# IDD- Ivy Tech Information Literacy

<table>
<thead>
<tr>
<th>Course title:</th>
<th>IVYT 111 - Student Success</th>
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<tr>
<td>Length:</td>
<td>20-30 minutes</td>
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<tr>
<td>Date/Location of Instruction:</td>
<td>August 30, 2018 / D-226</td>
</tr>
<tr>
<td>Number of Students:</td>
<td>~15</td>
</tr>
<tr>
<td>Name of Instructor:</td>
<td>Jennifer Furmanek</td>
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<tr>
<td>Previous Knowledge Needed:</td>
<td>None</td>
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## Instruction Objectives:
- To locate the library on campus and online
- To know when and who to ask for help
- To locate materials for career exploration assignment
- Find Citation tools

## Outline:

1. **General Library Information**
   A. Found on the IVY Orientation Powerpoint:
      i. Hours, location
      ii. Study rooms, computer lab
      iii. Quiet study
      iv. Help with research, citations, and if you don’t know who to ask

2. **Find Library Link on My Ivy**
   A. Show how to find all the campus libraries.
   B. Quick overview of library services:
      i. IvyCat for books here on campus
      ii. IVY Tilt research tutorial that might be part of your course
      iii. Inter-Library Loan Form – if you find an item in the catalog that is at another campus, we can get it for you.

1. **IVY CAT**
   A. IvyCat will search not just your campus, but all the campuses. If you find a title at another campus you
can us for help in checking it out. This is called an inter-library loan.

B. Enter your search terms or keywords for the topic. There are multiple boxes for additional terms. These are the main points of your topic. You can also search by title or author if you know what book you are looking for.

C. You can also set the location so you can look at all campuses at once or just the Valpo campus. You can also tell IVY CAT that you want to see only physical items, electronic items, or both in your results. **Example search:** Careers

D. Look at the record and point out:
   i. Title
   ii. Author and date
   iii. Call Number – where the book is found on the shelf
   iv. Is it checked out?

2. **Search Databases**

   A. Explain what a database is: a collection of published materials. Can be on a specific topic, like business or medicine, or a type of material, like books or articles

   B. Look for the link to the A-Z list of **databases or the Articles** on the left side of the screen. Each campus page may look a little different or have slightly more or less resources listed.

   C. **Discover! Search** – On these pages you will see a search box that says Start with Discover! This box will search the majority of the databases listed on the page. This will save you time and give you an overview of what the library has on a particular topic. Use **keywords** – the main points of the topic- to search. Unlike the internet, databases work best when using simple words or phrases instead of full sentences or questions because they don’t ignore the unimportant parts of the question. You can ask Google: what is the weather like
in Hawaii and get results, but you would need to ask the database: weather and Hawaii.

i. If you have a phrase as a search term, use quotation marks around the phrase to keep the words next to each other in the results.

ii. Combine your search terms using AND/OR. And will combine different ideas. Or will combine similar ideas.

iii. Example: personality and career or job

iv. Show how to narrow the results page:
   a. Make sure Full-Text is checked so you are able to view the article.
   b. Peer-Reviewed – an extra review process that vets the article. Usually more advanced and scholarly.
   c. Date Range
   d. Source type – describe difference.

v. If after setting all of the limiters you still don’t like the results. You might want to change your search terms or narrow the topic. (Remove OR job or try: “goal setting” and college) You may need to go back and reset some of the limiters, but your results should be better. If you ever need help choosing what keywords to use, please contact us for assistance! We are here to help you choose and navigate these resources and we have had a lot of practice!

vi. Choose and article (make sure it has FT links) and show:
   a. Title
   b. Author and Date
   c. Source
   d. Subject
   e. Abstract
3. **Occupational Outlook Handbook**  
   **A. Bring physical copy as example**  
   **B. Show online version:**  
   [https://www.bls.gov/ooh/](https://www.bls.gov/ooh/)  
   i. Ask for a job title or search **Nurse** or use job category **Computer and IT**  
   ii. Show the tabs at the top of the page and links to additional resources  
   iii. Highlight the **citation** provided at the bottom of the page

4. **Citation Styles and Tools** – I’ve already shown you how to find the citation tools in the library databases. You can also find citation style guides and sample papers on the campus library website. Look for links to guides and tutorials or citation guides or APA and MLA guides on your library’s page. Or ask a librarian for help!  
   **A.** The guides should show you some examples on how to paraphrase, set up a reference or works cited page, and what a properly formatted paper should look like.  
   **B. Noodletools Citation Generator** – this is a tool to help you create citations/bibliography/reference pages. If you haven’t used the tool before, you will need to register the first time.  
   h. Create a new project to keep citations together  
   i. Go to **Sources** tab to create a citation and follow/choose what you are citing. **USE A FAKE BOOK as an example.** Continue adding citations and when complete check the ones to include in your reference/works cited list and click Print/Export.
5. Thank you for your attention! Please remember to contact the library if you need help with any of the resources or if you have any questions!

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<tr>
<td>Handouts/PowerPoint:</td>
<td>General Library Brochure / IVYT 111 PowerPoint adapted from the orientation PPT (Found in Shared Drive -&gt; Instruction)</td>
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