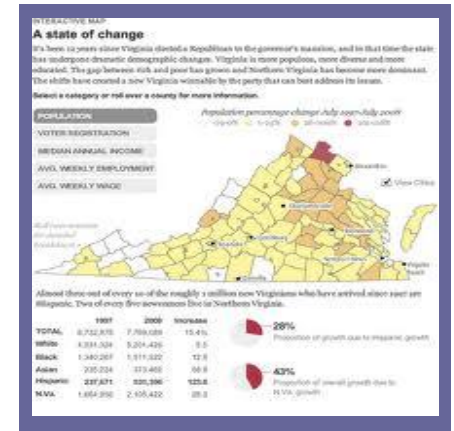




Steve Kutay  
Digital Services Librarian  
stephen.kutay@csun.edu



## 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

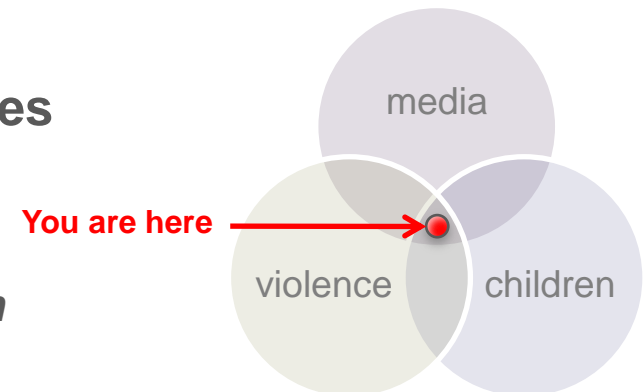


# + Refine your topic

- Make broad topics more focused
- Topical focus makes research 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 the contours of 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 directly 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.

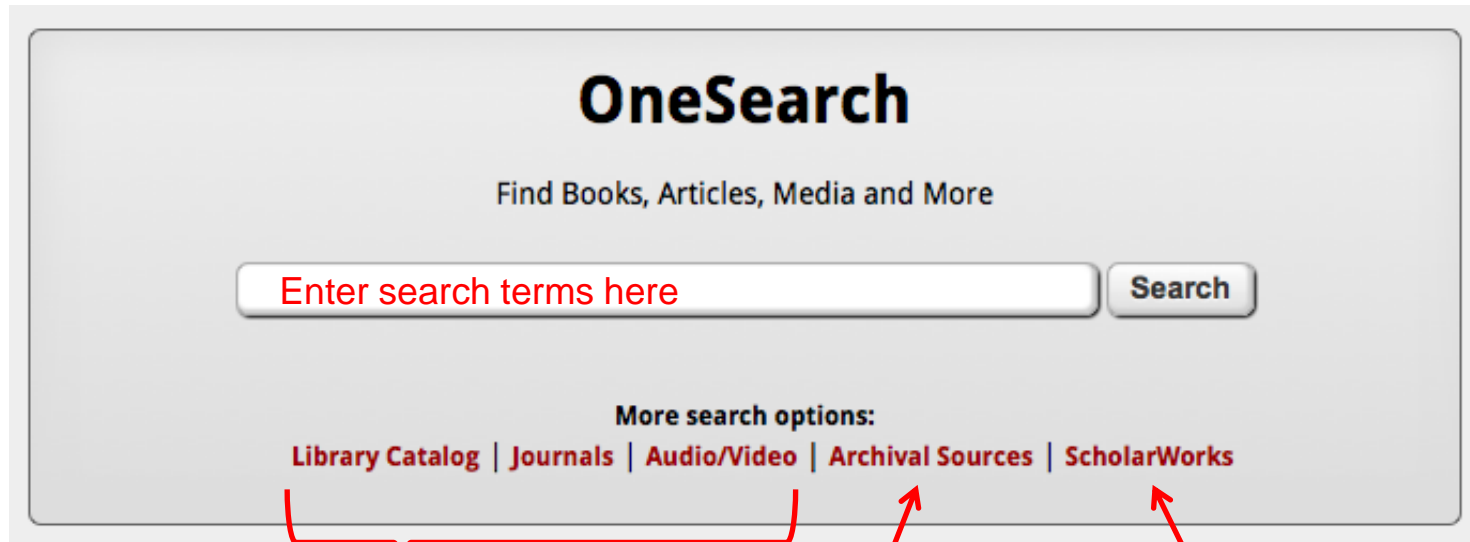
[Additional info](#)



