Lakeland Librarians: Connect for Success

Reference Librarians

You can connect with reference librarians by phone at 440-525-7425, by e-mail at reflibrarian@lakelandcc.edu, or by the Ask a Librarian Live Chat service if you are logged in to myLakeland.

If you are on campus, you can work with us in person too. Just stop by the Reference Desk for help or schedule a One-On-One appointment using the Request Form on the library’s site in myLakeland. The Lakeland Community College Library is located in C-3051 on the third of the C Building. Your Lakeland ID is your library card.

Library Resources

Access library resources by logging in to myLakeland.

To access the library’s site in myLakeland, go to the Lakeland Community College homepage (http://lakelandcc.edu/).

Find and click the myLakeland icon in the QuickLINKS menu on the left side of the LCC homepage, and login to myLakeland.

Once you have logged in to myLakeland, find and click the library icon under the QuickLaunch/QuickTools menu on the top left side of the screen. Now you can access the full range of the library’s resources.

Lakeland’s librarians are here to help you learn the skills and connect with the resources you’ll need to succeed.
Information Literacy @ Lakeland

The college has included information literacy as a set of skills every student should know upon graduation. These skills will be necessary to complete assignments in many classes you take here. Information literacy is defined at Lakeland in the following way:

Uses Information Effectively

The 21st century learner accesses and manages reliable information effectively and responsibly. The learner:

• develops an effective search strategy
• uses technology to access and manage information
• uses selection criteria to choose appropriate information
• uses information responsibly.

More about Information Literacy

According to the Association of College & Research Libraries, information literacy “is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

• Determine the extent of information needed
• Access the needed information effectively and efficiently
• Evaluate information and its sources critically
• Incorporate selected information into one’s knowledge base
• Use information effectively to accomplish a specific purpose
• Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.”

Information literacy is a lifelong skill you’ll need, no matter what you decide to study or what you choose to do in the future.

What is FiSH (First, Search Here)?

The library has a search tool called “FiSH.” It searches Lakeland Library and OhioLINK resources in much the same way that Google searches the web. Using FiSH, with its Google-like single search box, you can search the library’s catalogs and databases to find books, academic, magazine, newspaper, or trade articles, and more. Many of these resources will be available in full text to read online, print, save, or e-mail.

What is OhioLINK?²

The Ohio Library and Information Network, OhioLINK, is a consortium of 90 Ohio college and university libraries, plus the State Library of Ohio, that work together to provide Ohio students, faculty, and researchers with the information they need for teaching and research. Together, OhioLINK and its member libraries provide access to:

- nearly 50 million books and other library materials
- more than 150 electronic research databases
- millions of electronic journal articles
- over 100,000 e-Books
- nearly 85,000 images, videos, and sounds
- nearly 50,000 theses and dissertations from Ohio students.

Your FYEX Annotated Bibliography

Your annotated bibliography will represent a selection of sources that you have gathered on your topic. You will provide database-generated citations for your articles in MLA or APA style followed by a short analysis (your annotation) of each source's contents. For this class, you will use the following criteria to evaluate the sources you have found: source type, relevance, and currency.

When beginning the research process for your annotated bibliography assignment or any college research project, you should determine the extent of the information needed to successfully complete the assignment.

- Ask your instructor any questions you have about the assignment.
- Identify a topic that interests you. If necessary, discuss your topic with your instructor.
- Write a topic sentence expressing what you'd like to learn about your topic through the research you will complete.
- Set a timeline to accomplish steps in the research process.
- Identify keywords, synonyms, and related concepts.
- Using the keywords you've discovered for your topic, build a search.
- Run the search you've built in Lakeland's FISH (First, Search Here) search tool.
- Browse your results for relevant sources.
- If you didn't find any results that look relevant, build a new search using a different combination or set of keywords.

²https://www.ohiolink.edu/content/what_ohiolink
Need Help?

Lakeland librarians can help you get started with your research and throughout the research process. You should also check out the FYEX 1000 Researcher Starter on the library’s site in myLake-land. If you need more in-depth help, schedule a One-On-One: Personal Research Assistance appointment with a librarian.

Know Your Source: Identifying Periodical Types

Periodicals are published weekly, monthly, or quarterly and include magazines, newspapers, and journals. Instructors may require a variety of sources or limit sources to academic journals.

Academic Journals

Academic publications, also referred to as scholarly journals, contain articles written by professionals in the field. The articles may be original research or an extension of previous research. In the sciences and social sciences, they are often illustrated with graphs or tables. They commonly have a list of references at the end. Articles submitted to an academic journal are often peer reviewed or juried, meaning other experts read and suggest revisions to the author before the final version is accepted for publication.

Magazines

Popular magazine articles are not in-depth enough to be scholarly. The magazine may have an area of interest, Parenting is devoted to raising children and Time is a news magazine, but the articles are intended as general interest. Authors may or may not be named, there may be illustrations or charts, but there won’t be a bibliography at the end.

Newspapers

Newspapers can be published daily, weekly, or monthly. Editorials focus on commentary or opinion, while the news articles are supposed to be factual information. Newspapers may have a viewpoint that echoes their publisher or the audience they serve, which you may discover by “reading between the lines.”

