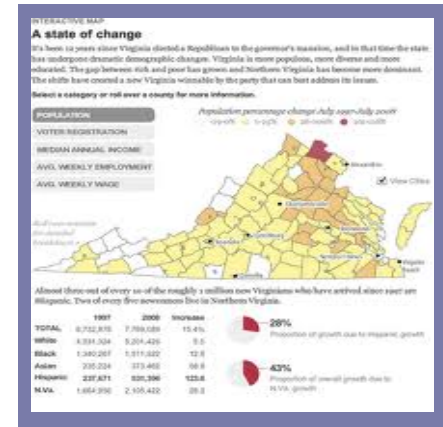
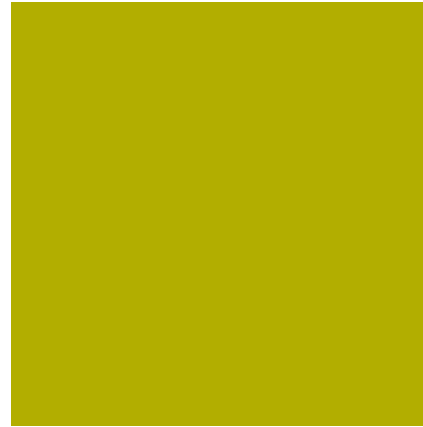




Steve Kutay
Digital Services Librarian
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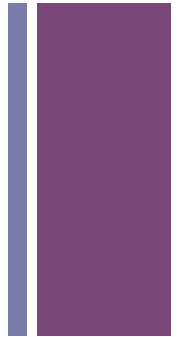


Information Resources

+ Contents:

- topical refinement
- research vocabulary
- locate resources in OneSearch
- limit, expand and sort search results
- databases
- evaluate resources
- create and manage citations

- Appendices A-D

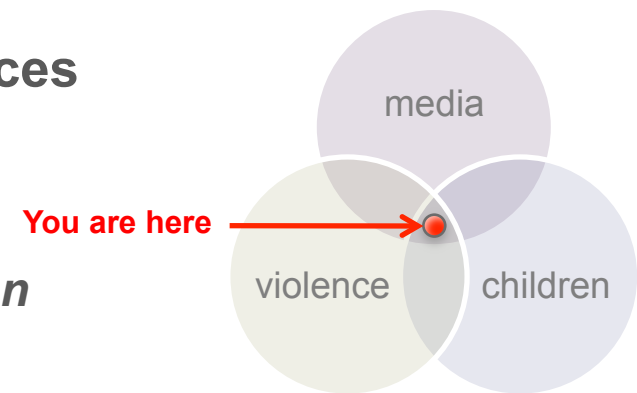


+ Refine your topic

- Make broad topics more focused and manageable
- A focused topic informs what (and how) resources are used
 - Very recent topics → newspapers, magazines, Websites
 - Established topics → books, journals, films

■ Example: Refine topic and target resources

1. Broad Topic = **Media**
2. Narrower Topic = **Violence** in the media
3. Focused Topic = Media violence and **children**



[Additional info](#)

+ Build your research vocabulary

Define your topic by constructing your research (thesis) question or statement:

- What are the effects of **media violence** on **children**? OR
- **Media violence** affects (or does not affect) **children**.

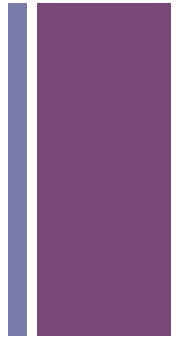
Note: Through research, seek to prove or disprove the research statement, OR supply an answer to the research question.

Build a vocabulary of similar or related search terms from the most descriptive words in your research question or statement:

- **media:** television, film, video games, comics, music
- **violence:** brutality, bloodshed
- **children:** kids, teens, adolescents

These are your search terms you will use to locate information resources.
Consult a thesaurus to add synonyms to your terms, if necessary.

