

Cambridge College

Faculty Library Handbook

Spring, 2008

http://www.eglobalibrary.com/egl/jsp/home/index.jsp?Theme=Base

Search Cambridge College

Welcome to e-global library®

Just as in a traditional academic library, e-global library can help you with reference and research assistance and will enable you to perform research using thousands of valuable academic materials and services. In e-global library, however, everything is electronic. We have:

- **eglobalSearch (CCOL)** - This powerful, easy-to-use search tool enables you to search several primarily full-text book and article databases simultaneously. [Click here to view demo](#)
- **Technical Support** - Contact e-global Technical Support by phone or email if the site does not work properly.
- **Research Databases** - All Cambridge College databases can be accessed on this page, including several not included in the eglobalSearch.
- **Electronic Books** - Access more than 30,000 recent, academic full-text online books. Save your personal notes and highlighting with the Bookshelf feature.
- **Ask an Online Librarian** - Online chat with a reference librarian in real-time about your research needs
- **How to Use CCOL Handbook** - Cambridge College How To Handbook
- **Cambridge Research Resources** - Instructions for using Cambridge College online and local traditional library resources and services; ILP and other Cambridge College research paper manuals, writing, and APA help; research starters for likely Cambridge College research paper topics.
- **RefWorks: Create citations!** - Online research management, writing and collaboration tool designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies
- **Research Guides** - Guides to key academic disciplines and business management topics explain the subject and describe its key information resources.
- **Program Resources** - Find key information resources for many subjects.
- **General References** - Quick links to online dictionaries, almanacs, atlases, and other standard reference materials.
- **Government Resources** - Carefully selected collection of online government materials deemed useful for student research projects.
- **Document Delivery** - If it isn't in our databases and you can't get it from a local traditional library, here's how to get copies of

eglobalSearch (CCOL)
 Technical Support.
 Research Databases.
 Electronic Books
 Ask an Online Librarian
 How to Use CCOL Handbook
 Cambridge Research Resources
 RefWorks: Create citations!
 Research Guides.
 Program Resources.
 General References.
 Government Resources.
 Document Delivery
 Online Tutorials
 Tell us your opinion!
 Library News Blog
 Career Development.
 Financial Aid.
 Life and Leisure
 Home

1000 Massachusetts Avenue Cambridge MA 02138 (617) 868-1000 (800) 877-4723
 www.cambridgecollege.edu

Cambridge College Faculty Library Handbook

Spring, 2008

Materials compiled by Maida Tilchen © 2008 Cambridge College

This Handbook contains information for faculty at Cambridge College.

This is NOT the instruction manual for using Cambridge College Online Library! For instructions for using Cambridge College Online Library, see the “How to Use Cambridge College Online Library and your local traditional library Handbook” at <http://www.cambridgecollege.edu/library/research.cfm>

This handbook was created at the request of the Library Strategic Planning Committee, in order to provide a convenient source of information to help faculty integrate library services and resources into their curriculum and teaching.

Note: Information may change at any time. Please see the MyCC “Library Skills Teaching Help” group for the most current information, or contact maida.tilchen@cambridgecollege.edu

Table of Contents

TOPIC	Page
How do I get into the Cambridge College Online Library?	4
What are Cambridge College Online Library Resources?	4
What are all of CCOL’s major features?	4
Descriptions of all of our journal and book databases	4
What journals do we have online? How can I see a title list?	4
What if the article I want is not in full-text online?	5
I want an article that is not in CCOL and not available in a local traditional library	5
I want to request that a specific journal, database, or book be added to the CCOL online collection in full-text	5
What are traditional library arrangements?	6
Cambridge/Boston only: About Gutman Library	6
I want to request additional traditional local library arrangements	7
How do I get library instruction and news about library services and	7

resources?	
Library Newsletter for faculty	7
Library News Blog	7
Email announcements	7
Instructional handouts	7
How do I join the MyCC group “Library Skills Teaching Help?”	8
How can I get Individual instruction in person or on the phone?	9
When is group instruction for faculty held at my campus site?	9
How to Teach Library and Research Skills	9
Who is responsible to teach library and research skills to students?	9
RefWorks instruction	10
Objectives for proseminar library instruction	10
How can I get instruction and information to help me teach library and research skills?	11
Model Research Assignment provides student practice and assessment while they begin their literature review	11
Scholarly Sources: Informing students of your standards	19
How to Conveniently Provide Access to Online Articles and Books for your students	19
Create a convenient place for students to find assigned or recommended Electronic Books	19
Create a convenient place for students to read assigned or recommended EBSCOhost database articles	21
Create a convenient place for students to find online articles, books, and websites from all sources	23
Integrating library resources into your curriculum	26
Please identify course-specific journals and books in the CCOL	26
Syllabus: What to say about library resources and services	27
Course-specific information for your syllabus or reading list	27
Integrating library assignments into your curriculum	28
Subject area handouts: would you like one for your course?	28
Copyright policies and procedures	28
How can I obtain copyright permission for an article or book I want to distribute to students?	28
How to Use the copyright permission you obtained to get your documents duplicated by copying services at Cambridge College	28
Videos and other new technology: How can I obtain copyright permission?	29
APA Style and Writing Issues: Contacting the Writing Department	29
Contact Maida Tilchen, Project Manager for Library Services	29

How do I get into the Cambridge College Online Library?

To enter the CCOL:

- Log into your MyCC portal homepage
- From the menu on the left, scroll down to “Cambridge College Community Links”
- In that section, click on “Cambridge College Online Library
- This should take you directly to the “Welcome to e-global Library” opening page of the CCOL
- If this doesn’t work, contact Cambridge College Technical Support at (800) 877-4723 x 1159 or see their webpage <http://www.cambridgecollege.edu/it/>

What are Cambridge College Online Library resources?

What are all of CCOL’s major features?