# 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.



[Watch video tutorial](#)

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

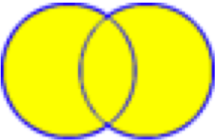
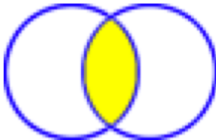
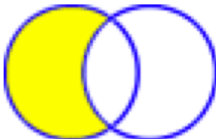
Search the CSUN Institutional Repository of faculty, student and departmental works



# Limiting and expanding searches

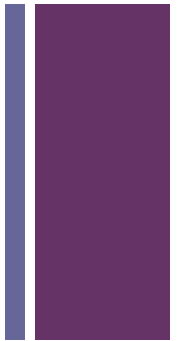
## Text Methods

- **Boolean Operators**

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

- **Truncation** allows for all variants of a word to be searched. For instance, if you search the root “comput” followed by an asterisk (comput\*), results might include “compute”, “computer”, “computation”, “computability” etc.

[Additional info](#)





# Limiting and sorting searches

OneSearch Interface method – BOOKS AND MEDIA



## Format

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

Select from lists to limit results

## Year

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

Displays the number of resources for each category

## 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)

Results 1-10 of 164

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



### 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

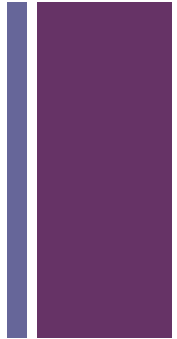
Save this record

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

- 
- 
- Research Strategies
  - **Find Articles by Subject**
  - Databases A-Z
  - Cite Your Sources
  - Course Reserves
  - Renew Your Books
  - Interlibrary Loan
  - Directory

# + 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



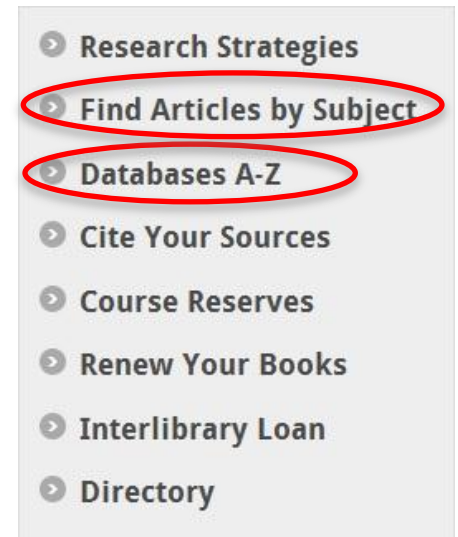
**TIP:** Useful subject disciplines for this class: Pan African Studies, Sociology, Education, Education Psychology, Urban Studies + Planning, Child and Adolescent Development, Family + Consumer Sciences

## ■ 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: **ERIC; Black Studies Center; PsycINFO; ABI Inform Complete (Proquest); JSTOR African-American Studies; America: History and Life**



