



Gathering Information

HOMEWORK Section 2

Homework Assignments for Section 2

TEXTBOOK: Read Chapters 3 & 4. It is recommended that students take notes to study for quiz #6.

Step 3 Library Two Step Sources: Newspapers, Periodicals and Books

- 2 Relevant New York Times articles (1 from a database printout, 1 from a microfilm printout)
- 1 Relevant Washington Post article (from database)
- 1 Relevant USA Today article (from data base)
- 3 Relevant Articles from Business Sources Complete or Business Full Text
- 3 Relevant Articles from Academic Search Complete or Reader's Guide Full Text
- 3 Peer Reviewed Journal Articles
- Print out of 10 Library Books selected from the Library online database. You must select at least two of these books to check out from the library.
- Select two books to check out using the Interlibrary Loan system.
- Begin the Expert Interviews

HOW TO OBTAIN NEWSPAPER ARTICLES

FROM UHCL DATABASES:

Since the New York Times is recognized as the voice of the nation, we will look to it for relevant newspaper articles. We will also research articles from two other prominent newspapers that are considered national in scope: The Washington Post and USA Today.

Newspapers can be assessed from the UHCL Library's Home page by clicking on the tab Databases A-Z. Then select the LexisNexis Academic database.

While in LexisNexis Academic, use the Search the News.

Step 1: Under "Search for," type in your topic.

Step 2: Under "By Source Type," use the pull-down menu and select newspapers.

Step 3: Type in the name of the newspaper you want to search, i.e. The New York Times

FROM MICROFILM:

You will retrieve one article from the New York Times off of a microfilm in order to practice this technique.

The New York Times Indexes are located in book volumes found shelved against the wall by the microfilm room. You do a subject search in the index to find the Year, Month, Day, Section, Page and Column of an article. The actual article will be stored on microfilm. The index will look something like this: S) 08:D:5:2 That means the article is in the September issue - Sept. 8, Section D, Page 5, Column 2

HOW TO OBTAIN PERIODICAL ARTICLES

You can also search the library's databases for articles printed in periodicals. Just like newspapers, magazines can be assessed from the UHCL Library's Home page by clicking on the tab Databases A-Z. Make sure you are selecting periodicals, not newspapers, for this step.

Many of them will carry the full text (be sure to select this option on the form). If not, the database will carry the abstract. You can use the information off the index's abstract to locate the periodical (magazine) the article is printed in. It may be available in the library on microfilm. If our library does not have the periodical, you can fill out an Inter-Library Loan request.

We are going to be pulling articles from three types of periodicals: 1) General Interest, 2) Business, and 3) Peer Reviewed:

GENERAL INTEREST PUBLICATIONS: The best sources our library has for general interest publications is the database Academic Search Premiere. A good second option is the Reader's Guide Full Text.

Academic Search Premiere is offered through TexShare. It indexes and abstracts articles from more than 4,150 scholarly publications. Reader's Guide Full Text works basically the same as Academic Search Complete only it doesn't pull from as many publications.

BUSINESS PERIODICALS: The best sources our library has for business periodicals is: Business Sources Complete. A second option is Business Full Text (from Wilson). Business Sources Complete is offered through TexShare. It indexes and abstracts articles from more than 2,800 research and trade journals. Business Full Text provides citation, abstracts (1990-present) and selected full text (1995-present) to 549 English language periodicals (284 in full text).

PEER-REVIEWED ARTICLES: Peer-reviewed articles can be located from both Academic Search Complete and Business Sources Complete by selecting the "Scholarly (Peer Reviewed) Journals" option on the form to perform an article search.

HOW TO ACCESS THE PERIODICAL DATABASES:

In order to access the Databases, you will be asked to enter a Library Barcode Number. Your barcode number is your student i.d. number the number printed on the back of your student i.d. card. If you do not have a current student i.d. card, you need to go ahead and get one in the Student Life Office. (The barcode number is 200 + i.d. number on front of the card).