Cambridge College Online Library (CCOL) provides

- Research Databases: convenient access to hundreds of thousands of full-text articles and millions of citations from scholarly journals and other periodicals
- Electronic Books: more than 35,000 full-text academic books in all subject areas, with tools for highlighting and saving notes
- 24/7 “Ask An Online Librarian” live reference service and research instruction
- eglobalSearch allows fast one-step searching of all our major full-text databases
- Cambridge College Resources: instructional handouts for using CCOL, subject-area pathfinders for Cambridge College degree program areas, APA-style guide, writing and research instruction, ILP/IRP information, links to information literacy instruction and other relevant websites, traditional library information for all Cambridge College campus sites
- Research Guides listing recommended search strategies, books, periodicals, websites, and more in one hundred subject areas
- General Reference: convenient access to dictionaries, thesauri, etc.
- Refworks citation-building software, integrated to our databases

To access any of these features, click from the main menu on the left of the “Welcome to eglobal Library” and almost all other pages in CCOL.

Instructions for searching all of our databases are in the How to Use Cambridge College Online Library Handbook.

Descriptions of all of our journal and book databases

These can be found in the How to Use Cambridge College Online Library Handbook.

What journals do we have online? How can I see a title list?

Instructions for seeing the list of titles for each of our databases can be found in the How to Use Cambridge College Online Library Handbook.

What if the article I want is not in full-text online?

Please be realistic: only a small amount of all the scholarly articles published are online anywhere and at any price. Cambridge College has provided a huge collection for you, but you will not find everything online in full-text.

Before requesting that additional items be purchased, please be sure to do a thorough search of our current online holdings as well as your local traditional libraries. Instructions for a complete search can be found in the **How to Use Cambridge College Online Library Handbook**.

I want an article that is not in CCOL and not available in a local traditional library

If you are willing to pay for online delivery of an article, we recommend using the Michigan Information Transfer Source, a service of the University of Michigan. They can be trusted with your credit card information. Their website explains their services and that is where you order the materials. Their website is at www.lib.umich.edu/mits Please contact Dr. Joseph Reed first for possible permission to be reimbursed by Cambridge College. Reimbursement is subject to budget limits to be determined by Dr. Joseph Reed.

If you want to distribute the article to your students, you **MUST** obtain copyright permission. See elsewhere in this Faculty Library Handbook for information about obtaining copyright permission.

I want to request that a specific journal, database, or book be added to the CCOL online collection in full-text

Journal: If you have searched and the journal is not in full-text in Wilson Select Plus or EBSCOHost, nor is it provided free at its own public website, contact Maida and she will investigate its availability. Decisions to purchase individual journal subscriptions are made by Dr. Joseph Reed.

Database: Send Maida the name of the database, and the list of journal titles that you need which you have researched and discovered are not in our existing databases. Maida will investigate its availability. Decisions to purchase database subscriptions are made by the Dr. Joseph Reed.

Book: Ebrary, which provides our Electronic Books collection, offers 33,000+ additional academic books from major publishers. This list is called the EBOP list. Contact Maida for instructions for searching and requesting books from the EBOP collection.

For all other books, send author, title, publisher, and ISBN number to Maida and she will investigate its availability. Decisions to purchase are made by Dr. Joseph Reed.

What are Traditional Library Arrangements?

Please familiarize yourself with the traditional library facilities in your area, so that you can direct students to appropriate resources. For some campus sites, we have formal contractual arrangements with a local traditional library. At other sites, we recommend selected academic libraries which are open to the public.

For specific information for each campus site, please see the appropriate handout posted in the Traditional Library Skills section of the Research Resources page
<http://www.cambridgecollege.edu/library/research.cfm>

Cambridge/Boston area only: About Gutman Library

Gutman Library Class Tours and Individual Consultations

NOTE: Gutman Library of the Harvard Graduate School of Education is an education, psychology, and counseling library. Please be sure that your students understand that they cannot use Gutman for research outside these subject areas. (For info about libraries in other subject areas See the link *Cambridge: Local Traditional Libraries* at <http://www.cambridgecollege.edu/library/research.cfm>)

- Gutman reference librarians can give general tours and instruction, or speak specifically to your subject-area research need
- Be sure to tell your students that they can get a free individual consultation session with a Gutman reference librarian. The Gutman librarian will show them resources on their research topic in Gutman, so students must choose their limited topic before making a Gutman appointment
- Faculty can also have free individual consultations with Gutman reference librarians. They can help you identify relevant materials for your course in Gutman library
- To schedule tours and consultations, contact Gutman reference services at (617) 495- 3421. **See NOTE below!**
- Gutman has posted Cambridge College info at <http://gseweb.harvard.edu/library/services/cambridgecollege/index.html>
- Faculty wishing to enter Gutman must have a Cambridge College faculty ID card (such as a NITE ID card.) The card must say "Cambridge College." If you do not have such a card, you must get a Gutman "Special Borrower's card. The faculty application form for the "Special Borrowers" card can be found in the Traditional Libraries section of <http://www.cambridgecollege.edu/library/research.cfm> This form cannot be returned online: it must be printed, signed, and sent to Nelleen Knight
 - The normal application process for the Special Borrowers card can take a month. You can speed up this process by walking it through—get it signed by Nelleen Knight and then take it to Gutman's circulation desk
 - The cards that open doors at 1000 Mass Ave do not say Cambridge College!

- Gutman may let you in during public hours without Cambridge College ID or a Special Borrowers card, but that is purely arbitrary. They do not have to let any one in without proof of affiliation
- The Gutman librarian who is the liaison to Cambridge College is Leila Kocen [leila_kocen@harvard.edu]

NOTE: You must arrange in advance to bring or send groups of more than four students to Gutman. Call the reference desk at (617) 495-3421. If you do not schedule the visit, Gutman may not have enough reference staff available and they will rightfully consider this quite discourteous!

I want to request additional traditional local library arrangements

Contact Dr. Anthony DeMatteo and your campus site director.

How do I get library instruction and news about library services and resources?

NOTE: please be sure to get on the Faculty Mailing List by contacting <http://www.cambridgecollege.edu/it/>

Library Newsletter for faculty, sent via email every term: Each term you will receive a newsletter of information about current library services, new developments, and research tips. The newsletter will be sent via the Faculty Mailing List to your Cambridge College email address only. It will also be posted in the MyCC “Library Skills Teaching Help” group.

