SPAN 321

USING THE LIBRARY FOR SPANISH LITERATURE RESEARCH

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MODERN LANGUAGES LIBRARIAN
LEARNING OBJECTIVES

By the end of this class, you will know about…

1. Library services
2. How to prepare a bibliography in MLA style and how to avoid common mistakes
3. How to search the library catalogue
4. Where to go for help
AGENDA

1. Introductions
2. General library information review
3. MLA basics
   • Exercise “What is this and do we have it?”
4. MLA common mistakes
   • Exercise “Correcting an MLA bibliography”
5. How to search for books for your class – demo
6. Conclusion
   • Feedback form
QUESTION

How do you use the library currently for your studies?
LIBRARY SERVICES

Circulation
Reference and Help
Interlibrary Loans
Collections (print and online)
Computers, printing, photocopying and scanning
CIRCULATION

Student ID card = library card
Self-checkout machine
Hold shelf
30 items for 3 weeks
Renewals x 3
Some items do not circulate
Check your course reserves online in CLUES
CREPUQ CARD

Takes 5 minutes
Go to Circulation Desk
Free
Allows you to borrow in-person from other Quebec University Libraries (McGill, U de M...)

Carte de présentation / Introduction Card
5 sous-comités des bibliothèques / Sub-Committee on Libraries
CREPUQ
Conférence des recteurs et des principaux des universités du Québec

La présente autorise / This card entitles

Signature du détenteur / Bearer's signature
REFERENCE & HELP

Research Guide on Library Website
Ask any Librarian
Contact me:

• Pamela Carson
• Pamela.carson@concordia.ca
• 514-848-2424 ext. 7685
• Office hours by appointment
INTERLIBRARY LOAN

Service is called COLOMBO
Get books from other libraries around the world
Free
Online request form
COMPUTERS, ETC.

Login to library computers with netname
Borrow laptop (6 hours) or iPad (3 days)
Use your ID card for printing, copying, scanning
WHY CITE?
MLA CITATIONS

Library website > Help > Citation Guides > MLA
CITATION TOOLS

Microsoft Word 2010 and later

- Author(s) (and/or editors[s] if there is no author)
- Title
- Place of publication
- Publisher
- Year of publication
- Format

- Author(s)
- Article Title
- Journal title
- Volume/Issue numbers
- Year of publication
- Page range
- Database
- Format
- Date accessed
LOCATING BOOKS, CHAPTERS AND ARTICLES

When you have a citation to a book:
- Search by the *title of the book* in CLUES

When you have a citation to an article:
- Search for the *journal title* in CLUES or in E-Journals

When you have a citation to a book chapter or article in a book:
- Search for the *title of the book* in CLUES
EXERCISE

Is it a book, article, or book chapter?

Do we have it?

Check the CLUES catalogue to find if Concordia Libraries has access to the item or not.

Is it online or in print?

If the item is available in print, write down the call number.

We will take up the exercise in 10 minutes

Do we have it? ______ Is it online? ______ Or in print (call number) ____________


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Do we have it? ______ Is it online? ______ Or in print (call number) ____________
COMMON MISTAKES IN MLA

Punctuation, indentation, spacing and italicization
Author’s name format (is it a middle name or a last name?)
Multiple publisher locations (New York, London, Paris)
Citing a work within a book
Alphabetical order by author’s last name
2nd work by same author, use “---.”

Citing websites, course packs, and multimedia
EXERCISE

You will be given one book
Check the citation – is it correct? Use the checklist
There are at least 10 errors in the bibliography
Is the overall bibliography correct?

We will take up the exercise in 10 minutes
Bibliografía


Bibliografía


TIPS

Use the library’s online guide or the OWL at Purdue guide
Use the MLA Handbook
You can also check the information in the CLUES record
Carefully proofread your bibliography
If you’re still not sure… ask a librarian
QUOTATIONS

When you are using someone else’s exact words, you need to place quotation marks (“…””) around the words.

Directly after the quotation, you should indicate where the information comes from.

In response to rapid metropolitan expansion, urban renewal projects sought "an order in which more significant kinds of conflict, more complex and intellectually stimulating kinds of disharmony, may take place" (Mumford 485).
PARAPHRASING

Note that you need to cite a source for a paraphrase even though you did not quote from the source directly.
PARAPHRASING

According to Postman, broadcast news influences the decision-making process (51-63).

OR

Broadcast news influences the decision-making process (Postman 51-63).
FINDING BOOKS

Start with a search keyword
Use the subject terms
Use advanced search to search by
• Title
• Author
• Language or work

DEMO
THANK YOU!

For further assistance

- Ask any librarian
  - In person
  - Chat
  - E-mail
  - Phone

- Contact me
  - Pamela Carson
  - pamela.carson@concordia.ca (preferred)
  - 514-848-2424 ext. 7685
  - Office hours by appointment

Please fill out the feedback form