HCC LIBRARY NEWSLETTER
OCTOBER 18, 2021

RESEARCH EDITION

CONDUCTING RESEARCH

WHERE TO LOOK AT THE LIBRARY

At some point in your college education, you will likely be asked to write a research paper. When that happens, the HCC Library is here to help! Whether you need help picking a topic (take a look at Opposing Viewpoints on Gale), or assistance with finding credible sources, the Library has what you need to get started.

The HCC Library has both physical and digital resources to meet your research needs. Our Library Catalog allows patrons to search for items that are physically located in the library, digitally available online, or remotely available by request from another Minnesota State College Library on another Campus.

[Search the Library Catalog](#)

The Library's digital resources can be accessed and searched in the Library Databases, found on the [Library Homepage.](#)

LIBRARY DATABASES:

EBSCO
Access over 20 Databases, including Academic Search Premier, which covers scholarly materials in a wide range of topics, and CINAHL Plus, our top resource for students in the Nursing Program.

GALE
Access a collection of 14 Databases, including Opposing Viewpoints, which provides current information on controversial, modern-day topics.

PROQUEST
Access U.S. Newsstream, the Coronavirus Research Database, and the Minneapolis Star Tribune.

FILMS ON DEMAND
Access the Master Career and Technical Education Collection, a comprehensive, curriculum-focused video subscription providing unlimited access to thousands of videos in a number of subjects.

GLOBAL ROAD WARRIOR & ATOZ WORLD FOOD
Access country-by-country resources for learning about culture, history, customs, recipes, and food around the world.

Once you have chosen a database to search, the next step is knowing how to search it.

SEARCHING IN DATABASES

TIPS & TRICKS

With an infinite amount of information available at our fingertips, the sheer number of search results can make reliable sources difficult to find. When searching, students can apply the following guidelines to sift through search results for sources:

- Look beyond the first two search results
- Don't choose a source based on title alone
- Conduct multiple searches using different search terms
- Use simple keywords for your search rather than full questions

When searching in a database, use "quotation marks" around words that are part of a phrase and should be searched together.

- **For example**: "obsessive compulsive disorder"

This tells the database to search for those words grouped together in that order, rather than each individual word separately.

Double-check your spelling. Databases search exactly what you type, including misspelled words.

USING FILTERS

Filters allow researchers to narrow or expand their search results, eliminating irrelevant resources and focusing on those that best suit their needs.

Filters can be applied either before or after you conduct your search. If you wish to apply filters prior to searching, you should select the "Advanced Search" option. If you choose not to use an Advanced Search, or if you forget to apply certain filters to your search, the Databases provide Filter options on the side of your results page.

The Library's top recommended Filters to apply when searching the databases are as follows:

1. **Full Text** – selecting Full Text will ensure that you can access PDF versions of your results immediately, rather than having to request an article via Interlibrary Loan, which can take up to 3 days to be emailed
2. **Scholarly Peer Reviewed** - Selecting this Filter will limit your results to books and articles that have not only been written by experts, but also have been read by other experts in the field, ensuring that the information is accurate
3. **Publication Date** – setting the publication date to the last five years will ensure that your results have recent information, which is necessary for science and health fields

Remember that the more filters you use, the fewer results you will get.

If the HCC Library doesn't have what you need, you can request it from another Library.

INTER-LIBRARY LOAN

REQUESTING ITEMS FROM OTHER LIBRARIES

Interlibrary Loan (ILL) - also known as Resource Sharing - is the process by which patrons can request items, both physical and digital, from other libraries. As part of the Minnesota State Colleges and Universities system, patrons at the HCC Library have access to the collections of all Minnesota State College and University Libraries.

Interlibrary Loan (Resource Sharing) is always free to students at HCC.

In order to request a Physical Book, students should go to the Library Catalog, type in their search, and select **All MnPALS Libraries** from the search locations drop-down menu. When you find an item you would like to request, click on the item in the search results list.

