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Library Information Literacy Unit

Learning Outcomes:

Upon completion of this unit the student will be able to:

A. Acquire the ability to find, evaluate, and use information.
B. Understand how the FNU Library and Resource Room are organized and identify all the resources available.

Learning Objectives:

A. The students will be able to navigate through the different sections of the library in their search for resources.
B. Develop skills in searching, reading, and reviewing the literature on their topic.
C. Identify and use the print resources to access information.
D. Identify and use the electronic databases to access information.
E. Develop skills in Web searching.
F. Encourage students to develop skills for critically evaluating quality of Web resources.
GET TO KNOW YOUR LIBRARY

The Library’s classification scheme is a system by which books are organized to be placed on the shelves. Browsing the shelves is an important step when you are trying to get ideas for your research, so it is necessary to become familiar with your library.

Most libraries in the United States use the Dewey Decimal system or the Library of Congress system to classify their collections. FNU’ Library uses the Dewey Decimal system for classification:

000 – 090  Computers, Information and General Reference
100 – 190  Philosophy and Psychology
200 – 290  Religion
   300  Social Science and Law
   400  Language
   500  Science
   600  Technology and Allied Health
   700  Arts
   800  Literature
   900  History and Geography

**The Library Catalog:** This is a listing of all the items held in the Library classified by source, such as book, video, audio, tape, CD, etc. These items are classified by subject. The subject field of the catalog record contains only the words or phrases used by the cataloguer when assigning a subject heading. For example, the subject heading for a book about how playing football affects the players’ bodies would probably be assigned the subject “Football – physiological aspects”. Unless you type in that entire phrase as your search term, you won’t find the book by searching the subject field.
How to Search for Journals and Newspapers at your library.

The Library and the Resource room hold periodicals, journals, and also magazines in print. The recent editions are display in racks and/or display cases and the old editions are stored and presented in the journals/periodicals shelves. These are:

Newspapers:  
The Miami Herald  
El Miami Herald  
El Nuevo Herald  
Diario Las Americas  
USA Today  
El Pais  
South Florida Business Journal  
Miami Today  
New Leaders  
Hospital News and Reports  
Community College Week  
Caribbean Today.

Journals:

...
How do I find out what journals are available?

- Perform a journal title search in the FNU catalog.
- Select Journal from the search menu, and type the journal, magazine or newspaper title in the search box.

Electronic journals are found in LIRN through Pro-Quest, Infotrack, Lexis Nexis, eLibrary and PubMed

Reference Section

In the Reference Section, you may find almanacs, yearbooks, handbooks, encyclopedias, dictionaries, manuals, and volumes of information books which summarize large amount of facts about different subjects, such as current and historical events, countries, statistics, popular culture, sports, entertainment, etc.

The Law Library at the Hialeah Campus Library includes the Reference Law books, such as the Federal Rules and Decisions, the Florida Cases, the Southern Reporter, the American Jurisprudence and the Federal Practice Digest volumes. Also, students in the Legal Studies and Paralegal programs have access to Lexis Nexis through the electronic databases. This database provides the students with computer-assisted legal research as well as business research and risk solution services. At the South Campus Resource Room you may also find some of these volumes.

Services Offered

a. Library loans
b. Intercampus Loans
c. Computers (internet access)
d. Printing and copying services
e. Students and faculty workshops on research tools and the use of electronic databases.
f. Cultural Exhibits and presentations

Library Schedule: Both facilities are open from 8:00 AM to 10:00 PM Mondays through Thursday and 8:00 AM to 9:00 PM on Fridays.
ELECTRONIC DATABASES

What is a database?

A database is a collection of data arranged for ease and speed of search and retrieval. Databases are accessed through the Internet, not through Google or Yahoo.

Every database contains only certain types and amounts of information, a characteristic called coverage.

Tips for using databases:

- Think critically when deciding what database to use. The number of electronic indexes available can be overwhelming.
- Always ask yourself what discipline or subject area your topic falls under. For example if your topic is related to medicine, use PubMed.
- Electronic periodical indexes are produced by different companies and vendors, just like books and other library resources. Each is designed somewhat differently with its own search methods and unique commands.