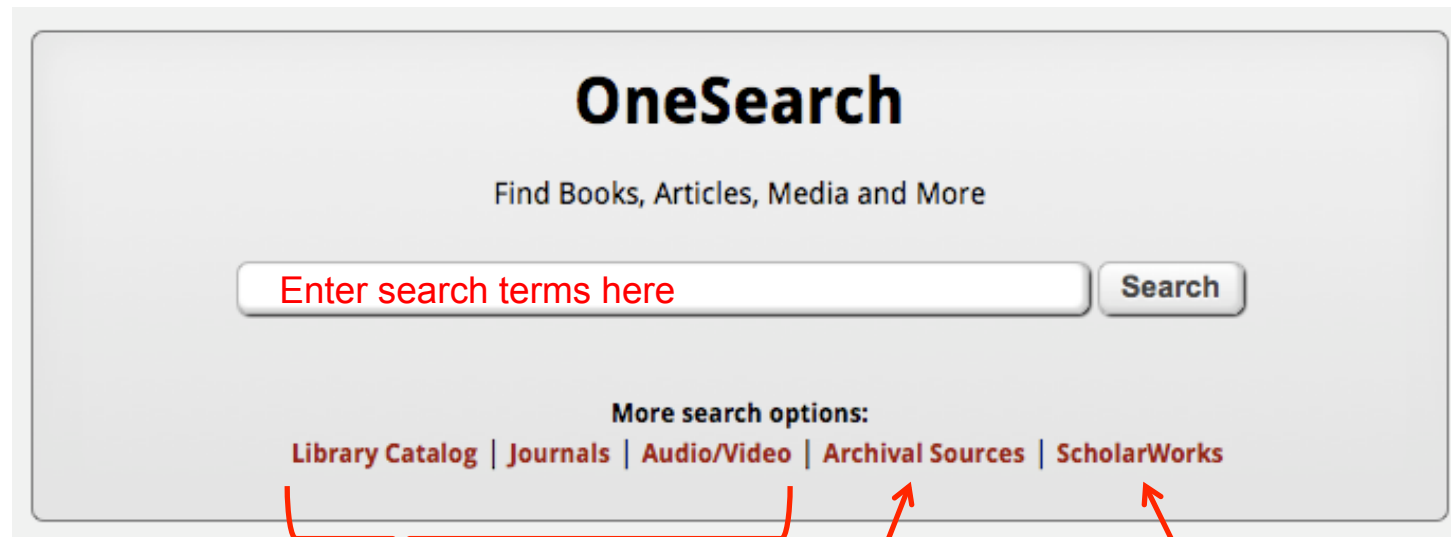
[Additional info](#)



+ Locate and manage resources

Oviatt Library Portal

OneSearch retrieves most types of resources (books, articles and more) in a single search. This eliminates having to search across multiple collections independently.



Alternative independent search of books, journals, and audio/video resources

Search archival collections, **Finding Aids Database (FAD)** and **Digital Collections** of the Oviatt Library and local archival materials

Search the CSUN Institutional Repository of faculty, student and departmental works

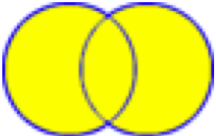
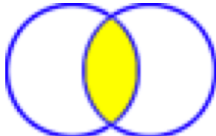
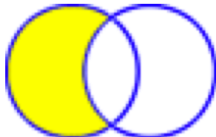
[Watch video tutorial](#)



Limiting and expanding searches

Text Methods

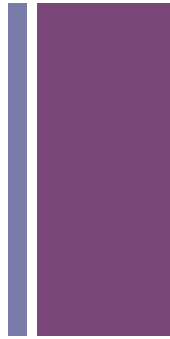
- **Boolean Operators**

 <p>women OR Females</p>	<p>OR expands your search results to include those that have EITHER of two similar terms. Use OR to increase you number of results.</p>
 <p>women AND media</p>	<p>AND reduces the number of results by requiring that two terms appear together in a resource in order to be listed within the results. Use AND to filter out irrelevant results.</p>
 <p>image NOT self</p>	<p>NOT filters out results for terms that are commonly associated. Use NOT with caution as you may unwittingly remove results you may otherwise want.</p>

[Additional info](#)

+ Limiting and sorting searches

OneSearch Interface method – BOOKS AND MEDIA



Results **1-10** of **164** sort by: **relevance** | newest first | oldest first

Format

- Online (89)
- Book (83)
- Video (78)
- eBook (11)
- Sound Recording (2)
- Serial (1)

Year

- 2010-2013 (28)
- 2000-09 (114)
- 1990-99 (16)
- 1980-89 (3)
- 1970-79 (2)

Subject Area

- H - Social Science (41)
- P - Language and Literature (22)
- K - Law (9)
- R - Medicine (6)
- G - Geography, Anthropology, Recreation (4)
- L - Education (3)
- Z - Library Science (2)