- In the item pop-out pane that appears, look for the "How to Get It" section and click "Sign In"
- Sign in using your StarID and Password
- Under "How to Get It" click "Resource Sharing"
- Scroll to the bottom of the form and click the check box to agree to the copyright terms
- Click "Submit Request"
- The system will display a green confirmation when your request has been submitted

Physical items can be picked up at the HCC Library Circulation Desk. They typically take about one week to ship.

DIGITAL REQUESTS

When we talk about ILL, we often think about requesting physical books from other libraries, but did you know that we can also request digital articles?

When I teach students to search in the Library Databases, I always recommend that they start their search by using the "Full Text" filter. This filter allows users to view results that they can read right now. But why do we need this filter in the first place? Shouldn't we be able to access all of the results in the databases anyway? The answer to that question is both yes and no. We can access all of the results in the databases – we just can't access all of them right now.

When the "Full Text" filter is turned off, the Library Databases show results that the HCC Library has paid for, which are immediately accessible, and results that other Libraries in the Minnesota State system have paid for. Students can access these for free, but they need to request that access.

To request access to a Digital Resource, students should search EBSCO or Gale Databases with the "Full Text" filter turned off. Articles that are available for request will display a "Request Item via Interlibrary Loan" option.

- Click on the "Request Item via Interlibrary Loan" link.
- Then follow the steps for requesting a Physical Item (shown on the left).

Digital resources are emailed to students' HCC Email accounts within 24-72 hours.

Why use a Library Database when Google is so much easier to access?
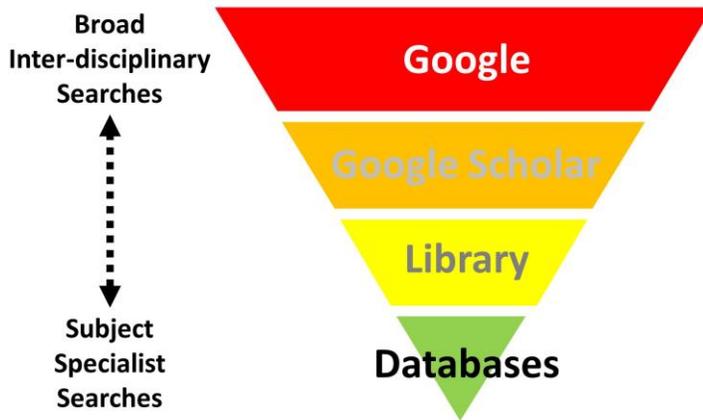
GOOGLE SCHOLAR VS LIBRARY DATABASES

WHAT'S THE DIFFERENCE?

When it comes to conducting research, Library Databases are often unfamiliar territory for students, so it's not surprising that the databases often go ignored in favor of a more familiar resource, like Google. But Google itself doesn't easily provide students with quality, peer-reviewed sources – in fact, the numerous algorithms that run the Google search engine are designed to provide us with personalized search results that fit our tastes and match our search history and clicked resources, meaning that unless you spend your time surfing the web for scholarly research, Google won't prioritize that information when you need it. (Side note – if you want to learn about how Google and the web have personalized our online experience, check out the TED talk "Beware Online 'Filter Bubbles'").

Not to worry – Google has come up with a remedy for this searching pitfall: Google Scholar. Google Scholar is a web search engine that specifically searches scholarly literature and academic resources, and it has the added benefit of a familiar search interface. Google Scholar is easy to search, provides some basic and advanced search options and filters, and provides thousands of search results.

Despite these many benefits, however, Google Scholar has its drawbacks. Scholar lacks the filters and search functionality of Library Databases. Scholar also does not clearly specify what type of material is displayed in the results list (e.g. academic journal, magazine, newspaper, etc.).

Google Scholar provides search results that are not freely available.

This means that Google Scholar has the ability to search behind paywalls and provide search results that require an access fee. Scholar does not notify users when a search result requires an access fee – you will not find out until you click on a resource. Some search results in Google Scholar **are** free – but because Google Scholar has the ability to search behind paywalls, oftentimes those "free" results are actually already paid for by your library.