Trade Publications

Trade publications contain articles pertaining to specific industries and are of interest to people working in those fields. For instance, HR Focus examines issues, practices, and products related to the human resources industry. Trade publication articles tend to be informative and highlight new developments or best practices in an industry.
## Periodical Comparison Chart

<table>
<thead>
<tr>
<th>Newspapers</th>
<th>Magazines</th>
<th>Types of Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td><strong>Opinion</strong></td>
<td><strong>Academic</strong></td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td>Journal has specific agenda written to appeal to like-minded readers</td>
<td>Professional readership—research, analysis, technical vocabulary</td>
</tr>
<tr>
<td>General readership—news, opinions, local interest, ads</td>
<td>By-line for important staff writers, often no author named, no credentials given</td>
<td>Featured writers have by-line, staff writers often not named, no credentials given</td>
</tr>
<tr>
<td>By-line for important staff writers, often no author named, no credentials given</td>
<td>Articles often do not refer to sources</td>
<td>No bibliography, articles may refer to other sources</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>Staff editors, no peer or expert review</td>
<td>Staff editors, no peer or expert review</td>
</tr>
<tr>
<td>Standards set by newspaper editors and/or owners</td>
<td>Photographs, cartoons, charts, maps, ads, and so on</td>
<td>Ads, photographs, illustrations, maps, and so on</td>
</tr>
</tbody>
</table>

## Criteria for Evaluating Sources

### Relevance
What type of source did you select, that is, academic article, magazine article, trade article, or newspaper article? Does the source you found give you the “big picture” on your topic or does it deal with a more focused aspect of it? What information does the source add to your understanding of the topic you are researching?
Currency
When was the article published? Would that date of publication be current enough to provide up-to-date information? How might the date of publication impact the value of the information in the source?

Authority
Is the individual or group responsible for the information qualified to provide that information? What are their qualifications? Do they have credentials, such as advanced degrees? Are they affiliated with any reputable organizations?

Intended Audience
For whom did the author or organization produce the source (students, general public, scholars, specialized professionals, etc.)? Are the level, tone, and presentation of the material/information appropriate for your needs?

Purpose
Information can be produced to sell something, entertain, inform, advocate, argue, and so on. In some cases it may even be created for malicious purposes. Being aware of the purpose of the information you’re reviewing is a good way to begin to determine its bias and its reliability.

Accuracy
Does the source contain references to support statements and/or statistical information? Are the references relevant to the topic? If the source is a webpage or web document, do the links appear to be related to the topic? What is the source’s bias or does it appear to be neutral? If it is biased, does it exhibit an extreme level of bias?

Accessibility
The availability of information impacts its potential usefulness. Is the information available for free or is there a fee? Is it available to the general public or must you have a login to use it, such as for myLakeland? If the source is a website, is it difficult to use for some reason (i.e., congested with text and graphics, no clear navigation, requires special software downloads)?
Academic Integrity

Citing your sources helps you avoid plagiarizing. In the Student Conduct Code (Section D Academic Misconduct 2b), Lakeland defines plagiarism as:

the act of submitting the words, ideas, or work of another as one's own for any academic exercise. Examples of plagiarism include, but are not limited to:

i. Failing to provide adequate citations to the sources for ideas, words, images, sounds, and any other supporting material for any academic exercise. A citation tells the reader where the information came from;

ii. Copying and pasting, downloading, or importing any electronic material into work submitted for academic assessment without citing its source;

iii. Using copyrighted material in violation of U.S. Copyright law.

When you find a useful article on your topic for the FYEX annotated bibliography, you will retrieve the database-generated citation in either the MLA or APA style. Generally, when working on a research project, you should get in the habit of saving the citation information (author, title, publisher, etc.) for any source you might use to ensure you have the proper documentation. A good citation also helps your readers or other scholars easily find the information source you’ve referred to in your text.

Connect @ your LIBRARY

Library Services

- Access your “myLibrary Account” through myLakeland
- One-On-One: Personal Research Assistance
- Help from a librarian via chat, as available
- Walk-in reference assistance
- Microsoft Office Suite on all computers
- Laptops and iPads
- Course reserves (many textbooks for in-library use)
- Photocopiers
- Scan to e-mail as .pdf on photocopier
- Fax machine
• DVD viewing stations
• Book discussion group
• Educational and informational displays
• Quiet study room
• Group study rooms
• Collaboration Stations with monitors and laptop/iPad connections
• Wireless Internet access
• Lakeland ID cards made
• Films On Demand streaming videos
• Kirtland Public Library Leisure Reading Collection

Reference and Instruction Services

• Walk-Up Reference
  Librarians are available on a walk-up basis to provide assistance with information searches.

• One-On-One: Personal Research Assistance
  Individual appointments can be made in advance for more thorough One-On-One help. Call 440-525-7425 to schedule or for more information.

• Research Databases
  There are over a 150 research databases available from the library. These databases contain many diverse items, including but not limited to e-books, articles, audio recordings, and streaming videos.

• Course/Textbook Reserves
  Supplemental course materials and select textbooks are available to students at the Circulation Desk for use in the library.

• Periodicals
  Periodical titles are available in print and electronically. The current print issue does not circulate. Past issues can be checked out for one week.

• Newspapers
  Local and national newspapers are available in the library.