Information Literacy Worksheet

Course Information

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Your Name:  

Your Instructor:  

Library Information

1. In what building is the library located?
   A. Bosch Manufacturing  
   B. Business & Information Technology  
   C. Barker Hall  
   D. Bender Building

2. Research Coaching is:
   A. A librarian sitting next to you in class cheering you on  
   B. One-on-one scheduled library help, customized to your needs  
   C. A service where someone will write your research paper for you

Primary & Secondary Sources

3. Which of the following are primary sources?
   A. Dictionaries  
   B. Autobiographies  
   C. Literature criticism  
   D. Scholarly articles  
   E. Original works of art  
   F. Diaries
Reference Material

4. Which of the following are true about reference materials?
   A. They provide background information on topics
   B. They provide in-depth, extended research
   C. They can be general or subject-specific
   D. They are a great place to begin research

Books

5. What classification system does the library use to organize its books?
   A. Dewey Decimal Classification
   B. Library of Congress Classification
   C. Universal Decimal Classification

6. Which of the following are true about most books in an academic library?
   A. They are organized
   B. They are well researched
   C. They are a complete account on a particular topic
   D. All of the above

Periodicals

7. Match the type of content with the type of periodical:
   A. Popular Magazines  Product & company info, current trends & professional practices
   B. Journals of Opinion  Original research, in-depth analysis, article reviews
   C. Newspapers        Social & political commentary & analysis, political viewpoints
   D. Trade Journals     Entertainment, current events, hot topics, popular culture
   E. Scholarly Journals Current news, local & regional information, classified ads
Research Databases

8. What is required to login and use the library’s research databases at home?
   A. CravenCC student ID number
   B. Social Security Number
   C. WebAdvisor password

9. Why is it better to use research databases for academic research versus using the open web (Google)?
   A. Search results will mostly be more focused
   B. Search terms will be more specific
   C. Open web results can be irrelevant and overwhelming
   D. All of the above

Search Tips

10. Match each action with the Boolean operator that will help you achieve it:
    A. to exclude a term from your search    AND
        _________
    B. to narrow your search                OR
        _________
    C. to broaden your search               NOT
        _________

11. Using the Search Tips handout, match the search term examples with the search type:
    A. m?n                                      Phrase Searching
        _________
    B. teen*                                    Truncation
        _________
    C. “artificial intelligence”                 Wildcard Symbols
        _________

Evaluating Information

12. What do the letters in RADAR represent when evaluating information?
    R
    A
    D
    A
    R
13. What do the letters in P.R.O.V.E.N. represent when evaluating information?

P  
R  
O  
V  
E  
N

Avoiding Plagiarism

14. What type of plagiarism involves submitting your own previous work without an instructor’s permission?
   A. Mosaic Plagiarism
   B. Accidental Plagiarism
   C. Self-Plagiarism
   D. Direct Plagiarism

15. Poor note taking during research can lead to plagiarism. How can you remedy this?
   A. Set aside enough time to complete the assignment
   B. Use quotation marks, cite quotations and paraphrases, and be consistent with citation styles
   C. Avoid using sources you do not understand or sources that are incomplete
   D. Organize notes and source information to avoid citation errors

16. Match the definition with the type of source usage:
   A. Using the same idea as in an original work, but put into your own words
      Quoting
   B. Offering an overview of what the entire text means
      Paraphrasing
   C. Using someone else’s exact words without changes or corrections
      Summarizing