An Introduction to the University Library System or, "How many original references do we have to use?"

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Exercises to introduce first and second year students to the University of Alberta Library System are presented. In the first year biology course, students are introduced to the Library's on-line catalogue system by conducting a search for a title of a book. Students then use the Biological and Agricultural Index (one of many data bases on-line at U of A) to search for a journal article on an assigned biological or agricultural subject. In the second year course, the assignment builds on the basic library skills acquired in the first year assignment. In this exercise the students use several indexes and on-line catalogues to locate and retrieve journal articles related to an assigned research proposal. Students also learn some advanced search techniques involving Boolean logic.

For both first and second year courses the students complete an assignment worksheet which is handed in for grading. Because the students have learned to use the library effectively, they are expected to include original journal articles in the writing of their lab reports and assignments in both biology courses. It is also hoped that students will use these library skills in subsequent assignments in other courses of their degree program.

Note: Both exercises are designed as in-lab presentations by trained personnel (TA or librarian) using one computer with projection capabilities. Students take away the assignments and complete them on their own time either in campus computer labs, the library or at home via the Internet.

The following exercises students complete and hand in for grading:

BIOLOGY 108 -- LIBRARY ASSIGNMENT # 1

1. Your TA will assign you a title of a book. Write the title of the book below.

2. Using *The Gate: Neos Libraries' Catalogue*, search the title of your book.
   a) list the library location code of the book:
   b) list the call number of the book:
   Note: The Gate is the data system at the University of Alberta's library. Other universities will have different data systems.

BIOLOGY 108 -- LIBRARY ASSIGNMENT # 2

1. In a complete sentence, describe the topic of your assignment.

2. In Biological and Agricultural Index or General Science Index find subject headings or keywords where articles on your topic are listed. Write down the subject heading(s) or keyword(s).

3. Select an article on your topic. Check to ensure that the record has a library location code and call number at the bottom of the screen. If it does not, please select another article. (***Don't choose the first article that you see!!!*** - there are hundreds of students working on this assignment at the same time.) Copy down the following information:
   Author(s) of article:
   Title of the article:
   Title of the journal:
   Volume, issue number, month and year (as many as apply):
   Page(s) on which the article appears in the journal:

4. Write down the library location code and call number for the journal:

5. Find the correct volume of the journal on the shelf and locate the article within that volume. Remember that current SciTech journals are filed alphabetically in the Current Periodicals area. *Note*: If the issue is not available, please repeat the assignment using the extra copy of this assignment sheet in your manual. Choose a different article using the same subject heading in Question 2. Extra assignment sheets will also be available at the Science and Technology Reference Desk.

6. Rewrite the citation as it should appear in the Literature Cited section of a scientific paper or lab report, following the format as outlined by your TA.

7. Read the entire article. In your own words in the space below, briefly describe what this paper was about. Three or four sentences should be sufficient. Be careful not to plagiarize the abstract that is often found at the beginning of articles.

8. Return this sheet and a photocopy of the first page of the article to your TA.

BIOLOGY 208 -- LIBRARY ASSIGNMENT

1. Write the topic of your research proposal here:

2. List some keywords or phrases, or combinations of keywords or phrases that may be useful to you when researching your topic:

Biological And Agricultural Index Questions
(to be answered using the on-line version of the *Biological and Agricultural Index*)

3. a) Do a subject search appropriate to your topic.
   b) Find a citation for an article.
   DO NOT CHOOSE AN ARTICLE THAT APPEARS IN A JOURNAL NOT HELD AT THE UNIVERSITY!!
   c) List the subject heading(s) or keyword(s) used:
   d) List below: author(s) or article, title of article, name of the journal in which the article appears, the volume, issue number, month, year and page numbers (or as many as apply).