HOW TO OBTAIN BOOKS

You can either use a computer in the UHCL Library that is set up to access the book catalog OR you can go to the UHCL Web site at: www.uhcl.edu/library and access the catalog online from any computer.

catalog. For Students: Your library barcode is “200” plus the seven digits of your UHCL ID Number. Students can find their barcode number on the back of their UHCL ID Cards OR type in 200 + the ID number on the front of your Student ID Card. For Faculty and Staff: Your library barcode is “200” and the seven digits of your Employee ID Number.

TO USE THE ONLINE CATALOG:

Step 1: Click on the “Library Catalogue” tab at the top of the homepage.

Step 2: Type in topic.

Step 3: Under “UHCL and Other Resources,” use the pull-down menu to select the correct library.

TO USE INTERLIBRARY LOAN FORMS: The Online Catalog Index has listings for books that are shelved onsite in the UHCL Alfred Neumann Library or are available through interlibrary loan from other Houston area libraries UHCL is affiliated with: UH Main (Anderson), UH Law, UH Downtown and several local Houston area public libraries.

The number of books contained within the walls of the UHCL library is limited. You are required to expand your search by taking advantage of the Interlibrary Loan Service available to our students. The ILL form you use to request these books are available at the Reference Librarian's Desk (You have to fill these forms out by hand and turn them in to the Reference Librarian. Make sure to make a copy for your file before you submit the form for processing.) OR You can access the form online from the Web page we noted previously (show on handout). You fill these forms out online and submit online BUT make sure you print a copy before you hit the submit button because once you hit “submit” the page disappears from the computer screen.

IMPORTANT NOTE ABOUT USING BOOKS TO GET INFORMATION ABOUT POTENTIAL EXPERTS TO INTERVIEW: It's pretty obvious that books provide a potential source for an expert interview in the form of its author. Books also provide potential experts in the form of: 1) Whom does the author cite in his/her bibliography or quote within the contents of the book? Whomever the author used as an expert source is a potential expert for you as well. 2) This same rule basically applies for newspaper and magazine articles.

IMPORTANT NOTE ABOUT USING THE UHCL LIBRARY: If at any time you have trouble accessing information in the library, ask someone at the reference desk to help you. Many students rely on them for assistance, especially for the microfilm.

STEP 4 EXPERT INTERVIEWS

It will take you some time to conduct the expert interviews. Begin now and continue to work at getting expert interviews until the research project is due.

DOCUMENTING THE INTERVIEW CONTACT INFORMATION: **This information must be included in your Search Strategy Report (Search #1) and Bibliography (Search #2).** Use a separate piece of paper for each person you attempt to contact.

Include the following information for each contact:

- Contact's Name, address, phone number, and email address.
- Contact's Title: Why is the contact qualified as an expert source?
- In which if the seven search steps did you identify this person as an expert?
- Record of questions and answers OR
- If you were unsuccessful in contacting this source, tell me how many attempts were made.
- If successful, note what type of interview occurred: face to face, telephone, online
- Remember you have to include quotes from at least two sources in your synthesis. Keep trying until you talk to at

WHOM TO CONTACT:

- Contact at least one author: from a book, a newspaper article, or a magazine article.
- Contact at least one source who is a consultant in the field or involved (i.e. first-hand experience).
- Contact at least one source found over the Internet.
- Contact at least one association from the Encyclopedia of Association or the Washington Information Directory.
- Contact at least one government agency from the U.S. Govt. Manual or www.usa.gov.

NOTE – MINIMAL REQUIREMENTS: You must attempt to contact at least one source from all five categories. You must be successful in interviewing at least two sources from these five categories. To accomplish two successful interviews may very well require more than five attempts. Also, use a combination of at least two of the three different interviewing techniques: i.e., Face to Face, Telephone and Email.

NOTE: Absolutely no “convenience interviews” allowed. See Syllabus.