Select from lists to limit results

Displays the number of resources for each category

Children, Adolescents, and Media Violence : A Critical Look at the Research

Book

By: Kirsh, Steven J
Thousand Oaks, Calif.: SAGE Publications, 2012

Location	Call Number	Status
Floor2	HQ784.M3 K5677 2012	IN LIBRARY

[Save this record](#)

Media Violence and Children : A Complete Guide for Parents and Professionals

Book

Westport, CT: Praeger, 2003

Location	Call Number	Status
Floor2	HQ784.V55 M43 2003	IN LIBRARY

[Save this record](#)

You can save resource records to revisit later. Be sure to login (upper right) to save permanently

+ Limiting and sorting searches

OneSearch Interface method – ARTICLES

Refine your search

- Scholarly only
- Full-text only
- Add results beyond the library's collection

Format

- Any
- Journal Article (100,630)
- Book Review (13,242)
- Dissertation (12,519)
- Trade Publication Article (1,573)
- Report (977)
- Newsletter (439)
- Conference Proceeding (197)

[[More Options](#)]

Topics

- Any
- social sciences (9,694)
- psychology (6,784)
- education (6,561)
- women (6,531)
- violence (6,250)
- sociology (6,087)

Click to view all categories

Results **1-10** of **125,199**

sort by: **relevance** | newest first | oldest first

We found a couple of specialized databases that might help you.

- [Studies on Women and Gender Abstracts](#)
- [International Political Science Abstracts](#)

Media Violence and Children

Journal Article Peer Reviewed

Presents the results of the UNESCO global study on media violence and children which was conducted between 1996 and 1997. Highlights include the role of the media, media heroes as role models, media violence and aggression, differences by gender, rural versus urban environments, the pervasiveness of . . .

By: Groebel, Jo

Year: 1998

Published in: Educational Media International

[Check for availability](#)

[Save this record](#)

Children and Media Violence

Book Review Peer Reviewed

By: Bryant, Jennings

Year: 1999

Published in: Aggressive Behavior

Include	Exclude	Format
<input type="checkbox"/>	<input type="checkbox"/>	Journal Article (100,630)
<input type="checkbox"/>	<input type="checkbox"/>	Book Review (13,242)
<input type="checkbox"/>	<input type="checkbox"/>	Dissertation (12,519)
<input type="checkbox"/>	<input type="checkbox"/>	Trade Publication Article (1,573)
<input type="checkbox"/>	<input type="checkbox"/>	Report (977)
<input type="checkbox"/>	<input type="checkbox"/>	Newsletter (439)
<input type="checkbox"/>	<input type="checkbox"/>	Conference Proceeding (197)
<input type="checkbox"/>	<input type="checkbox"/>	Publication (181)
<input type="checkbox"/>	<input type="checkbox"/>	Data Set (163)
<input type="checkbox"/>	<input type="checkbox"/>	Book Chapter (98)
<input type="checkbox"/>	<input type="checkbox"/>	Web Resource (62)
<input type="checkbox"/>	<input type="checkbox"/>	Paper (36)
<input type="checkbox"/>	<input type="checkbox"/>	Government Document (12)
<input type="checkbox"/>	<input type="checkbox"/>	Video Recording (4)
<input type="checkbox"/>	<input type="checkbox"/>	Case (2)
<input type="checkbox"/>	<input type="checkbox"/>	Presentation (1)

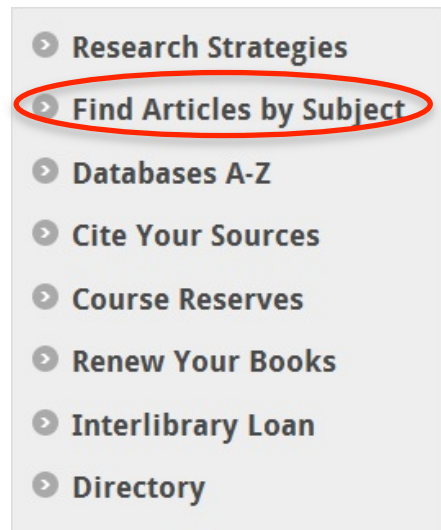
+ Databases - General

■ General Subjects, News, Reference and Statistics

1. Locate left toolbar on Oviatt Library Homepage
2. Click “**Find Articles by Subject**”
3. Then click one of the general databases:
 - **General/Multi-subject Databases:** Covers a variety of sources across multiple topics. Retrieves magazine, newspaper and journal articles.
 - **News and Current Events:** Retrieves online periodicals, newspapers and Internet links.
 - **Reference Resources:** Tools such as encyclopedias help to clarify your understanding of a topic.
 - **Statistical Data:** Databases, Websites and guides that connect users with statistical data



