



An Introduction to **Concordia Libraries and Library Resources**

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Outline

- Types of resources and their uses
- Where & how to look for resources
- Practice searching the Libraries' collections
- Finding and evaluating sources outside of the library

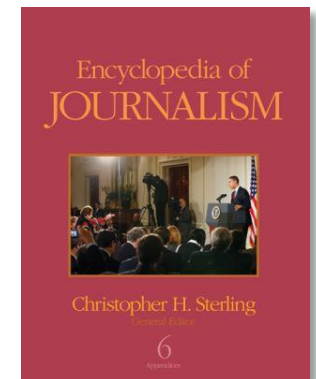
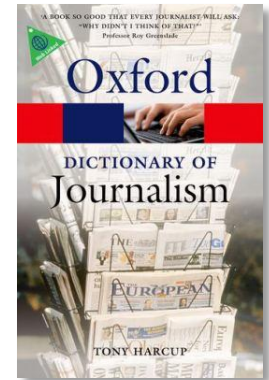
Types of resources

(Print and electronic versions of:)

- Reference sources
- Monographs, a.k.a. books
- Periodicals / serials
 - academic journals
 - popular and trade magazines
 - newspapers
- Other sources, especially online

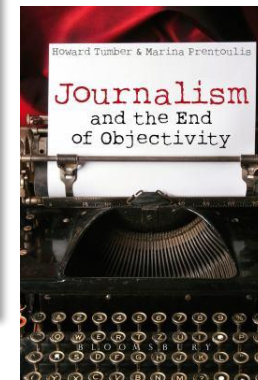
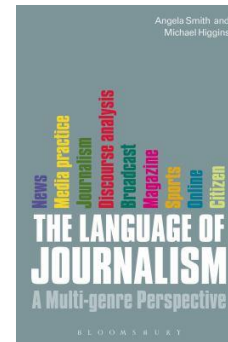
Reference sources

- Dictionaries, encyclopedias, handbooks
- For checking facts, such as:
 - definitions and meanings
 - dates of historical events
 - how something is done
- For an introduction to a topic
- Also statistics, almanacs, biographies, and business information, etc.



Monographs

- Single, comprehensive works on one topic
- Written by one author or many
- Cover many aspects of a topic; provide an overview of the history, research, and viewpoints
- Academic monographs are written by reliable authors and are thoroughly edited



Periodicals: academic journals

- Comprise multiple, separate articles by different authors but still within a subject area
- Authors are experts, articles are peer-reviewed
- Audience is other experts in the field
- Often report and discuss findings of one investigation
 - original research, specific research question
 - narrower focus, greater detail
- More current than books

Periodicals: news, magazines

- Also comprise multiple articles—maybe or maybe not on related topics
- Not necessarily written by subject experts
- Intended for a broader public audience
- For information or entertainment
- Primary sources that provide evidence of events, how they are discussed / popular perspectives

Other types of sources

- Government documents and reports
- Data and statistics
- Legal information: rulings, statutes, regulations
- NGO publications

And other formats:

- Audio and video sources
- **Often online—verifying your sources is essential**

Beginning your search

- Determine keywords and concepts
- Identify synonyms
- Start with what you have:
 - known titles
 - known authors
 - citations from articles or book chapters
 - ...check a reference source!
- Chose a place to search according to resource type

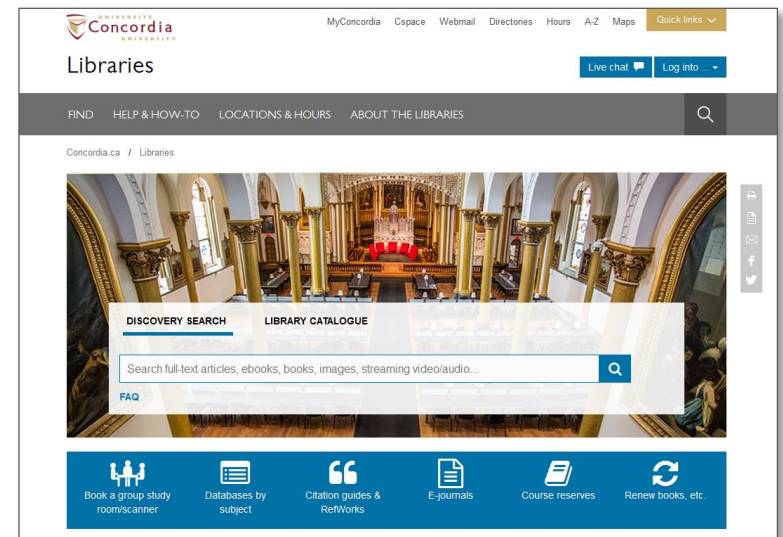
Where to find resources

Starting from the home page:

- CLUES – the library catalogue
- Article databases
- ‘Discovery’ search
- **Subject guides**

Also—

- Online / the ‘open’ web



Search techniques

Search techniques

- When searching for phrases, use quotation marks:
 - for example, “News of the World”
 - otherwise, search will be for all words separately
- Change the search field:
 - Keyword
 - Title
 - Subject
 - Author
 - etc.