Library News Blog: From the main menu of CCOL, click Library Newsblog for up-to-date info about system-wide technical problems and when they are expected to be resolved, as well as new features of CCOL, online or live training events from our database providers or Cambridge College, and other current news.

Email announcements: As rarely as possible, you will receive email with urgent library services information. It will be sent only to your Cambridge College email address via the Faculty Mailing List.

Instructional Handouts: Handouts are available on research, library use, and writing skills. They can be found on the Research Resources page, <http://www.cambridgecollege.edu/library/research.cfm> This page can also be accessed by clicking “Cambridge College Resources” from the button on the main menu of the CCOL.

Please feel free to download these handouts and make copies for your students. Handouts are updated occasionally, and new handouts will be added throughout the year, so be sure to go to <http://www.cambridgecollege.edu/library/research.cfm> for the latest version rather than keep a supply of print copies on hand that might soon become obsolete.

Please don't post your own links to these files as they will become obsolete quickly. Instead, direct the students to the links on the Research Resources page

<http://www.cambridgecollege.edu/library/research.cfm>

How do I join the MyCC Group which provides instant “Library Skills Teaching Help?”

The MyCC "Library Skills Teaching Help" Group, in the MyCC portal, is the convenient online location for information and resources to help all faculty members teach research, library, and information literacy skills. It provides links to teaching activities, tutorials, online books, and other resources.

To join the “Library Skills Teaching Help” group, please do the following:

- log into the MyCC Portal and go to your personal homepage
- find the section of “My Groups”
- in “My Groups” look for the link “Browse Groups” and click it
- you will get an alphabetical list of groups. Scroll to “Library Skills Teaching Help”
- click “Join” for “Library Skills Teaching Help”
- this will not immediately put you into the group. As the group leader, Maida must put you in. But she won't know that you want to join until you send an email to maida.tilchen@cambridgecollege.edu and tell her that you have clicked “Join” for “Library Skills Teaching Help”
- when she gets your email, she will put you in the group ASAP and send you an email to let you know
- After that, when you go to your homepage in MyCC, if you click “My Groups” you will see a link to “Library Skills Teaching Help”

If you want help doing this, send Maida an email and she will guide you through the above process over the phone or in person.

Once you're in the “Library Skills Teaching Help” group, please explore the resource areas:

- **Files:** how to get copyright permissions; faculty survey about our library resources; how to use Page Composer; much more specifically for Cambridge College faculty
- **Weblinks:** to online tutorials on research, information literacy, writing, and APA skills
- **Textbooks:** books to help you teach research and writing skills that are in full-text online in the Electronic Books collection of the Cambridge College Online Library
- **Forums:** share your ideas and questions about teaching research and library skills with the rest of the faculty

Set up a MyCC Group For Students Doing Related Research Projects If you like the “Library Skills Teaching Help” group in MyCC, why not create a similar group for your students working on related topics or on group projects? The “group” function in MyCC gives

them lots of helpful tools for sharing info and working together. It's very easy to set up within any course site, and you can have as many groups as you want. I recommend MyCC Groups as a terrific tool to help students work together, and you can also create groups for faculty or administrator projects. Contact the IT department for help setting up your group.

How can I get individual live instruction in person or on the phone or online

to use CCOL or to teach use of CCOL or library skills: Maida Tilchen is eager to teach you whatever you need to know, no matter where you are located. If you can get to Cambridge, we can meet in person at your convenience. If you can't get to Cambridge, contact me at maida.tilchen@cambridgecollege.edu and I will instruct you via phone, email, or online.

When is group instruction for faculty held at my campus site?

Cambridge site: contact maida.tilchen@cambridgecollege.edu

Group instruction at other sites: ask your site director or contact Maida

NITE faculty orientation and other NITE faculty instruction: Maida will provide group instruction at one of the scheduled orientation sessions. For individual instruction, contact Maida.

How to teach library and research skills

Who is responsible to teach library and research skills to students?

Proseminar 1 leaders are responsible for insuring the initial introduction to library and research skills instruction for graduate students. They are asked to include a library instruction session in their first term syllabus. They are expected to provide ongoing and/or individual library instruction so that students can do their ILP/IRP research. They are asked to meet the "Objectives for Proseminar Library Instruction" (see section which follows).

Undergrad Seminar Leaders are responsible for insuring the initial introduction of library and research skills instruction for undergraduate students. They introduce the skills in the first term undergrad seminar, but they don't want to overwhelm the students.

Proseminar Leaders after Prosem 1 are expected to provide ongoing support and/or individual library instruction so that students can do their ILP/IRP/CAGS research.

Writing Courses: No standard curriculum or objectives on library skills are required in the writing courses. College Writing II, which may be taken at any point in the program, usually shows how to navigate the CCOL, search, and evaluate the scholarliness of sources. Instructors may also take students to a local traditional library.

Writing Support Center Tutors: Depending on the needs of individual students or on request, writing tutors show students how to navigate the Cambridge College Online Library, search, evaluate scholarliness of sources, and use traditional libraries.

Instructors in each course are expected to assist students with library and research activities, related to the instruction of that course, as needed.

Refworks Instruction:

Faculty and writing support center tutors are *not* responsible to teach or support Refworks. Please direct students to the excellent online instructions and tutorial information provided by Refworks. For further information, see the *How to Use CCOL Handbook*.