TIP: For many databases, full text (PDF, HTML) and citations for articles may be emailed to a location of your choice



+ Databases – by Subject and A-Z

■ Searching Articles by Subject (Field or Discipline)

1. Locate left toolbar from the Oviatt Library homepage
2. Click “**Find Articles by Subject**”
3. Select the specific subject you wish to search from the list provided



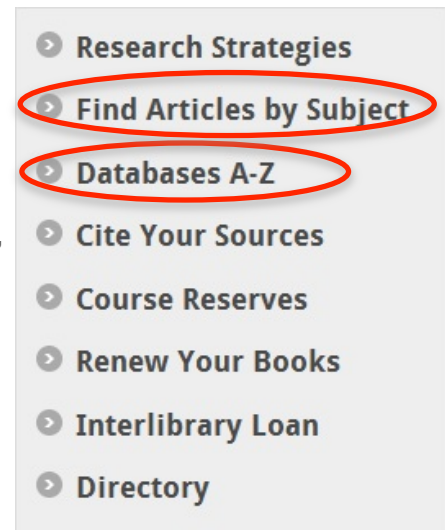
TIP: Useful subject disciplines for this class: Pan African Studies, English, History, Sociology

■ Searching Databases A-Z

1. Locate left toolbar from Oviatt Library homepage
2. Click “**Databases A-Z**”
3. Search or select a database from the alphabetized list



TIP: Recommended databases for this class: **Gale Virtual Reference, Black Studies Center; Literature Resource Center, Opposing Viewpoints, General One File; Proquest Databases, Academic Search Elite; EBSCOhost Research**



+ Evaluating Resources

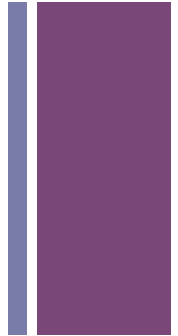
Essential questions to ask regarding the reliability of a resource:

- Who created the resource?
- What is the experience or qualifications of the author?
- Is the resource based on fact or opinion? Are sources cited?
- Is the resource supported by an organization with a known agenda?
- Has the resource been examined prior to publication, such as a book review, an editor or peer-review (panel of experts)?

[Additional info](#) **Note:** To see if a journal is peer-reviewed, see [Ulrichs Web](#) Global Serials Directory

+ Citing Sources

- Use source citations to:
 - avoid plagiarism
 - demonstrate a strong understanding of the topic
 - strategically support your argument (stronger case)
 - allow readers to trace your line of reasoning



+ Create and manage citations

- Use the [MLA, APA, Chicago and other style guides](#) from the library Website to format and check your citations (in text and works cited) for any media type
- Citations for books, audio/video and articles are located to the right of each record view for a selected resource.

Cite this Book :

APA

Kirsh, S. (2012). *Children, Adolescents, and Media Violence : A Critical Look at the Research*. Thousand Oaks, Calif.: SAGE Publications.

MLA

Kirsh, Steven. *Children, Adolescents, and Media Violence : A Critical Look at the Research*. Thousand Oaks, Calif.: SAGE Publications, 2012.

Turabian / Chicago

Kirsh, Steven. 2012. *Children, Adolescents, and Media Violence : A Critical Look at the Research*. Thousand Oaks, Calif.: SAGE Publications.

These citations are software generated and may contain errors. To verify accuracy, check the appropriate style guide.

Example citations from record view

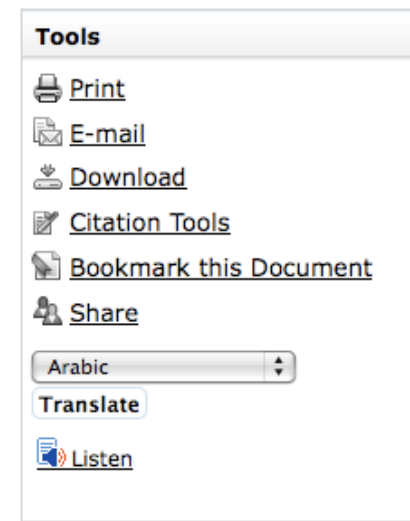
+ Manage resources and citations

- Most article databases have tools to allow you to save or email a citation. The location of these tools differ between publishers. Try the following locations on the database Web page:

- Upper right or left corner
- Directly above the article
- Right or Left toolbars



From: Lexis Nexis
3.11.2012



From: Gale
3.11.2012



Personal Information Management

Appendix A

- This guide features tips and tools for managing and preserving your digital information.
- By implementing a management regimen now, you reduce the chance of losing important information due to human error, hardware failure or disaster.
- Through good maintenance habits, you will ensure your information can be located and retrieved indefinitely.