Search techniques

- Search for variant word endings with *

Journal* = journals
 journalism
 journalist
 etc.

- Or missing / alternative words:

“chief * officer” = chief **executive** officer
 chief **financial** officer
 chief **operating** officer

Search techniques

Boolean operators:

- AND: words on either side must be present
 - Uber AND taxi
- OR: one of two words must be present
 - film OR movie

Search techniques

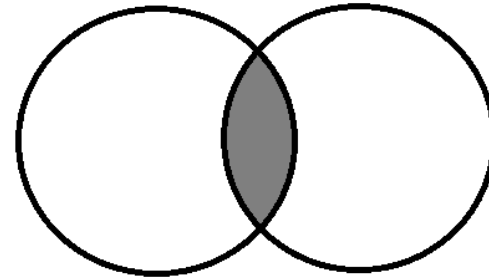
Boolean operators:

- NOT: omits results containing the following word
 - documentary NOT film
- 'Nest' multiple operators with parentheses:
 - documentary AND (film OR photography)
 - Different than: documentary AND film OR photography

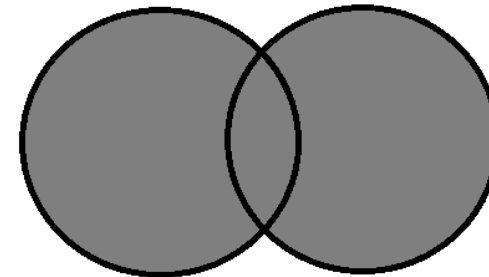
Search techniques

Boolean operators:

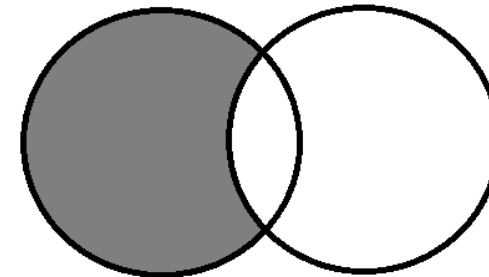
AND



OR



NOT



Search techniques

Common to catalogue and database searching:

- Search functions:
 - “ ” , *
- Try using different search fields
- Using Boolean operators:
 - AND, OR, NOT ()
- Learn from your results and refine

Searching

Searching: Reference sources

- Reference sources can be found in CLUES using keywords for type and topic, ie:
 - Encyclop*, dictionary*, handbook*
AND
 - Media, communication*, journalis*
- Subject guides feature pre-selected reference titles
 - On the journalism subject guide, under “Reference Books About Journalism,” click “More...”

Searching: CLUES

- Search for keywords, titles, authors, subjects
- Find similar materials using the subject heading links
- Apply Boolean to expand or focus your search
- Try the catalogue's filters: material type and location

Searching: Journal databases

- We have many subject-specific databases of academic journal articles
- These are listed on relevant subject guides...
- And can be found through CLUES or the databases by subject page (from the library homepage)
- The search interface is set up for Boolean searching
- Tools are provided to filter your search results

Searching: News databases

- Similar to article databases in look and function
- There may be delays on the content
- Sometimes only plain-text is available, but sometimes an image of the article as-printed is available
- Two specialized databases to know of are **Eureka.cc** (good for content from Quebec and Canada) and **Factiva**, which includes business information

Online sources

- Include statistics, government documents, legal information, and more
- Links to many reliable sources can be found on library subject guides

Final thoughts

Discovery search

- Searches many different types of library resources simultaneously—but not all
- Attention is required to differentiate items in results
 - Many filters are available to help with this
- Good for known item searching
- Not a one-stop solution

Evaluating (online) sources

- Authorship
 - Is the author qualified?
 - Reputable?
- Intended audience? Purpose? ...bias?
- Currency?
- Accuracy—are claims verifiable?
 - Are references provided?

Advanced Google searching

- Google recognizes some search operators:
 - “ ”, -, OR
- There is an advanced search page
- Useful search options after-the-fact:
 - Region
 - Date / time
 - Verbatim search results
- Be aware of “personalized” results

Cite your work

- To credit original authors, show that work is supported by research, and let others follow-up.
- Concordia has how-to guides on citing
 - Including a special media focus on the Communication guide
- ...and you can consult style guides (MLA, etc) directly
- ...or other institutions' sites, especially Purdue OWL
- APA style blog
 - If you are using APA, their blog offers information on citing media sources that is not in the printed manual

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