
| **Currency** | When was the source last updated?Does the source even have a date? |  |
| **Design and Quality** | Is the overall web design easy to use?Is it presented in a professional manner? Does it seem like current design? |  |
| **Reproduced** | Was it reproduced? If so, from where? Type a sentence in Google to verify. If it was reproduced, was it done so with permission? Copyright/disclaimer included? |  |
| **Credible** | Based on previous criteria, decide whether the source is credible overall. |  |

Adapted with permission from Easybib.com.

**Gering High School Library Media Center**

**Resources Available**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Resource** | **Description** | **URL** | **User Name** | **User Password** | **Remote****(Home)** |
| OPAC (Online Patron Access Catalog) | Gering High School online card catalog.  | Icon on desktop computer or [www.destiny.geringschools.net](http://www.destiny.geringschools.net)Select appropriate school.  | Use as a guest or log in using the district student ID and password | Use as a guest or log in using the district student ID and password | [www.destiny.geringschools.net](http://www.destiny.geringschools.net)  |
| SIRS Researcher | Best used for today’s biggest social issues.  | OPAC/Key in search/select one search tab at the top of the page or <http://goo.gl/mSLzhP> | NE0884 | 69341pg | <http://goo.gl/mSLzhP> |
| OverDrive eBooks | Best used for popular fiction and non fiction books.  | OPAC/search for eBooks or [http://gering.lib.overdrive.com](http://gering.lib.overdrive.com/) | Log in using the district student ID and password | Log in using the district student ID and password | [http://gering.lib.overdrive.com](http://gering.lib.overdrive.com/) |
| EasyBib | Citation Guide | [www.easybib.com](http://www.easybib.com)  | Create an account | Create an account | [www.easybib.com](http://www.easybib.com)  |
| ESBCO/H.W. Wilson= Omnifile(magazines) Biographies Plus | Student Research Center and Biography Bank | OPAC/Key in search/select one search tab at the top of the page or<http://search.ebscohost.com>  | Gering | Gering | <http://search.ebscohost.com> |
| Infotrac Student Edition (A Gale Product) | Full-text magazines, newspapers, podcasts, and reference books for information on current events. | OPAC/Key in search/select one search tab at the top of the page or <http://infotrac.galegroup.com/itweb/geri17290>  | geri17290 | geri17290 | <http://infotrac.galegroup.com/itweb/geri17290> |
| World Book | On line Encyclopedia  | OPAC/Key in search/select one search tab at the top of the page or <http://www.worldbookonline.com/?subacct=N7662> | Gering | Worldbook | <http://www.worldbookonline.com/?subacct=N7662>  |
| NebraskAccess | Research Center | [http://nebraskaccess.ne.gov](http://nebraskaccess.ne.gov/) |  | mainly3 | [http://nebraskaccess.ne.gov](http://nebraskaccess.ne.gov/) |

* The Library Media Center Resources are providing you with easy access to reliable information.
* Create a personal account when available. You will use these databases throughout your high school career.
* Read all search screens carefully and organize the information in a logical fashion that makes sense to you.
* Information is available to email, download, bookmark, share or print. Printing should be your last option and only print information when absolutely necessary. The library will only purchase two toner cartridges per year.
* Color printers are available upon request and for a fee.

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| “*Those who declared librarians obsolete when the Internet rage first appeared are now red-faced. We need them more than ever. The Internet is full of 'stuff' but its value and readability is often questionable. 'Stuff' doesn't give you a competitive edge, high-quality related information does”.*  **Patricia Schroeder, Association of American Publishers President** |
| *“Google can bring you back 100,000 answers, a librarian can bring you back the right one”* **--Neil Gaiman** |
| *When I graduated from high school, I couldn't go to college, so I went to the library three days a week for 10 years.* **Ray Bradbury** |

**Plagiarism and Citing Sources**

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According to the Merriam-Webster Dictionary plagiarizing means to:

* **To steal** and pass off the ideas or words of another as one’s own
* Use **another’s production** without crediting the source
* To commit **literary theft**
* Present as new and original an idea or product **derived from an existing source**

All of the following are considered plagiarism:

* Turning in **someone else’s work** as your own
* **Copying words or ideas from someone else** without giving credit
* Failing to put a quotation in **quotation marks**
* Giving **incorrect information** about the source of a quotation
* Changing words but **copying the sentence structure** of a source
* Copying so many words or ideas from a source that it makes up the **majority of your work,** whether you give credit or not.

**Plagiarism occurs when sources are not mentioned even if it is unintentional.**

**Why have a bibliography?**

* Citing sources make you and your research project more creditable. Having facts and figures to back up your ideas makes them more believable and makes you look like an expert.
* If you are not documenting your sources you could be plagiarizing which may result in disciplinary action.

**Short MLA guide:**

 **Book**

 **MLA**  Last, First M. Book. City Published: Publisher, Year Published. Print.

 **Ex:** Carley, Michael J. 1939: *World War II*. Chicago: Dee, 1999. Print.

 **Website**

**MLA** Last, First M. “website article.” Website. Publisher, Day Month Year. (Date Electronically Published) Web. Day Month Yr. (Date Accessed)

**Ex:** Friedland, Lois. “Travel Tips.” About.com. New York Times Company, 22

Sept. 2008. Web. 25 Sept. 2008.

Free Citing Guides at [www.easybib.com](http://www.easybib.com)

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