Objectives for proseminar library instruction:

Overall Goals:

- Develop research methods and skills as they identify problems, utilize resources, and plan and organize effective research strategies used to solve those problems over time
- Competently use the online research resources of Cambridge College, including the Cambridge College Online Library and its research databases
- Critically analyze, qualify and select information resources and research in support of the ILP/IRP, CAGS Action Plan, or other research paper
- Organize research materials electronically for easy storage and retrieval
- Reflect on their own progress and process as critical thinkers and learners

To this end, students should be able to:

Evaluate and select appropriate scholarly sources:

- Define scholarly research
- recognize a scholarly article
- read a scholarly article
- take notes on a scholarly article
- determine if information from various types of sources (including e.g., scholarly and non-scholarly articles; websites; broadcast media) is credible and acceptable according to ALA or their instructor's standards
- determine which information is appropriate to support their research topic and thesis

Choose and use traditional libraries:

- use the CCOL to determine which local traditional library to use
- take a tour or orientation session
- know suggested way to ask questions of a reference librarian
- know what their local affiliate traditional library is and how to get a borrowing card there
- know of other local libraries relevant to the degree program

Define necessary terms:

- Traditional library Reference librarian Online library Academic library
- Scientific method for research Database research database
- citation full-text citation-only abstract
- search term or keyword search engine

Use the Cambridge College Online Library and its research databases:

- be familiar with the “*How to Use Cambridge College Online Library Handbook*”
- log in to CCOL
- know the phone number and email for Technical Support
- use the Main Menu of CCOL to get to all features
- search the databases to view a full-text article and a full-text book
- use the WorldCat link in results to find which local library has a specific journal so as to find the print version of a citation-only result
- search the stand-alone WorldCat database to find which local library has a specific book
- find and use the Help and Syntax Help features in all the databases
- get help from the “Ask An Online Librarian”
- choose and use Research Guides relevant to their topic
- choose and use subject relevant pathfinders and instructions from the Research Resources page <http://www.cambridgecollege.edu/library/research.cfm>

Search Effectively and Organize Results

- know how to select effective search terms
- have a method for organizing and retrieving information found online

How can I get information and instruction to help me teach library and research skills?

These instructional materials are in MyCC “Library Skills Teaching Help” and/or available from Maida Tilchen:

- *How to Teach Basic CCOL Use to Your Students*, keyed to the objectives and the “*How to Use CCOL Handbook*”
- *Script for Library Instruction*: this is the sequence and content Maida follows
- *Library Instruction Readings for Proseminar Leaders and Others*: selected articles from our EBSCOHost and Wilson Select Plus databases and books from our Electronic Books collection

For individual instruction and advice at your convenience, contact Maida Tilchen maida.tilchen@cambridgecollege.edu Maida can also let you know about upcoming group instruction.

Model Research Assignment provides student practice and assessment while they begin their literature review

This assignment is intended as the “product” of receiving instruction in library and research skills. Students who complete it will have practice in using the major features of the CCOL while they learn the expectations for the level of analysis in a literature review. They also get practice in APA style. Exercise #1 helps them clarify their topic and thesis and identify likely search terms. If they use the expected topic for their ILP or research paper to do this exercise, they will be compiling materials for use in their literature review.

Please modify the assignment as you wish. For the purposes of keeping this handbook brief, the space for answers has been compressed. If you would like this assignment as a Word file so that you can modify it or expand the space, look for it in the MyCC group “Library Skills Teaching Help” file bank section, or contact maida.tilchen@cambridgecollege.edu

Model Research Assignment

Introduction: Doing these exercises will give you practice and familiarity with the resources and services of Cambridge College Online Library, and will teach you lifelong information literacy skills for finding and evaluating information. If you search the topic you have chosen for your ILP, IRP or other research paper, these exercises will give you a running start for your research and Literature Review!

For instructions for using all the features of Cambridge College Online Library, see the *How to Use Cambridge College Online Library Handbook*. It can be found by clicking *How to Use CCOL Handbook* from the CCOL main menu. It is also linked on the page <http://www.cambridgecollege.edu/library/research.cfm>

For APA instructions, see the handout *APA Style Instructions* handout, which is linked on the page <http://www.cambridgecollege.edu/library/research.cfm> or see the *Publication Manual of the American Psychological Association* (5th edition) or other APA publications. There should be copies at your campus site Writing Support Center.

* All handouts referred to in this assignment can be found on the page <http://www.cambridgecollege.edu/library/research.cfm> or by clicking “Cambridge College Resources” from the CCOL main menu, which is on the left side of most CCOL pages.

Exercise #1: What are you researching?

Depending on your instructor’s assignment, what is your research topic, research question, problem statement, or thesis statement? It doesn’t matter which format you use as long as you know what you are looking for.

Hints:

A **research topic** might be: *parent participation in the elementary school*

A **research question** might be: *How can parent participation in the elementary school be increased?*

A **problem statement** might be: *Only 10% of the parents at my elementary school have ever served in any volunteer capacity. Without increased help, many programs cannot continue.*

A **thesis statement** usually has three parts: topic, opinion, and supporting arguments. For example, here are two thesis statements on the same topic, but they have a different opinion and arguments:

Parent participation in the elementary school can be increased by instituting formal programs, having support from the school administration, and cooperation from teachers.

Parent participation in the elementary school cannot be increased due to lack of funding, discouragement from administrators, and resentment from teachers.

Write your research topic, question, problem statement, or thesis statement here:

What search terms will you use? Try to list at least three.

Exercise #2 Finding a scholarly article using eglobalSearch in CCOL

eglobalSearch lets you simultaneously search our most popular full-text databases and our Electronic Books collection. Just go into CCOL and click eglobalSearch from the main menu on the left.

Find a full-text article from a scholarly journal using eglobalSearch to fill in the information below. If you get a citation-only result that interests you, keep a record of it for Exercise #6:

Search terms that worked

Search terms that didn't work

Title of article

Author(s)

Name of periodical

Date

Volume

Issue

Page Numbers

html or pdf?

What are the author's credentials? If it isn't in the article, run a google search.

What are the periodical's credentials? How do you know it is "scholarly?" If it isn't in the article, run a google search. A periodical that doesn't have a website has questionable credentials. For help determining if it is scholarly, see the handout *How to Identify and Read a Scholarly Article or Book*.*

Give the complete APA citation as it will appear in the References page:

Write a sentence quoting or paraphrasing from this source, with in-text citation:

This article includes content that is (check as many as are true):

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic
- literature review of the topic
- other? _____

How will this item be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

Exercise #3 Finding a scholarly article using additional databases in EBSCOHost

EglobalSearch searches only our most popular, primarily full-text databases. Many more databases can be found within the database EBSCOHost. To see these databases:

- In the CCOL, click “Research Databases” from the menu on the left
- Scroll down to click EBSCOHost
- On the “Choose Databases” page which opens, read the descriptions for each database and put a check next to each one that might be relevant to your search. You can also uncheck those that were in the eglobalSearch
- For instructions for finding and using EBSCOHost, see *How to Use CCOL Handbook*. *

Find an article from a scholarly journal in an additional EBSCOHost database to fill in the information below. If you get a citation-only result that interests you, keep a record of it for Exercise #6:

Search terms that worked

Search terms that didn't work

Title of article

Author (s)

Name of periodical

Date

Volume

Issue

Page Numbers

html or pdf?