# + 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 – a review

- 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

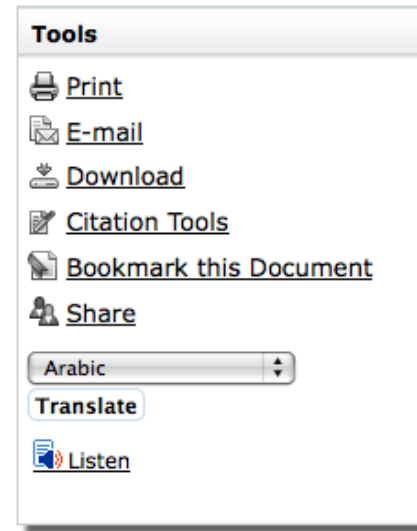
# + Manage resources and citations

- 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 archivists 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)  
Reclaim Desktop 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 photos, audio and video recordings and scanned documents such as receipts, legal documents, and certificates.  
SPECIAL CONSIDERATIONS: Documents and assets generally have an active period for which they are retrieved 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 failures, human error or technological obsolescence.  
MANAGEMENT STRATEGIES: Consider your work habits. Do you work from multiple locations/companies? Are your documents created across multiple technologies such as smart phones, cameras or audio/video equipment? Is your work to be stored in your retirement portfolio or other accounts, saving your work to a cloud storage vendor (see Tools below) will offer you the flexibility you require.  
PRESERVATION STRATEGIES: 1) Document, you create lower storage disciplines, incremental backups protect working drafts. Use the 3-2-1 regimen for completed works. 2) Personal cloud services are especially useful for backing up works in progress. Use a service that formats, indexes or auto-archivization of updated documents on your device or computer. 3) Social Web sites such as Flickr, YouTube, Vimeo and SoundCloud allow you to store and control shared assets for finished photos, videos and audio files. 4) Consider CD/DVD Subscriptions to archive and disseminate your projects, portfolios, reports, digital learning objects and data sets.  
Tools:  
Incremental Backup: Time Machine (Mac OS X), Backup and Restore (Windows OS), iBackup (Mac OS), Windows Backup (Windows OS), Cloud Storage/Backup: Dropbox, Amazon Cloud Drive, Carbonite, OneDrive (Windows/Apple), Windows Storage Spaces  
Format Preservation Guides from the Library of Congress

**Resources**  
SCOPE: External sources of information used for professional activities, research and development. Resources help define 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 ensure quick retrieval. Digital resources are highly distributed across the Internet as well as stored on personal computers and storage media. Because of this, multiple strategies should be considered to manage and preserve access to diverse resources.  
MANAGEMENT STRATEGIES: 1) Self-imposed folder schemes within personal preferences. Consider those often 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 research across multiple devices, consider storing them on personal cloud accounts (see Tools for Works & Assets). 4) Manage, tag and share your Web links and citations online to access them anywhere.  
PRESERVATION STRATEGIES: Save digital resources as acquired over time, use incremental backups or personal cloud services in conjunction with periodic 3-2-1 backup.  
Tips & Tools: LibGuides: Web Resources The Topical LibGuides OS Guide: Citations The Topical for Mac OSX LibGuides: Citations PDF Downloading

**Communication**  
SCOPE: Electronic communication is often distributed between personal computers and on the Internet. E-social Web applications, Email, blogs, Facebook and Twitter entries are some examples.  
SPECIAL CONSIDERATIONS: While most electronic communications are managed through one email client, Web posts to social sites are generally unmanaged, difficult to retrieve, and less likely to be archival. Retrieving data from distributed applications may be challenging, however tools to assist you in this process can help (see Tips & Tools).  
MANAGEMENT STRATEGIES: 1) Implement a personal folder structure within your email application to organize its pertinent messages. This will also assist you in locating which messages to archive. 2) Investigate utilities to retrieve your social Web entries (see below).  
PRESERVATION STRATEGIES: Email: Utilize archiving features within your email client. Make sure to archive emails in personal folders. Save 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 entries, histories and data.  
Tips & Tools: Archive Outlook Email (Windows tutorial), Archive Exchange Email (Mac video tutorial), Data Liberation Front (Google Apps data), Backupify (Social Web Data), Cloudinary (Social Web Data), Subscription (Social Web Data), Subscription, 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 be taxing from a challenge. Best to consider your value system to determine what files you want to preserve for the long term. Think of preservation as a maintenance activity, the changing the oil in your car. Regularly schedule this activity during one production cycle, such as assessments.  
Steve Kitzay—Digital Services Librarian  
DukeW@T-Online Library  
813-477-2315  
steve.kitzay@duke.edu  
Faculty Page

Click guide 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](#)



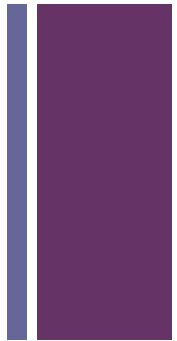


# Oviatt Library service locations

## Appendix C

### Virtual Map

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



# + 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](mailto:stephen.kutay@csun.edu)