Digital Darwinism
A Brief Survival Guide to Personal Information Management

What is Personal Information Management (PIM)?
Individuals are unique and so are their information needs and preferences. As a response, PIM is a developing area of interest among architects and information professionals as advocates for the preservation and retrieval of information created, collected and managed by individuals. Since different kinds of information are created, acquired and managed differently, analysis is devoted to each of three broad categories: **Works & Assets**, **Resources** and **Communication**. Tips and tools for organizing, managing and preserving information across distributed digital environments are offered.

Preserve your files with 3-2-1
For minimal risk of data loss:
3 copies (1 primary + 2 backups) across
2 formats (hard drive + mobile media) with
1 format stored offsite (or different room)
Backup Overview from the American Society of Media Photographers

Works & Assets
SCOPE: Information created or acquired by individuals within the course of their professional and private activities. This includes self-created information such as notes, drafts, pre-prints, final drafts, software source files, raw and processed data, digital professional works and recordings and acquired documents such as receipts, legal documents, and certificates.
SPECIAL CONSIDERATIONS: Documents and assets generally have an active period for which they are retained frequently as works in progress, followed by a static period for which they are stored (archived) as part of the legacy of one's work and life. Works and assets are often distributed across multiple storage media and are subject to loss due to hardware failure, human error or technological obsolescence.
MANAGEMENT STRATEGY: Consider your work habits. Do you work from multiple locations? Are your documents created across multiple technologies such as smart phones, cameras or audio/video equipment? If your work to be stored if you're prepared to do any of these questions, save your work to a cloud storage server (see Tools below) will offer you the flexibility you require.
PRESERVATION STRATEGIES: 1) Documents you create have dynamic file names. Incremental backup prevent working drafts. Use the 3-2-1 regimen for completed works. 2) Personal email entries are especially useful for backing up works in progress. Use a service that features manual or auto synchronization of updated documents on your device or computer. 3) Social Websites such as Flickr, YouTube, Vimeo and SoundCloud allow you to store and control shared access for finished photos, videos and audio files. 4) Consider OER ScholarWorks to archive and disseminate your projects, postprints, reports, digital learning objects and data sets.
Tools:
Incremental Backup: Time Machine (Mac OS), Backup and Restore (Windows OS), Backup-It (Windows Archive/Backup)
Cloud Storage/Backup: OneDrive, Amazon Cloud Drive, Google Drive, iCloud (Apple), Windows SkyDrive
Formal Preservation Guides from the Library of Congress

Resources
SCOPE: External sources of information used for professional activities, research and development. Resources fall within one's own informational sphere. Digital resources include PDF, articles, reports, and guidelines, journal databases, eBooks, informational websites and published data.
SPECIAL CONSIDERATIONS: Unlike personal works and assets, resources are often consulted over the course of an academic career, requiring management to remain up-to-date. Digital resources are highly distributed across the Internet as well as stored on personal computers and storage media. Because of this, strategic strategies should be considered to manage and preserve access to diverse resources.
MANAGEMENT STRATEGIES: 1) Self-imposed folder schemes exhibit personal preferences. Consider these when implementing such schemes as alphabetical, chronological, subject classification or combination thereof. 2) Tag your resources with descriptive terms to improve your workflow. 3) To access your saved resources across multiple devices, consider storing them on personal cloud accounts (see Tools for "Works & Assets"). 4) Manage, tag and share your resources and citations online to access them anywhere.
PRESERVATION STRATEGY: Since digital resources are acquired over time, use incremental backups or personal cloud services to store backups with periodic 3-2-1 backups.
Tips & Tools:
File Tagging for Windows OS: OneDrive, Windows Search
File Tagging for Mac OS: Spotlight, Citations
OneDrive (Microsoft/MS): OneDrive (Microsoft/MS), OneDrive PnP accelerator