What are the author's credentials? If it isn't in the article, run a google search.

What are the periodical's credentials? How do you know it is "scholarly?" If it isn't in the article, run a google search. A periodical that doesn't have a website has questionable credentials. For help determining if it is scholarly, see the handout *How to Identify and Read a Scholarly Article or Book*.*

Give the complete APA citation as it will appear in the References page:

Write a sentence quoting or paraphrasing from this source, with in-text citation:

This article includes content that is (check as many as are true):

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic
- literature review of the topic
- other? _____

How will this item be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

Exercise #4 Finding a Book in the Electronic Books collection

There are more than 30,000 full-text books in the Cambridge College Online Library. For instructions see *How to Use CCOL Handbook* and the handout *Read Books Online in the CCOL*.*

The Electronic Books collection can be searched from the eglobalSearch, or by clicking "Electronic Books" from the menu on the left of any CCOL page.

Find a relevant book in the Electronic Books collection. Because this book collection is relatively small, the book might have to be more general than your topic. For example, if your topic is “parent participation in the elementary school,” the book might be on the current problems in America’s elementary schools.

Search terms that worked:

Search terms that didn’t work:

Title of Book

Author (s)

Publisher

Date

Place of Publication

Edition

What are the author’s credentials? If it isn’t in the article, run a google search.

How do you know the book is “scholarly?” If it isn’t in the book, run a google search. For help determining see the handout *How to Identify and Read a Scholarly Article or Book*.*

Give the complete APA citation as it will appear in the References page:

Write a sentence quoting or paraphrasing from this book, with in-text citation:

This book includes content that is (check as many as are true):

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic
- literature review of the topic
- other? _____

How will this book be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

Exercise #5 Finding information from an original Web page

There's a lot of information on the web, some of it highly credible and some of it highly incredible. The most credible original web pages are usually on the sites of credible organizations such as the National Education Association or American Counseling Association. To help you evaluate, see the handout *Checklist for an Informational Webpage*.*

On the web, it is sometimes hard to tell whether you are looking at original webpage content written just for the web, or material that was already published in a periodical and then posted on the web.

Search until you find a page that does not indicate that it is from a periodical posted on the web, so that you can get practice evaluating information on an original webpage.

Search terms that worked:

Search terms that didn't work:

Title of page

Author(s)

Name of organization

Date you retrieved it Date on the page (such as copyright or "recently updated" date)

URL of page:

What are the author's credentials? If it isn't in the article, run a google search.

What are the organization's credentials? Look for an "About Us" type page for the website. For help determining if it is scholarly, see the handout "How to Identify and Read a Scholarly Article."

Give the complete APA citation as it will appear in the References page:

Write a sentence quoting or paraphrasing from this webpage, with in-text citation:

This webpage includes content that is (check as many as are true):

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic

literature review of the topic
 other? _____

How will this webpage be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

Exercise #6 Using WorldCat to locate a book or journal in print form

WorldCat tells you which local library has the book or journal that you want. Use WorldCat when you cannot find the full-text journal or book online, or if you want to see the print version. For instructions for finding and using WorldCat, see *How to Use Cambridge College Online Library Handbook*.

If you did not find an article you wanted in full-text online in your previous searches, search for the issue of the journal that contains it using WorldCat (search by the title of the journal, not the title of the article.) Or, use your search terms to find a relevant book in a local library that you would like to see:

Title of Book or Journal

Author (s)

Which local library(s) open to the public has the journal issue or book?

Exercise #7 References Page

APA requires a page called “References” which gives the complete citations of all the books, articles, webpages, brochures, films, or other media that you quoted, paraphrased, or otherwise cited in your research paper. This allows the reader to locate and evaluate your sources of information. The References page gives your work credibility. For instructions for making a References page, see the handout *APA Style Instructions* * or see the *Manual of the American Psychological Association* (5th edition), Chapter 4.

Since you haven’t written your paper yet, you don’t know if you will cite all the sources you found for these exercises, but just for practice use them all to create a References page which contains:

- An article from Wilson Select Plus or EBSCOhost
- A book from Electronic Books

- An original web page
- A book or journal article you located in a local library using WorldCat

* All handouts referred to in this assignment can be found on the page <http://www.cambridgecollege.edu/library/research.cfm> or by clicking “Cambridge College Resources” from the CCOL main menu, which is on the left side of most CCOL pages.

That’s the end of the Model Research Assignment! Congratulations for learning lifelong skills for research and information literacy and for getting a head start on your ILP, IRP, ARP, or other research paper.

Scholarly Sources: Informing students of your standards

Please emphasize the use of scholarly sources and proper documentation

- Clarify your standards of scholarliness for all research assignments
- Be sure to require proper APA-style documentation, especially for online sources. For APA questions and instruction, contact your campus writing instructor or the Director of Academic Support Services
- Instructional handouts to help with APA style can be found at on the Research Resources page at <http://www.cambridgecollege.edu/library/research.cfm>

To clarify for students and to maintain a high standard of scholarliness, please provide the following in writing for each course:

- What do you consider a credible source?
- What do you not consider a credible source?
- How many credible sources are expected for a specific paper?
- Recommended journals, books, and websites
- Cambridge College standards on plagiarism (available from Writing Department)

To help students identify scholarly sources, the following instructional handouts can be found on the Research Resources page <http://www.cambridgecollege.edu/library/research.cfm>

- How to Find Full-text Articles Online or in Library
- How to Read a Scholarly Article in Education
- Scholarly Journals in the Mental Health Counseling Field
- Using Google Scholar
- How to Identify and Read a Scholarly Article or Book
- What to Read, and How to Prepare For, Organize and Write Your Literature Review

How to Conveniently Provide Access to Online Articles and Books for your students

Create a convenient place for students to find assigned or recommended Electronic Books by creating a “Course Bookshelf” in the CCOL “Electronic Books” Collection

Here's a great new way to use our Electronic Books collection. It is possible to create a virtual "Reserve Bookshelf" for any class or program. Each Bookshelf gets a unique username/password which can be given to the appropriate class or group, and all books are available at all times for all users. This should be more convenient than providing only one print copy at a traditional reserve bookshelf.