4. Write down the library location code and call number for the journal listed in Question 3.

5. a) Search the Expert Keyword field using search terms and phrases on your topic together with Boolean operators, as in Example 3 on page 6 of the example and instruction handout.
   b) Find a citation for a different article than the one found in Question 3.
   DO NOT CHOOSE AN ARTICLE THAT APPEARS IN A JOURNAL NOT HELD AT THE UNIVERSITY!!
   c) List below: expert keywords and/or phrases, author(s) of article, name of the journal in which the article appears, the volume, issue number, month, year and page numbers (or as many as apply).

6. a) Quit the *Biological and Agricultural Index* by pressing "Q".
   b) Use the left arrow key to return to the Main Menu.
   c) Choose *The Gate: Neos Libraries' Catalogue.*
   d) Find and record below the library location code and call number for the journal *Ecology*.
   Try limiting your search to serials (periodicals, magazines, journals) using the guidelines below:
   - conduct title search for *Ecology*
   - drop the Find menu and select Limit Search
   - choose Type of Material and select Serial
   - select OK

   The resulting list will be serial titles only.

7. Because *Ecology* is a standard journal in the field of ecology, it is important that you be familiar with the citation format used in this journal. This format can be determined by looking at the bibliographies at the end of the articles in any issue of *Ecology*. Using the *Ecology* format, rewrite the article citation that you found in Question 3.

Science Citation Index Questions

8. Using *The GATE: NEOS Libraries' Catalogue*, find and record the call number and location of the *Science Citation Index.*

9. Using a volume of the *Permuterm Subject Index*, prior to 1990, find a listing for an article which pairs two terms or phrases relevant to your topic. Select and article different from the ones you selected in the *Biological and Agricultural Index*. Go to the Source Index to locate the citation for the article. Write out the citation using the format used by *Science Citation Index*.

10. Write out the citation using the *Ecology* format (see Question 7).
Note: The full titles of journals indexed in *Science Citation Index* are found at the beginning of each volume of the Source Index.

11. Use *The GATE: NEOS Libraries' Catalogue* to find and record the call number and location of the journal used in your citation in Question 9.

12. Using an appropriate volume of the Citation Index from 1990 onwards, find an entry for an author who cited the article that you selected for Question 9. Then, use the Source Index to find the full citation for the citing author. Write your citation below in *Ecology* format.
YOU MAY HAVE TO CHECK SEVERAL YEARS FROM 1990 ONWARDS TO FIND A CITING AUTHOR.
If you do not find a citation, please repeat Question 9 and do Question 12 again (do not repeat Questions 10 and 11). If after these two attempts you cannot locate an author who cited the article you selected in Question 9, please choose a reference from Appendix C (in the Instructions and examples) and locate a citation to that reference.

13. Using *The GATE: NEOS Libraries' Catalogue* to find the journal call number and location found in Question 12.

14. a) Locate the journal you selected in Question 9 on the shelves in the library and locate the article within. Photocopy the first page of that article. Turn in the photocopy with your assignment.
b) If the library should have the journal you need, but it is not on the shelf, ask at the Information Desk for assistance. The journal could be signed out, at the bindery, in the current stacks, in storage or missing.
c) If the library does not have the journal, or if you cannot locate the volume you require, fill out an Interlibrary Loan Request Form which are available at a table near the Information Desk in the Science and Technology Library. Attach all three parts and submit with your assignment.

Biological Abstracts Questions

15. Using the on-line version of *Biological Abstracts*, select at least 4 six-month time periods to search. Write the time periods selected here.

16. a) Do a search appropriate to your topic.
b) List the keywords and/or phrases used in your search.

17. a) View your search results.
b) Mark any record(s) of interest.
c) Print your marked records to the Sci/Tech Reference Area Printer. Do this by pressing "P" for Print, and then press "Enter". Collect your printout at the printer.

18. Select an article from your printout, and write the complete citation for this article using the *Ecology* format (see Question 7).

19. Using *The GATE: NEOS Libraries' Catalogue,* find and record the call number and location of the journal used in your citation in Question 18. In what year did the Library begin subscribing to this journal?

20. Tear off the first page of your printout from *Biological Abstracts* and hand it in with this assignment.