Communication
SCOPE: Electronic communication is often distributed between personal computers and on the Internet in social Web applications, Email, blogs, Facebook and Twitter entries are some examples.
SPECIAL CONSIDERATIONS: While most electronic communications are managed through an email filter, Web posts to social sites are generally unmanaged, difficult to archive, and too likely to be archived. Storing data from distributed applications may be challenging, however tools to assist you in this process can help (see Tools & Tools).
MANAGEMENT STRATEGIES: 1) Implement a personal folder structure within your email application to organize important messages. This will also assist you in prioritizing which messages to archive. 2) Investigate utilities to retrieve your social Web Streams (see below).
PRESERVATION STRATEGIES: Email: Utilize archiving features within your email client. Make sure to archive results in personal folders. Store email data archive files as part of periodic 3-2-1 backups. Social Web data: 1) Review data management features and policies in Web apps you use. 2) Investigate utilities to archive your social web profiles, histories and data.
Tips & Tools:
Archive Outlook Email (Outlook Software)
Archive Exchange Email (Microsoft Exchange)
Data Liberation Front (Google Apps data)
BackupMy Social Web Data
CloudArchive (Social Web Data Subscriptions)
EmailWeb Preservation Guides from the Library of Congress

WHAT DO I ARCHIVE AND WHEN?
Since digital storage is cheap, it's tempting to archive everything. However, too many files can make locating them a challenge. Start by creating your index system to determine which files you want to preserve for the long term. Think of preservation as a maintenance activity. One changing the oil in your car regularly extends its useful life during low production cycles, such as hurricanes.

Steve Kirtay—Digital Services Librarian
Duke University Library
818.477.2345
skirtay@duke.edu
Faculty Page

Click to launch

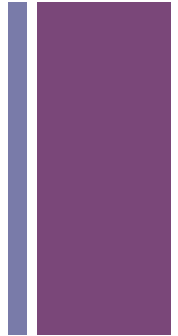
+ Oviatt Library Services

Appendix B

- The Oviatt Library offers these additional services:
 - Interlibrary Loan
 - Course reserves
 - Computers and laptops
 - Imaging, photocopying and printing
 - Study rooms and lockers
 - [For users with disabilities](#)

For details regarding these and other services, [click here](#)

The Student Guide to the Oviatt Library can be viewed [here](#)



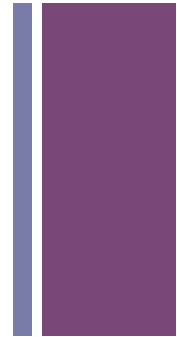


Oviatt Library service locations

Appendix C

[Virtual Map](#)

Library Floor	West Wing	Main Building	East Wing
Garden Level	<ul style="list-style-type: none"> • Jack & Florence Ferman Presentation Room • Faculty/Graduate Student Study Rooms 	<ul style="list-style-type: none"> • Teacher Curriculum Center • Juvenile Books A-Z, TCC Books A-Z • Room 4 – Archives 	<ul style="list-style-type: none"> • AS/RS
Main Floor	<ul style="list-style-type: none"> • Assistive Technology Rooms • Instruction Labs B & C • Friends Bookstore • Study Area 	<ul style="list-style-type: none"> • Reference Desk • Circulation Services • Interlibrary Loan • West Coast Copy • Information Desk • Reference Books A-Z • Instruction Lab A 	<ul style="list-style-type: none"> • AS/RS Viewing Room • Quiet Group Study • AS/RS
2 nd Floor	<ul style="list-style-type: none"> • Special Collections & Archives • Reading Room • C.K. & Teresa Tseng Gallery • Study Area 	<ul style="list-style-type: none"> • Books (A-L) • FOLIO (A-L) • Study Area • Graduate, Group, and Individual Study Rooms 	<ul style="list-style-type: none"> • Music & Media • International Guitar Research Archive • Books M • FOLIO M
3 rd Floor	<ul style="list-style-type: none"> • Library Administration • Admin Conference Room 	<ul style="list-style-type: none"> • Books (N-Z) • Folio N-Z • Study Area • Graduate, Group, and Individual Study Rooms 	<ul style="list-style-type: none"> • Collaboratory (General use computer lab)
4 th Floor	<ul style="list-style-type: none"> • Technical Services 	<ul style="list-style-type: none"> • Bound Periodicals (A-Z) • Study Area • Graduate, Group, and Individual Study Rooms 	<ul style="list-style-type: none"> • Reserves, Periodicals, and Microform



+ Additional assistance

Appendix D

- Librarians are available to assist you through the following service points:
 - 24/7 “Ask a Librarian” chat service
 - Text a librarian (additional text fees may apply)
 - Reference desk
 - Subject Specialists
- I am also available for email reference and individual consultation by appointment. Please contact: stephen.kutay@csun.edu