To see an example of a "Course Bookshelf" of about 100 books highly relevant to our Ed.D. courses on statistics and educational leadership issues:

- Log into the CCOL and go into Electronic Books
 - Make sure you have downloaded the "Ebrary Reader" software into the computer you are using! Instructions are on the opening Electronic Books page
 - Click the Bookshelf tab on the top left
 - Put username: eddcambridge
Password: cambridge
- A screen should appear which is a long list of books relevant to the EdD program. Click any of those titles and the book will open. (NOTE: please do not make any changes!)

It is very easy to create a Bookshelf like this for any purpose, and you can create as many as you want. If you don't want the list modified, tell the students to be sure they do not make any changes. Or, tell the students to add books, highlighting, and notes, so your list can provide a collaborative space to share sources and information.

Here's how to create your own Course Bookshelf. You can create as many as you want:

- 1) Log into the CCOL and go into Electronic Books to get to the page "Welcome to Ebrary!"
- 2) Make sure you have downloaded the "Ebrary Reader" software into the computer you are using! Instructions are on the opening Electronic Books page. If it doesn't have Ebrary Reader software, you won't be able to view the books
- 3) If you haven't used Electronic Books previously, please see the *How to Use CCOL Handbook* and the Ebrary tutorials for instructions on both using Ebrary and creating a Bookshelf
- 4) Create your own individual Bookshelf account so you can try and use the Info Tools. Since this Bookshelf is for your personal use only, fill in the application using obvious answers like your name and email address and private password

When you are comfortable using Electronic Books for your individual Bookshelf, proceed to create other Bookshelves for your courses or other student needs:

- 5) Click the "Bookshelf" tab on the top left screen pane. It's near the Search tabs
- 6) Click "Do you need to create a new bookshelf?" link
- 7) You will get a screen of instructions and a form to fill out
- 8) For a Bookshelf that is for your students to see,

a) give a username and password related to the course. For example, if there was a course EDD101 on "Social Justice," then one might use:

username: *EDD101*

password: *Justice*

b) For the First Name, Last Name, don't use your own name because that will be the name that appears on the Bookshelf page as the name of the Bookshelf. It would be better to give the Bookshelf the name of the course or topic.

For example, for First Name put *Justice* and for Last Name put *Social*. That way the name of the Bookshelf will be *Social Justice*

c) Give your email address. Ebrary will not do anything with it

9) Send instructions to your students:

Instructions for students: How to view the Course Bookshelf for Course _____.

- *In the How to Use CCOL Handbook, please read the section on Electronic Books and Using the Bookshelf*
- *Enter the CCOL*
- *Click Electronic Books from the main menu*
- *If you have never used Electronic Books before, on the page that opens please click [Instructions for First-Time Users](#) and after reading that proceed to [click here to proceed to the ebrary collection](#)*
- *If you have used it before, on the page that opens click [click here to proceed to the ebrary collection](#)*
- *On the "Welcome to ebrary" page, click the Bookshelf tab on the top left*
- *In the username box, type _____*
- *In the password box, type _____*
- *This should open a page saying Retrieving, and then a list of book titles will appear. The list may open slowly so be patient*
- *Click on any title and the entire book will open. If you did not previously download Ebrary Reader software as explained in the instructions, you must do so now.*
- *Please do not make any changes to this Bookshelf which is intended for the use of your entire class. Do not add notes, comments, or highlighting. (If you want to use those InfoTools features, set up a Bookshelf of your own and put the book in it.)*
- *For further instructions for setting up your own Bookshelf or using the InfoTools, click Help above the word Bookshelf and then click InfoTools and/or Bookshelf from the banner that appears*

10) Create as many Bookshelves as you want by following the above instructions, but use different username, password, and first and last names.

Create a convenient place for students to read assigned or recommended EBSCOhost database articles by creating a "Course Folder" in My EBSCOHost

Use “My EBSCOHost” to create a folder of course reading assignments of articles from the EBSCOHost databases. Create a new “My EBSCOHost” account for each course, giving its unique username/password to the students in that course so that they can access the folder at any time.

To see an example of a “Course Folder” of readings for a course in motivating adult learners:

- go into EBSCOHost
- In the top right corner of the Search page, click “Sign In”
- Put the username: motivating
- Put the password: adults
- When the Search page reappears, click “Folder’ or “Folder Has Items” links
- A folder of links to articles on motivating adult learners will open

Note: you can only use this “Course Folder” for EBSCOHost articles. If you want to create a “Course Readings” page that can include






- direct links to EBSCOHost articles
- direct links to public websites
- instructions which direct students to readings in Wilson Select Plus, Electronic Books, local traditional libraries, or elsewhere

You will need to use EBSCOHost Page Composer (a tool in My EBSCOHost). See the section “Create a convenient place for students to find online articles, books, and websites from all sources” elsewhere in this Handbook.