WHY USE THE LIBRARY DATABASES INSTEAD OF GOOGLE SCHOLAR?

While Library Databases may be unfamiliar territory, they are specifically designed for academic research. The Databases provide the ability to focus searches with search filters, view the type of material being presented in the search results list, limit results to peer-reviewed sources, request access to articles for free from other Minnesota State Libraries (like the University of Minnesota), and will never charge you for the full text of an article.

If you would like to learn how to search a Library Database, contact HCC Library Staff to get started!

Once you find information, you have to decide if you can use it.

EVALUATING RESOURCES

CAN I USE THIS SOURCE?

When conducting research online (especially when not searching within a database), students must be sure to evaluate sources before using them as references in college-level assignments.

One of the biggest benefits of online searching - the vast amount of information available - is also one of its biggest drawbacks. With so much information to sift through, finding information that is reliable, accurate, and actually pertains to your research topic can be more difficult than you might think.

Resources to avoid using as references typically include Blogs, Social Media posts, websites with pop-up ads or outdated web-design, Tabloids, and Wikipedia.

THE CRAAP TEST

Source evaluation really comes down to five key questions:

Is the information Current?

- This looks at when the information was published, if your topic requires current information, and if the source itself has been updated/kept functional.

Is the information Relevant?

- This looks at whether the information even relates to your topic/answers your question, who the intended audience is, whether it's written for the correct age group, etc.

Does the information come from an Authoritative source?

- This looks at who the author/publisher/source/sponsor of the information is, what their credentials are, who they are affiliated with, and what the URL indicates about the source (e.g. whether it's a .edu or a .gov etc.)

Is the information Accurate?

- This looks at where the information came from, if it has been supported by evidence, if the information has been peer-reviewed, if the information is biased, etc.

What is the Purpose of the information?

- This looks at if the information is fact, opinion, or propaganda, if the information is biased/in what way it is biased, etc.

EVALUATING DATABASE INFO

When you research within a database, a lot of the evaluation process has already been done for you, especially when the "Scholarly Peer-Reviewed" Filter is applied to your search. You should still examine search results for the Currency, Relevancy, and Purpose of this information.

Once you find a source, how do you properly use it in your paper?

CITING RESOURCES

WHEN & HOW TO CITE

Before we get into *how* to cite a resource, let's first talk about *when* you should be citing it.

1. Always put quotation marks around something that you copy and paste.

If you copy and paste part of a resource into your paper and fail to put quotation marks around it, you are plagiarizing that resource.

2. Any time you quote or paraphrase a section of a resource, you need to provide a citation.

As a general rule, if it isn't in your own words, or if it isn't something you would have known to write before you read the resource, you need to provide a citation.

3. Write citations as you write your paper.

So often students come into the library, knowing that they need a references page on their paper or in-text citations, but they can't remember where they found the resources they used, or even where they took their quotation from within that resource. If you quote or paraphrase, *always* put a citation in your paper (even if it isn't correct – you can fix it later).

Use the HCC Library's Research Tools page for more information on APA & MLA Citations.

IN-TEXT CITATIONS

There are two ways to cite a resource within the text of your paper.

1. The first involves placing the entire citation at the end of a quote or paraphrased text.

APA Example:

"Quote here" (Smith & Doe, 2019, p. 6).

MLA Example:

"Quote here" (Smith and Doe 6).

2. The second involves introducing the quote or paraphrased text with a phrase that includes the author and publication date, then following the quote with the page number.

APA Example:

According to Smith & Doe (2019), "Quote here" (p. 6).

MLA Example:

According to Smith and Doe, "Quote here" (6).

When writing a draft or conducting research, placing in-text citations after quoted or paraphrased text is vital to remember which sources you used and to avoid Plagiarism. Plagiarism occurs when you take someone else's work or ideas and pass them off as your own – whether intentional or not.

BIBLIOGRAPHY

All citations have a standard format, as defined by the Citation Style (e.g. APA or MLA). The Purdue OWL has great examples and instructions:

*   APA Citation Guide
*   MLA Citation Guide