Using Commercial Search Engines

Search engines are software tools that allow a user to ask for a list of Web pages containing certain words or phrases from an automated search index. When using Google, Yahoo, MSN or any other commercial search engine, you must use specific words or phrases, if not you may receive hundreds of hits.

Here are some tips if you found too much information, too little information, or the wrong information in your search:

- Try looking at an irrelevant record your search retrieved. See if you can use a more specific term or maybe a short phrase that excludes the meaning you don’t want. Try adding a new term which makes your old term more specific.
- Check where in the record your search terms matched. The best matches for topics are in fields like subject or title. Look for an advanced search option in the database to search in specific fields only, if you can.
• Use limiters when they are available, such as “English only” “only journal articles”, etc.
• Also make sure that you spelled your search terms correctly.

FNU Databases

The most important databases in our library are LIRN and Ebrary.

A. LIRN (Library and Information Resources Network) includes Online Periodicals and more:

Elibrary: a comprehensive digital archive for information seekers, which includes hundreds and hundreds of full-text periodicals, nine international newswires, classic books, hundreds of maps, thousands of photographs, as well as, major works of literature, art, and reference.

InfoTrac: a database of magazine and journal indexes including over 1,800 full-text magazines, available online, which includes index entries, abstracts, and in most cases, the complete articles from magazines and journals.

ProQuest: an interdisciplinary database representing titles found in ABI INFORM, Periodicals and Newspaper Abstracts.

LexisNexis: computer-assisted legal research database; includes Shepard’s Citations, broadcast transcripts, international news, and non-English language sources, among others.

Bowker: the most authoritative title and publisher information available, the world’s leading source for bibliographic information

DOAJ: free full text quality controlled scientific and scholarly journals, covering all subjects and many languages.

PubMed: comprises more than 21 million citations for biomedical literature from MEDLINE, life science journals, and online books.

Internet Public Library: is a subject categorized directory of authoritative websites, links to online texts, newspapers and magazines.
B. **Ebrary**: is an online digital library with full text of over 170,000 scholarly and classic e-books. It provides a set of online database collections that draw from over 435 academic, trade, and professional publishers.

C. **Florida Electronic Library**: a comprehensive resource including approximately one hundred databases, such as: *Academic OneFile, A+ Research and Writing, Business Economics and Theory, Criminal Justice Collection, MEDLINE, Nursing and Allied health Collection, Health and Wellness Center,* and many more.

D. **World Digital Library (WDL)**: provides significant primary materials from countries and cultures around the world.

E. **Library of Congress**: largest library in the world with more than 158 million items on approximately 838 miles of bookshelves. Many of these books are available in digital form.

**Using the Databases**

**USING LIRN**

1. From your internet connection type the following address [www.fnu.edu](http://www.fnu.edu), choose the Current Students Box, and then connect to LIBRARY.

2. Click on the Library box and you will see the available databases.

3. Click on the LIRN resource and you will see a box asking for a password. Type 24439 and submit.

You will see all our databases. Once you have chosen the one you wish to use, click on the icon and a window is going to open.

Here you must type the topic you are trying to search for.

For example, click on ProQuest and type a topic in the window. If you click Advanced Search you will be given the options for a more specific search or you can simply click for a general search.
USING EBRARY

From your internet connection type the following address www.fnu.edu
choose the Current Students Box, and then connect to LIBRARY

2. Click on the Library box and you will see the available databases.

3. Click on the EBRARY resource and you will see a box asking for a user name and a password.
4. The username is fnc and the password ebraryfnc. Then you must type the title of the book you are searching for.
Information Literacy Unit
Evaluation

Students’ Name: _________________________________ Course:________________________

Program:_______________________________________ Date:__________________________

1. What classification system does the FNU Library use?

2. Indicate the section/classification where you can find the following books:
   a. Personality Theories
   b. English Essentials
   c. Children’s Stories
   d. Health Care in the U.S.
   e. Computer Forensics

3. How are items classified in the FNU catalog?

4. Where do you find journal articles? and

5. What type of books can you find in the Reference section?

6. To retrieve accurate information while using commercial search engines you must

7. Where can you have access to the electronic databases?

8. Which database provides full text books and classic e-books?

9. What is the password to access LIRN?

10. What is an appropriate database for a research on Stem Cells?