To create your own Course Folders

- 1) Please also see the instructions in the How to Use CCOL Handbook.
- 2) go into EBSCOHost
- 3) In the top right corner of the Search page, click “Sign In”
- 4) Click “I’m a new user” and an application form screen comes up
- 5) If it is for your personal use only, fill it out with the correct info
- 6) If it is for your students to see,
 - a) give a username and password related to the course, such as if there were a course ED202 on “Motivating Adults,” then do username: ED202 and password: motivating
 - b) For the First Name, Last Name, don’t use your own name because that will be the name that appears on the Folder as the name of the Folder. It would be better to give the Folder the name of the course or topic. For example, for First Name put Motivating and for Last Name put Adults. The name of the page will then be “Motivating’s Folder”
- 7) To put articles into the Folder you created:
 - a) Sign into My EBSCOHost using the username/password for that Folder (if you have created more than one folder, make sure you are in the one you want to be in!
 - b) Search for the articles in the normal way. When you find an article you want to add to the Folder: click the icon of a little folder to the right of the result. It should change from “Add” to “Added.” It looks like this:

[sults](#) | [Academic Journals](#) | [Magazines](#) | [Newspapers](#) | [Books/Monographs](#)

its by Subject Planning Management IT Public Officers	1. A system dynamic based DSS for sustainable coral reef management in Kenting coastal zone, Taiwan By: Chang, Y.C.; Hong, F.W.; Lee, M.T.. Ecological Modelling, Feb2008, Vol. 211 Issue 1/2, p153-168, 16p; DOI: 10.1016/j.ecolmodel.2007.09.001; (AN 28150900)  Check library holdings in your area	 Add
	2. Planning Made Easier . By: Eadie, Doug. American School Board Journal, Feb2008, Vol. 195 Issue 2, p40-41, 2p; (AN 28107673)  PDF Full Text (226K)  Check library holdings in your area	 Added

For further instructions for using Course Folders, click EBSCOHost Help and choose “Using Folders” from the menu.

Create as many Course Folders as you want by following the above instructions, but use different username, password, and first and last names. EBSCOHost also lets you create multiple folders under one username/password, but this will not be appropriate for the Course Folders, as you will want each Course Folder to have a unique username/password for just the students in that course.

Note: Once they are in the folder, they do have the ability to make changes. We can’t prevent that. If you would like a more secure format, use the Page Composer tool, which is also in My EBSCOHost. Contact Maida Tilchen for more instructions.

Instructions for students to see your Course Folder:

Tell your students to

- 1) go into EBSCOHost
- 2) In the top right corner of the Search page, click “Sign In”
- 4) Sign in with the username and password you give them for that folder
- 5) Click “Folder” or “Folder Has Items” to see the folder
- 6) Click on the title link of any article to go to the full-text
- 7) Do not make any changes to the folder, unless your instructor has asked you to add relevant articles.

Create a convenient place for students to find online articles, books, and websites from all sources by creating a “Course Reading List” using Page Composer in EBSCOHost.

Why you should use Page Composer

The bad old days: Remember how you used to have to trawl through your filing cabinet to find smudgy almost unreadable old copies of your favorite articles for course reading, then trudge over to the xerox machine to make more copies, then haul those heavy piles of paper to your classroom? Meanwhile, you just knew the copyright police were going to catch you this time. Plus, the students tend to lose them.

The wonderful world of the future which is now: Using a handy feature called “Page Composer” in the EBSCOhost research database in our Cambridge College Online Library,

you can create an attractive page to email to your students or post as a file on your MyCC course website. Your page can contain:

- links directly to full-text articles you want them to read, if the articles are in EBSCOhost or on the public web (Copyright permission is already granted for articles; weblinks probably do not require copyright permission.)
- links that tell students which articles to read in Wilson Select Plus, our other big full-text database, and how to find those articles in full-text online (Copyright permission is already granted.)
- links to tell students what to read in our Electronic Books collection (copyright granted). You can also send them to an online “Course Bookshelf” on which you have placed all the books you choose from the Electronic Books collection. For further instructions on “Course Bookshelf,” see the section above “Here’s how to create your own Course Bookshelf”
- your annotations about why they should read the articles
- scheduled dates for class discussion or assignments on the article
- links to webpages on your course or personal website, or to other pages on the Cambridge College website (such as to the instructional handout on doing APA style citations)
- if an article is not available online: **with copyright permission**, you can scan it into a digital (PDF) file which can be posted on your course MyCC site so that a link to it can be included on your “Course Readings” page
- assignments, which can include a search box directly to EBSCOhost
- photos or other images you find on the web or provide, if you’re geeky enough to do it and can obtain copyright permission

What does a Page Composer “Course Readings List” Page look like?

Here is a brief sample, but you can design it any way you want:

NOTE: The links and search box will not work in this sample document, but contact Maida for a working sample version.

The Role of School Nurses in Public Health Issues: Asthma and Tobacco
 Professor: Patricia Johnson
 Summer, 2005
 Cambridge College School of Education

Due July 12: Click on the blue link below to go to the full-text article.

[Reminiscing on School Health. Wilson, Charles C.; Journal of School Health, v71 n8 p376-77 Oct 2001 \(EJ638330\)](#)

Due July 14: Write a one-page response paper based on the following website:

["Action for Smoking and Health" is a UK website that takes a global view](#)

Due July 19: Find the following book online in full-text:

Title: Asthma's Impact on Society: The Social and Economic Burden

Author: Weiss, Kevin B.

- log into Cambridge College Online Library
- click "Electronic Books" from the main menu on the left
- click Advanced Search
- put the author's name in the search box like this: Weiss Kevin
- click the drop-down box to say "Author"
- read pages 19-41

Due July 21:

Assignment: Use the search box below to find an article in EBSCOHost on anti-smoking methods for use with children twelve and below. Put a relevant search term into the box and it will automatically take you to results in our EBSCOHost Academic Search Premier database. Once you are there, you can change your search terms or database choice.

Due July 23: Final paper, requirements to be discussed in class.

Here's how to get started using Page Composer:

For complete instructions, see the file "Create Course Readings List with Page Composer Instructions" in the MyCC group "Library Skills Teaching Help." (Or, email maida.tilchen@cambridgecollege.edu and she will email the instructions to you.)

There is an online demo with all the bells and whistles. You're welcome to look at it, but be aware it may move too quickly to learn from. It is at <http://support.epnet.com/CustSupport/Tutorials/PageComposer.html>

Integrating library resources into your curriculum

Please identify course-specific journals and books in the CCOL

Please think of the CCOL as you would a traditional “brick-and-mortar” library, by making sure to visit it, learning how to use it, familiarizing yourself with its various services, and identifying the resources in your subject area by running searches on likely search terms in your subject area. To do a thorough search, when you are logged into the CCOL, from the main menu on the left of the screen:

For an overall view of what is available:

- Run an eglobalSearch Advanced Search, un-checking “Research Guides” and keeping all other items checked. eglobalSearch will search all our major full text databases, including Electronic Books

To see more specifically what is available:

- select Research Guides from the main menu and look for subject-area guides relevant to your courses
- Select Research Databases
- Explore EBSCOhost to see additional databases which are not in eglobalSearch, but which may be relevant to your topic. Instructions for searching title lists are in the *How to Use CCOL Handbook*
- Explore Wilson Select Plus. Instructions for searching title lists are in the *How to Use CCOL Handbook*
- If journals are not in full-text in any of our databases, click WorldCat to see which local libraries have the journals in print form
- Select Electronic Books. Use Advanced Search and/or Browse to look for full-text online books in your subject area in our @ 35,000 book collection from ebrary.
- If you cover psychology, check the PsycBooks collection in EBSCOHost. This provides @ 1000 full-text books that are NOT in the ebrary Electronic Books collection
- On each syllabus or another course handout, list your most recommended journals and books and say which database they are in; or, if they are not in full-text in our online databases, use the WorldCat database to determine which local library has the print versions

Syllabus: What to say about library resources and services

Please include this information on all course syllabi:

What are the Cambridge College library resources?

Cambridge College Online Library (CCOL) provides an extensive collection of full-text articles from thousands of scholarly journals and 36,000+ full-text books, live reference librarian support 24 hours every day, and instruction and resources for doing research in all of our subject areas. It's free and always available. For information and instructions about Cambridge College library services and resources:

- go to <http://www.cambridgecollege.edu/library/research.cfm>
- click the link *How to Use CCOL Handbook*

For information about traditional library arrangements for your campus site, see the "Traditional Library Skills" section of <http://www.cambridgecollege.edu/library/research.cfm>

Course-specific information for your syllabus or reading list

Please provide the following information for each course. Your students depend on your expertise to direct them to the most credible and valuable academic sources in your subject area.

For each assigned reading that is not in the textbook or provided in a copyright-permitted handout,

- give the citation
- state the database in CCOL in which it can be found (if it is in a database not included in eglobalSearch, be sure to say which one and that it must be clicked from the Research Databases page)
- if not in CCOL, but available on public web, give the URL
- if not online, make sure that it is available in a local library; say which local library has it on reserve. If students are not local, recommend that they use the WorldCat database to find a local print copy

What are recommended journals for further reading and research for this course and where can I see them in full-text?

- give name of each journal
- state the database in CCOL in which it can be found (if it is in a database not included in eglobalSearch, be sure to say which one and that it must be clicked from the Research Databases page)
- if not in CCOL, but available on public web, give the URL
- if not online, make sure that it is available in a local library; say which local library has it on reserve. If students are not local, recommend that they use the WorldCat database to find a local print copy

What books relevant to this course can be found online in full-text in the Electronic Books or PsycBooks collections in the Cambridge College Online Library?

- give the citation(s)

- state if in Electronic Books
- state if in PsycBooks collection

What books relevant to this course are not online but are available in local traditional libraries?

- give the citation
- search each book in WorldCat to see where it is available locally in print

Integrating library assignments into your curriculum

Adapt the “Model Research Assignment” in this handbook, or create your own. Maida Tilchen, Project Manager for Library Services, is eager to work with you. Please contact her.

Subject area handouts: would you like one for your course?

See examples of subject area handouts on the Research Resources page

<http://www.cambridgecollege.edu/library/research.cfm> If you would like a similar handout created, please contact Maida Tilchen, Project Manager for Library Services. She is eager to work with you to create a new handout.

Copyright Policies and Procedures

Copyright policies and procedures

Complete information is in the manual “Cambridge College Copyright Policies and Procedures September, 2006.” (This file will probably be updated in 2008.) You can view it in your Outlook email by going to

Public Folders/All Public Folders/Cambridge College/ Library/Copyright Info

The public folders are in a little folder icon at the bottom left—or ask the IT people to help you.

How can I obtain copyright permission for an article or book I want to distribute to students?

See “Instructions for Using Copyright Clearance Center to Get Copyright Permission” in the manual “Cambridge College Copyright Policies and Procedures September, 2006.”

NOTE: Copyright permission from Copyright Clearance Center is for one term only! Be sure to renew your copyright permissions every term.

How to Use the Copyright Permission you obtained to get your documents duplicated by copying services at Cambridge College:

- Ask your campus copy service for their “Copy Request Form” and attach the proof of copyright permission
- If your site does not have a “Copy Request Form,” or if you did your own copying, be sure to keep the proof of copyright permission

Videos and other new technology: How can I obtain copyright permission for a video or internet video or internet content that I want to show in class or send to a distant student?

Maida Tilchen, Project Manager for Library Services and Wendell Seale, Manager of Multimedia Development, are researching this issue. It will be some time, if ever, before we have a convenient solution. Meanwhile, what we do know is presented as pleasantly as possible in a handout which covers:

- 1) Introduction, or Why This is Not a Simple Issue and Won't Be in the Future
- 2) What are the relevant copyright laws?
- 3) Where can I find videos to show?
- 4) What are the plans of Cambridge College regarding videos?

You can view this handout in your Outlook email by going to:

Public Folders/All Public Folders/Cambridge College/ Library/Copyright Info/Videos and Copyright Info

APA Style and Writing Issues: Contacting the Writing Department

APA Style and writing issues are not the responsibility of Library Services and Resources. Be sure to require proper APA-style documentation, especially for online sources. For APA questions and instruction, contact your campus writing instructor or the Director of Academic Support Services.

For your convenience, the current instructions "Using APA Style at Cambridge College" can be found on the Research Resources page

<http://www.cambridgecollege.edu/library/research.cfm>

Contact Maida Tilchen, Project Manager for Library Services

For any questions or requests, including for individual appointments for training at your convenience either live in Cambridge or online/phone, please don't hesitate to contact

Maida Tilchen, Project Manager for Library Services
maida.tilchen@cambridgecollege.edu